



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 61

Caroni, Trinidad, Friday 5th August, 2022—Price \$1.00

No. 141

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to establish the Private Security Service Authority and to regulate the private security industry and for other related matters”—\$34.20.

1162

SUPPLEMENTS TO THIS ISSUE

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

Legal Supplement Part B—

Approval in respect of New Drugs—(Legal Notice No. 162 of 2022).

Legal Supplement Part C—

Bill entitled “An Act to establish the Private Security Service Authority and to regulate the private security industry and for other related matters”

1163

PUBLICATION OF BILL

NOTICE is hereby given that the following Bill is published as a Supplement to this issue of the *Trinidad and Tobago Gazette* for public information:

The Private Security Industry Act, 2022.

Copies of the Bill may be purchased from the Government Printery Sales Section, 55–57, Eteck Park, Frederick Settlement, Caroni.

5th August, 2022.

Clerk of the Senate

1164

APPOINTMENT TO ACT AS MINISTER OF FINANCE

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE ALLYSON WEST, a member of the Senate who is a Minister, to act in the Office of the Honourable COLM IMBERT, Minister of Finance with effect from 27th July, 2022 and continuing during the absence from Trinidad and Tobago of the said the Honourable Colm Imbert, M. P. in addition to the discharge of her normal duties.

27th July, 2022.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*



ARIMA BOROUGH CORPORATION

OFFICE OF THE CHIEF EXECUTIVE OFFICER

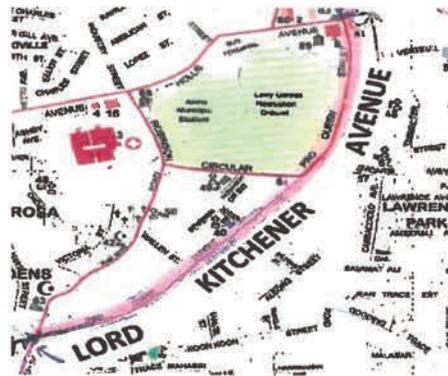
Xtra Plaza, Cor. O'Connor Drive & O'Meara Road, Arima, Trinidad, W.I.

Tel.: (1-868) 612-4222. Email: arima.corporation@gov.tt

NOTICE

NOTICE is hereby given that His Worship the Mayor, Aldermen and Councillors of the Arima Borough Corporation have by resolution passed a motion on the 24th February 2022, for the installation of a Street sign effective from the 22nd July 2022 with particulars as follows:

1. Renaming of a street from Pro Queen Street to "Lord Kitchener Avenue".
(Within the electoral district of Arima North East) starting a Hollis Avenue, Arima Market and ending at Railway Road.



Lord Kitchener Avenue

CHIEF EXECUTIVE OFFICER
ARIMA BOROUGH CORPORATION



Government of the Republic of Trinidad and Tobago
Ministry of Public Administration

Government of the Republic of Trinidad and Tobago
Public Statement 2017
of the Ministry of Public Administration and Communications
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, 1999 (FOIA) the Ministry of Public Administration and Communications is required by law to publish; and annually update the statements which list the documents and information generally available to the public.

The Freedom of Information Act gives members of the public: -

- (1) A legal right for each person to access information held by the Ministry of Public Administration and Communications;
(2) A legal right for each person to have official information relating to himself /herself amended where it is incomplete, incorrect or misleading;
(3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
(4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The following information is published with the approval of the Minister of Public Administration.

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Ministry of Public Administration and Communications (MPAC)

The Ministry of Public Administration and Communications (MPAC) last published its statement in January, 2017. The Gazette Notice No. 35 dated March 17, 2016 sets out the responsibility for the Minister of MPAC and thus, the mandate of the MPAC. This Statement has been updated to reflect changes in the Ministry during the period November 1, 2016 to September 30, 2017. The mandate consists of three inter-related portfolio components as follows:-

- Public Service Transformation
• National ICT
• Government Communications.

The MPAC's Draft three-year Strategic Plan for fiscals 2018 to 2020 outlines a

programme to enhance MPAC capacity, become client-centric, improve public service architecture and thus delivery of public services with a view to becoming a regional leader.

The Vision of the MPAC is:

"To be the regional leader in public service transformation and use of ICT for development that contributes to the well-being of citizens."

The Mission of the MPAC is:

"Building a best in class public service by developing our ICT sector and utilizing innovative service improvement, human resource management, property management, public administration and communications solutions."

The MPAC is comprised of the following Divisions: -

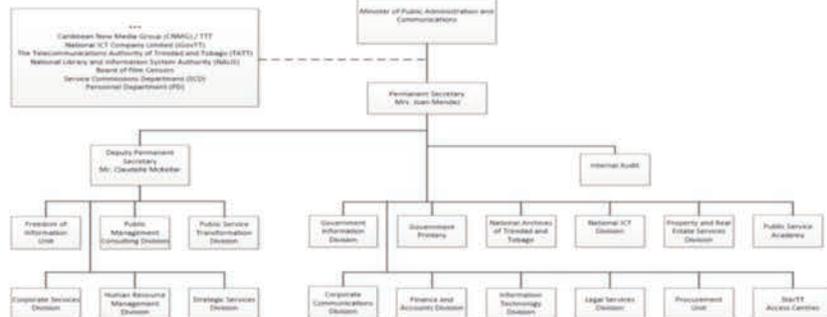
Core Divisions:

- Freedom of Information Unit
• Government Information Division
• Government Printery
• National Archives of Trinidad and Tobago
• National Information and Communication Technology Division
• Property and Real Estate Services Division
• Public Management Consulting Division
• Public Service Academy
• Public Service Transformation Division
• Star.IT Access Centres

Support Divisions:

- Executive Secretariat
• Corporate Communications
• Corporate Services
• Finance and Accounts
• Human Resource Management
• Information Technology
• Internal Audit
• Legal Services
• Procurement
• Strategic Services.

Ministry of Public Administration and Communications
Organisational Chart



***Agencies and Departments that report to the Minister of Public Administration and Communications

PUBLIC STATEMENT 2017 OF THE MINISTRY OF
PUBLIC ADMINISTRATION AND COMMUNICATIONS—CONTINUED

Section 7 (1) (a) (i)

Functions of the Divisions of the Ministry of Public Administration and Communications: -

CORE DIVISIONS

The Freedom of Information Unit (FOIU) was established in 2001 to administer the Freedom of Information Act, Chapter 22:02 ("FOIA"). The FOIU educates, trains, monitors and evaluates public authorities and advises members of the public as it relates to their rights and/or statutory obligations under the Freedom of Information Act.

Government Information Division (formerly Government Information Services Division) provides radio, television, newspaper and social media communications services to Government Ministries and Departments. Government Ministries and Departments use the communications created by the Information Division to provide the public timely information on government services, accomplishments, and initiatives. The Information Division also provides past published information/communications to the public or media houses based on requests.

Government Printery was established to provide reliable printing, binding and related services for the government and the public. The Printery currently prints and sells official Government Publications that are required by law to the Public, including the Trinidad and Tobago Gazette, Acts of Parliament, Bills, Legal Notices and official Government Forms. The Printery also prints and/or binds books, forms and other documents to be used by Government Ministries and Departments. Other services include printing of Statutes of Parliament and Trinidad and Tobago Ballot Papers and sales to the public of Government Publications and Forms that are required by law.

The National Archives of Trinidad and Tobago (NATT) acquires, preserves and makes accessible thousands of records, of various formats, to the public. These include government records, immigration records, photographs, books, maps and more. Many of these records reveal our heritage and enable us as a nation to have a better understanding of Trinidad and Tobago and our ancestors.

NATT influences all areas of archival processing throughout the Public Service and also provides services, such as records management and archival training, across the country but primarily to government agencies. NATT's overall objectives are to provide the public with the means to access public records, to secure information for judicial and administrative purposes, and to provide documentation for purposes of research.

National Information and Communication Technology Division is responsible for supporting the implementation, monitoring and evaluation of the National ICT Plan. The Division's three functional areas are ICT Governance, Policy and Strategy; Public Sector ICT; and ICT Regulatory Compliance and Standards. The ICT Governance, Policy and Strategy functional area is responsible for policy and strategy development to address gaps in terms of national hardware and software requirements as well as providing strategic coordination and oversight of the National ICT planning process. The Public Sector ICT functional area provides oversight for the growth and development of the ICT Sector, the advancement of the ICT knowledge sector through capacity building and the integration and standardization of e-services across the Trinidad and Tobago Public Service. The ICT Regulatory Compliance and Standards functional area is responsible for providing regulatory review for the TATT and iGovTT and develops ICT standards for all Ministries and Departments.

The Property and Real Estate Services Division is responsible for providing mainly office and, to a lesser extent, residential accommodation in accordance with statutory, policy and user requirements for Government Ministries and Agencies. It manages the portfolio of state-owned properties towards ensuring that these are developed, utilized and maintained to achieve maximum socio-economic returns from assets. It has an advisory role to the State on property matters.

The Public Management Consulting Division provides management consulting services to the Cabinet, Government Ministries and Departments and Agencies. Its core business is to act as an internal consulting agency with the responsibility of providing the following services:-

- i. The delivery of Executive Advisory Services to Cabinet and Government Ministries and Departments through the preparation of comments and reports for Cabinet's consideration.
- ii. The management of job positions across the Public Service, including improving the reliability of the Public Service-wide database of positions in iHRIS (The Public Service Human Resource Information System).
- iii. The review of structures, staffing and systems of Government Ministries & Departments.

iv. The provision of advice on the reengineering of operational processes.

v. Working with agencies where there is need to design new organizational units.

vi. Conducting diagnostic assessments, strategic reviews and management audits.

vii. Advising on records management.

viii. Conducting organizational development interventions.

ix. Conducting training interventions when necessary.

x. Assisting Ministries and Departments in the development of their Terms of Reference and Requests for Proposals whenever there are major consultancy projects.

The Public Service Academy is the agency with the primary responsibility for training and development within the public service. It aims to maximise the human potential for excellence and high performance through the provision of flexible learning opportunities in collaboration with its strategic partners. The Academy is charged with the responsibility of reviewing the Training Plans of Ministries and Departments. It also administers offers of technical cooperation training from foreign governments and international agencies.

The Public Service Transformation Division facilitates the transformation agenda for the public service of Trinidad and Tobago. PSTD engages in policy, strategy and monitoring and evaluation activities that guide and support the development and implementation of innovative solutions for improved public service governance and for the delivery of consistently high quality public goods and services. These include management of a Service Delivery Improvement Programme and a Human Resource Management Modernization Programme which involves partnering with relevant central and line ministries.

Star.t Access Centres - four (4) Star.t ICT Access Centres provide computers with internet access, a wi-fi pavilion for those with their own devices and ICT training to rural underserved communities. Sessions focused on remedial education, homework support as well as fun, practical interactive sessions are also provided.

SUPPORT DIVISIONS

The Executive Secretariat (Exec Sec) is comprised of the Minister of Public Administration and Communications, the Permanent Secretary, Deputy Permanent Secretary and the teams who assist them. The Executive Secretariat is responsible for the oversight of all strategic initiatives, projects and financial decisions within the Ministry. The Exec Sec reviews and submits Notes for the consideration of Cabinet which have been prepared by divisions and receives and distributes Cabinet Minutes for action or information within the Ministry. Amongst their various activities, the Administrative support staff in the Exec Sec coordinates all meetings and schedules of the Executive.

Corporate Communications Division is responsible for developing and guiding the Ministry's corporate communications strategy. Its activities include internal communications, public relations, media relations, events management, branding, crisis and issues management. The Division's primary purpose is to enhance the image and reputation of the Ministry and to help establish and maintain beneficial dialogue and understanding between the Ministry and its main stakeholders both internally and externally.

Corporate Services Division provides a range of administrative and internal services (office management, file/document registry, facilities management, customer service and procurement) that support the business goals of the Ministry and contributes to its efficiency.

The Human Resource Management Division aims to enhance the Ministry's effectiveness and capability to provide excellent client and customer services by retaining and building a human resource skills/knowledge/behaviour base which can deliver on the Ministry's mandate. The Division has as its core responsibility staff issues such as hiring for contract positions, performance management, organizational development, training and development and employee relations of the Ministry's employees.

Information Technology Division is responsible for coordinating and providing strategic and operational support for internal Information and Communications Technology projects and systems.

Internal Audit ensures that there is accountability, efficiency and transparency in the financial operations of the Ministry. The Unit is responsible for audit reviews of the Ministry's activities and accounts.

Legal Services Division performs general transactional legal work and

1166—Continued

**PUBLIC STATEMENT 2017 OF THE MINISTRY OF
PUBLIC ADMINISTRATION AND COMMUNICATIONS—CONTINUED**

provides legal advice and support to the Ministry, its various Divisions, and other agencies which fall under its purview.

Procurement Unit was established in October 2017 in preparation for the full proclamation of the Procurement Act No. 1 of 2015. The Unit is responsible for the prequalification of suppliers and the procuring of all stationery, materials and supplies, and some goods and services for the Ministry.

Strategic Services Division is responsible for coordinating the Ministry's strategic plan, developing and reviewing policies, coordinating the Ministry's PSIP projects and monitoring and evaluation of the Ministry's work programme. SSD supports the Permanent Secretary in the administrative oversight of the agencies under the purview of the Ministry. The Division collaborates with the other Divisions in the Ministry and agencies under the purview of the Ministry to ensure statutory reporting requirements.

Section 7 (1) (a) (ii)

Categories of Documents maintained by the Ministry of Public Administration and Communications:-

a. Files, Records, Manuals, Documents:

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management function of the Ministry
4. Files dealing with circulars, memoranda, notices, bulletins
5. Files dealing with official functions, conferences and events hosted
6. Financial Records (cheques, vouchers, receipts, journals, vote books, salary records etc.)
7. Files dealing with matters relating to the procurement of supplies, services and equipment
8. Internal and external correspondence files
9. Customer files
10. Complaint/suggestion files
11. Inventory Management files
12. Records and documents relating to the strategic review of the Ministry, its Divisions and Units
13. Contracts, agreements, leases, deeds, concessions and licences.
14. Legal opinions and related matters
15. Minutes/Agenda of meetings attended by the Ministry of Public Administration and Communications
16. Archival documents
17. Cabinet Documents
18. Policy and Procedure Documents
19. Acts and Gazettes
20. Manuals

b. Publications:

1. Periodicals and publications
2. Newsletters
3. Surveys
4. Reports

c. Forms:

1. Freedom of Information Act forms
2. Customer Feedback Forms

d. Audio Visuals:

1. Reels and tapes

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

The public was able to inspect and/or obtain copies of material

between the hours of 8:30 a.m. to 3:30 p.m. on normal working days at the following offices: -

Ministry of Public Administration and Communications
Levels 5-7
National Library Building
Corner Hart and Abercromby Streets,

Port of Spain
Telephone: 623-4724
Fax: 624-9482

This Ministry's current website is www.mpa.gov.tt, however, the MPAC operated www.mpac.gov.tt for the period concerned. The resources below were accessible at the www.mpac.gov.tt website:

Legislation:

- Cinematograph Act Chapter 20:10
- Civil Service Act Chapter 23:01
- Copyright Act Chapter 82:80
- Computer Misuse Act Chapter 11:17
- Data Protection Act Chapter 22:04
- Electronic Funds Transfer Regulations 2015
- Employment Exchange Act Chapter 88:09
- Electronic Transactions Act Chapter 22:05
- Freedom of Information Act Chapter 22:02
- Finance Act No 4 of 2014
- Finance Act No. 2 of 2015
- Motion Picture Films Carriage and Storage Act Chapter 20:11
- National Library and Information Systems Act Chapter 40:01
- Telecommunications Act Chapter 47:31
- Legal Notice No. 64 - The Telecommunications (Accounting Separation) Regulations, 2015
- Legal Notice No. 63 - The Telecommunications (Universal Service) Regulations, 2015
- Proceeds of Crime Act Chapter 11:27

Publications:

- GoRTT Outfitting Policy 2012
- Business Continuity Management Policy for the Public Service, August 2015
- Business Continuity Management Strategy for the Public Service, August 2015
- Draft National ICT Plan 2017-2021 fastforward II
- smarTT – National ICT Plan 2014-2018
- Draft Ministry of Public Administration and Communications Strategic Plan FY 2018 to 2020
- Ministry of Public Administration and Communications FOI Public Statement Updated 2016
- Ministry of Public Administration FOIA Public Statement 2014
- Ministry of Public Administration Annual Reports 2013-2014, 2012-2013, 2011-2012, 2010-2011, 2009-2010, 2008-2009, 2007-2008, 2006-2007
- Ministry of Science and Technology Annual Report 2014-2015
- Simplifying Lives: Quality and Satisfaction in Public Services 2015- IDB Report
- Caribbean Leadership Programme FAQs Oct 2012
- Organizational Structure of the GoRTT Sept 2012
- Ministry of Public Administration Achievement Report 2010-2011
- MORI – Opinion Leaders Panel Report Wave 19 – July 2011
- Gazettes No. 89 Vol 50 dated July 13, 2011 and No.35 Vol 55 dated March 17, 2016 and – Assignment of responsibility to Ministers.
- Minister of Public Administration and Communication Instrument from the President effective October 2, 2017 – assignment of the responsibility of tconnect Service Centre.
- Ministry of Public Administration Green Paper: Transforming the Civil Service 2011

Other information that can be accessed at the Ministry's website include:

- Media Releases
- Speeches made by the Honourable Minister of Public Administration and Communications
- Print Notices
- Videos
- Information on the services provided to citizens and the government:
 - PSA Training course schedules and Technical Cooperation programmes
 - TTDS Certification programme
 - Government Property and Real Estate Services
 - Public Sector Organizational Design and Development
 - Community ICT access centres
 - TT WiFi

Additionally, the following documents can be accessed on the The Freedom of Information Unit's website www.foia.gov.tt :

- Making a Freedom of Information Request Forms
- Designated Officer's Handbook
- List of Public Authorities
- Frequently Asked Questions (FOIA)

PUBLIC STATEMENT 2017 OF THE MINISTRY OF
PUBLIC ADMINISTRATION AND COMMUNICATIONS—CONTINUED

Section 7(1) (a) (iv)**Literature available by Subscription:-**

The Ministry of Public Administration and Communications has no literature available by way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Ministry of Public Administration and Communications:-

GENERAL PROCEDURE

In order to have the rights given to applicants by the FOI Act (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The Request for Access to Official Documents form can be accessed at our Reception/Lobby areas or it may be downloaded from the website www.foia.gov.tt. The relevant information that must be provided to the Ministry includes:

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of the Ministry (see Section 7 (1) (a) (vii))

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 you. If you are not sure how to write your request or what details to include, communicate with our Designated Officer/s.

The applicant will be contacted within thirty (30) days of the receipt of the request by the Ministry (that is, the received stamp date) and the applicant will be notified by the Designated Officer that the request has been received and is being considered. After determining if the request can be made available to the applicant (approval), the applicant is informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal) then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOI Act.

Requests not handled under the FOIA

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

- a. Documents which contain information which is open to public access, as part of a public register
- b. Documents which contain information that is available for purchase by the public
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority
- d. Documents which are stored for preservation or safe custody

Section 7 (1) (a) (vi)**Officers in the Ministry responsible 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 correction of personal information under Section 36.

The Designated Officers for the Ministry at the time were:-

***Mrs. Sasha Panoram-Bentnick (Designate)**

Research Officer II (Ag)
Ministry of Public Administration and Communications
Level 5, National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Tel: 625-6724 ext. 2074
E-mail: panchams@mpa.gov.tt

Ms. Charlene Jeffrey (Alternate)

Clerk Stenographer IV (Ag)
Ministry of Public Administration and Communications
Level 7, National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Tel: 625-6724 ext. 32007
E-mail: charlene.jeffrey@gov.tt

***Ms. Marlene Inniss-Joseph (Alternate)**

Administrative Officer IV (Ag.)
Ministry of Public Administration and Communications
Level 6, National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Tel: 625-6724 ext. 2173, 2102
E-mail: inniss-josephm@mpa.gov.tt

*These officers are no longer associated with the FOI Portfolio.

Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees, and other bodies (Where meetings/minutes are open to the public):-**

At the present time, there are no bodies that fall within the meaning of this section.

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

Any applicant requesting to view information can make general enquiries by calling the Designated Officers listed under Section 7 (1) (a) (vi). Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 8:30 a.m. to 3:30 p.m.

The Policy of the MPAC for provision of copies of documents that are readily available to the public is as follows:-

- Provision of documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the space provided.

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

- Freedom of Information (Amendments) Act Chapter 22:02
- Telecommunications (Amendments) Act Chapter 37:42
- Electronic Transactions (Amendments) Act Chapter 22:05
- Data Protection (Amendments) Act No. 13 of 2011
- Cinematograph (Amendments) Act Chapter 20:10

Section 8 (1) (a) (ii)**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the MPAC, or similar documents containing rules, policies, guidelines, practices or precedents:-**

- GoRTT Office Outfitting Policy 2012 as well as Guide to the Application for Accommodation Form, Application for Accommodation Form and Request for Site Visit Form
- Achieving the Trinidad and Tobago Diamond Standard (TTDS): A Pocket Guide 2013
- Frequently Asked Questions and Answers on the Trinidad and Tobago Diamond Standard
- Government of the Republic of Trinidad and Tobago Business Continuity Management Policy and Strategy for the Public Service 2015
- Updated Terms and Conditions for standard Government deed of lease for private office space 2015
- National ICT Plan SmarTT 2014-2018
- Government of the Republic of Trinidad and Tobago (GoRTT) Information and Communication Technology (ICT) Technical Standards and Guidelines:
 - o e-Government Interoperability Framework (e-GIF) (2015)
 - o e-Government Omnibus Technical Standards (e-GOTS) (2015)
 - o Information Security Technical Standards(2015)
 - o Domain Name Usage (2015)
 - o Document File Formats (2015)
 - o Content and Presentation Design Standards for Trinidad and Tobago Government Internet (Web) Presences (Revised) (2015)
 - o Government Cloud Initiative (2015)
 - o GoRTT Policy and Procedural Guidelines for Email and Internet Usage (2015)
 - o Open Source Software (OSS) (2015)
 - o GoRTT Email and Internet Usage (2015)
 - o Computer Hardware and Software Standards (2015)

Section 8 (1) (b)**In enforcing written laws and schemes administered by the MPAC 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:**

There are no statements to be published under this subsection at this time.

1166—Continued

PUBLIC STATEMENT 2017 OF THE MINISTRY OF
PUBLIC ADMINISTRATION AND COMMUNICATIONS—CONTINUED

Section 9 (1)**Section 9 (1) (a)**

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

There are no statements to be published under this subsection at this time.

Section 9 (1) (b)

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

There are no statements to be published under this subsection at this time.

Section 9 (1) (c)

A report or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the MPAC.

- Strategic Human Resource Management Council

Section 9 (1) (d)

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

There are no statements to be published under this subsection at this time.

Section 9 (1) (e)

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

- Market and Opinion Research International - Opinion Leaders' Reports – Baseline & Panel Waves II to XVI
- World Values Survey Reports 2006 and 2010
- Evaluation Report on the New Systems Facilitator Initiative dated November 2010
- Public Service Employee Survey Reports 2004 and 2008
- Teaching Service Employee Survey Report 2007
- Health Service Survey Report 2007

Section 9 (1) (f)

A report prepared for the MPAC by a consultant who was paid for preparing the report.

a. Adam Smith International Reports:

- o Public Service Reform-Communication and Dialogue Support (2010)
- o Public Service Transformation Agenda – Building Institutional Capacity (2011)
- o Progressing the Public Service Transformation Agenda Phase 2-Recommendation (2009)

b. Pricewaterhouse Coopers:

- o Scholarship Allowance Review 2013 Survey Results Report
- o MPA Business Continuity and Disaster Recovery Risk Assessment and Impact Analysis Report 2015
- o MPA Business Continuity and Disaster Recovery Test and Exercise Report 2015
- o MPA Business Continuity and Disaster Recovery Strategy Report 2015
- o MPA BCM Guidance Handbook 2015

c. Deloitte in collaboration with the Institute of Public Administration of Canada (IPAC): Institutional strengthening of the Service Commissions Department (2015-2017)

d. KPMG – Business Process Management Programme (2015-2016)

Section 9 (1) (g)

A report prepared within the MPAC 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.

There are no statements to be published under this subsection at this time.

Section 9 (1) (h)

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

- o Evaluation Report on the New Systems Facilitator Initiative dated November 2010.
- o Ministry of Public Administration – Annual Administrative Reports for the fiscal years 2010, 2011, 2012, 2013, 2014
- o Ministry of Science and Technology – Annual Administrative Report for the fiscal years 2014, 2015.

Section 9 (1) (i)

A report containing final plans or proposals for the re-organization of the functions of the MPAC, the establishment of a new policy, programme or project to be administered by the MPAC, or the alteration of an existing policy, programme or project administered by the MPAC, whether or not the plans or proposals are subject to approval by an officer of the MPAC, another public authority, the responsible Minister of the MPAC or Cabinet;

- o Draft Strategic Plan of the Ministry of Public Administration and Communications FY 2018-2020

Section 9 (1) (j)

A statement prepared within the MPAC and containing policy directions for the drafting of legislation;

There are no statements to be published under this subsection at this time.

Section 9 (1) (k)

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

There are no statements to be published under this subsection at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the MPAC

There are no statements to be published under this subsection at this time.

Section 9 (1) (m)

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

- o Valuation reports on state owned properties
- o Valuation reports on privately owned properties rented by the State



Government of the Republic of Trinidad and Tobago
Ministry of Public Administration

Government of the Republic of Trinidad and Tobago
Public Statement 2018
of the Ministry of Public Administration
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Function and structure of the Ministry of Public Administration (MPA): -

The Public Statement of the Ministry of Public Administration (MPA) was last published in January, 2017 in accordance with Section 7 of the FOIA and as per Gazette Notice No. 35 of March 17th, 2016, when the then Ministry of Public Administration and Communications existed.

Following the re-alignment of Ministerial portfolios and as per Gazette Notice No. 77 of June 12th, 2018, the then Ministry of Public Administration and Communications was split into the Ministry of Public Administration and the Ministry of Communications and the appointment and assignment of responsibilities were made to the Honourable Minister and the Minister in the Ministry of Public Administration. Subsequently, in accordance with Gazette Notice No. 108 of 2018, the assignment of responsibilities of the Minister in the Ministry of Public Administration had been re-assigned as the Parliamentary Secretary in the Ministry of Public Administration with effect from August 5th, 2018.

This statement is in respect of the Ministry of Public Administration and covers the period June 7th, 2018 to December 31st, 2018 only. Matters related to the Ministry of Communications for the period June 7th, 2018 and beyond falls to the then Ministry of Communications.

The mandate of MPA consists of:-

- Public Service Transformation
- National ICT

Public Service Modernisation facilitates and leads the public service reform agenda including Public Service policy and legislation and HRM modernization policy and strategy coordination. There is also the provision of Institutional Strengthening services such as:

- Redesigning organizational structures
- Increasing competency through training & development
- Business Process Reengineering
- e-Government
- Property and facilities management

National ICT builds the National ICT sector by developing and coordinating National ICT policy and strategy, including legislation. This includes:

- Oversight of ICT-related agencies
- ICT stakeholders' relations.

The Vision of the MPA is:

"To be the regional leader in public service transformation and use of ICT for development that contributes to the well-being of citizens."

The Mission of the MPA is:

"Building a best in class public service by developing our ICT sector and utilizing innovative service improvement, human resource management, property management and public administration solutions."

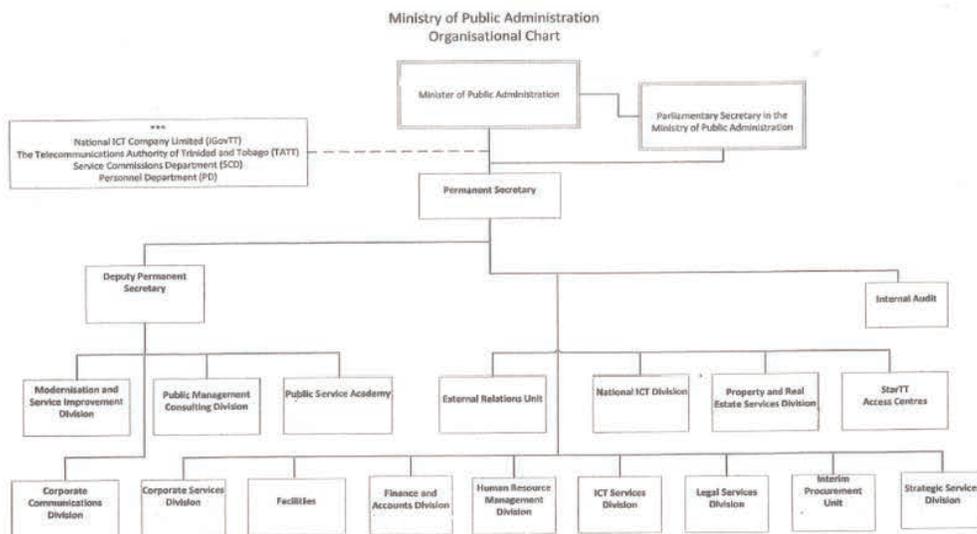
The MPA is comprised of the following Divisions: - Core Divisions:

- The Modernization and Service Improvement Division (MSID)
- National Information and Communication Technology Division (NICT)
- Property and Real Estate Services Division (PRESD)
- Public Management Consulting Division (PMCD)
- Public Service Academy (PSA)
- Access Centres

Support Divisions:

- Executive Secretariat (Exec Sec)
- External Relations Unit (ERU)
- Corporate Services (CSD)
- Internal Audit
- Corporate Communications Division (CCD)
- Facilities Unit
- Finance and Accounts Division
- Interim Procurement Unit (IPU)
- Human Resource Management Division (HRM)
- Information Communication Technology Services Division (ICT)
- Legal Services Division
- Strategic Services Division (SSD)

PUBLIC STATEMENT 2018 OF THE MINISTRY OF PUBLIC ADMINISTRATION —CONTINUED



***Agencies and Departments that report to the Minister of Public Administration

**Section 7 (1) (a) (i)
Functions of the Divisions of the Ministry of Public Administration: -
CORE DIVISIONS**

The Modernization and Service Improvement Division's (MSID) strategic objective is to facilitate a fit-for-purpose and client-centric public service. Accordingly, the MSID develops policy, legislation, guidelines and standards, facilitates service improvement in key public services and establishes and operates whole-of-government solutions.

National Information and Communication Technology Division is responsible for supporting the implementation, monitoring and evaluation of the National ICT Plan. The Division's three functional areas are ICT Governance, Policy and Strategy; Public Sector ICT; and ICT Regulatory Compliance and Standards. The ICT Governance, Policy and Strategy functional area is responsible for policy and strategy development to address gaps in terms of national hardware and software requirements as well as providing strategic coordination and oversight of the National ICT planning process. The Public Sector ICT functional area provides oversight for the growth and development of the ICT Sector, the advancement of the ICT knowledge sector through capacity building and the integration and standardization of e-services across the Trinidad and Tobago Public Service. The ICT Regulatory Compliance and Standards functional area is responsible for providing regulatory review for the TATT and iGovTT and develops ICT standards for all Ministries and Departments.

The Property and Real Estate Services Division is responsible for providing mainly office and, to a lesser extent, residential accommodation in accordance with statutory, policy and user requirements for Government Ministries and Agencies. It manages the portfolio of state-owned properties towards ensuring that these are developed, utilized and maintained to achieve maximum socio-economic returns from assets. It has an advisory role to the State on property matters.

The Public Management Consulting Division provides management consulting services to the Cabinet, Government Ministries and Departments and Agencies. Its core business is to act as an internal consulting agency with the responsibility of providing the following services:-

- i. The delivery of Executive Advisory Services to Cabinet and Government Ministries and Departments through the preparation of comments and reports for Cabinet's consideration.
- ii. The management of job positions across the Public Service, including improving the reliability of the Public Service-wide database of positions in iHRIS (The Public Service Human Resource Information System).
- iii. The review of structures, staffing and systems of Government Ministries & Departments.
- iv. The provision of advice on the reengineering of operational processes.

- v. Working with agencies where there is need to design new organizational units.
- vi. Conducting diagnostic assessments, strategic reviews and management audits.
- vii. Advising on records management.
- viii. Conducting organizational development interventions.
- ix. Conducting training interventions when necessary.
- x. Assisting Ministries and Departments in the development of their Terms of Reference and Requests for Proposals whenever there are major consultancy projects.

The Public Service Academy is the agency with the primary responsibility for training and development within the public service. It aims to maximise the human potential for excellence and high performance through the provision of flexible learning opportunities in collaboration with its strategic partners. The Academy is charged with the responsibility of reviewing the Training Plans of Ministries and Departments. It also administers offers of technical cooperation training from foreign governments and international agencies.

StartT Access Centres - four (4) ICT Access Centres provide computers with internet access, a Wi-Fi pavilion for those with their own devices and ICT training to rural underserved communities. Sessions focused on remedial education, homework support as well as fun, practical interactive sessions are also provided.

SUPPORT DIVISIONS

The Executive Secretariat (Exec Sec) is comprised of the Minister of Public Administration, the Permanent Secretary, Deputy Permanent Secretary and the teams who assist them. The Executive Secretariat is responsible for the oversight of all strategic initiatives, projects and financial decisions within the Ministry. The Exec Sec reviews and submits Notes for the consideration of Cabinet which have been prepared by divisions and receives and distributes Cabinet Minutes for action or information within the Ministry. Amongst their various activities, the Administrative support staff in the Exec Sec coordinates all meetings and schedules of the Executive.

The External Relations Unit (ERU) has primary responsibility for the Ministry's regional and international engagements, international cooperation activities and related policy coherence with specific focus on Public Administration and Management (PAM) and Information and Communication Technology (ICT), two complementary areas of the Ministry's mandate which are identified nationally and internationally as critical success factors for economic diversification and sustainable development.

Internal Audit ensures that there is accountability, efficiency and transparency in the financial operations of the Ministry. The Unit is responsible for audit reviews of the Ministry's activities and accounts.

PUBLIC STATEMENT 2018 OF THE MINISTRY OF PUBLIC ADMINISTRATION —CONTINUED

Corporate Communications Division is responsible for developing and guiding the Ministry's corporate communications strategy. Its activities include internal communications, public relations, media relations, events management, branding, crisis and issues management. The Division's primary purpose is to enhance the image and reputation of the Ministry and to help establish and maintain beneficial dialogue and understanding between the Ministry and its main stakeholders both internally and externally.

Corporate Services Division provides a range of administrative and internal services (office management, file/document registry, facilities management, customer service and procurement) that support the business goals of the Ministry and contributes to its efficiency.

Facilities Unit provides services and support related to the maintenance, upgrades, asset management and security of property occupied by the Ministry.

Finance and Accounts Division is responsible for the financial management practices and procedures of the Ministry. The Division processes payments for suppliers and payroll for employees with the attendant financial recording. The Division also coordinates the submission of budgets and prepares the Ministry's financial statements.

The Interim Procurement Unit (IPU) was established in October 2017 in preparation for the full proclamation of the Procurement Act No. 1 of 2015. The Unit, spearheaded by the Permanent Secretary, is responsible for governing all Procurement Activities carried out by the Ministry, proactively meeting the mandate of the Public Procurement and Disposal of Public Property Act (2015), standardising and guide procurement practices and procedures throughout the Ministry, maintaining good governance and creating an environment of compliance as it relates to procurement, adhering to Public Procurement best Practices, and ensuring transparency and fairness and the attainment of Value for Money in the expenditure of Public Funds.

The Human Resource Management Division aims to enhance the Ministry's effectiveness and capability to provide excellent client and customer services by retaining and building a human resource skills/knowledge/behaviour base which can deliver on the Ministry's mandate. The Division has as its core responsibility staff issues such as hiring for contract positions, performance management, organizational development, training and development and employee relations of the Ministry's employees.

Information Communication Technology Services Division (ICT) is responsible for coordinating and providing strategic and operational support for internal Information and Communications Technology projects and systems.

Legal Services Division performs general transactional legal work and provides legal advice and support to the Ministry, its various Divisions, and other agencies which fall under its purview.

Strategic Services Division (SSD) is responsible for coordinating the Ministry's strategic plan, developing and reviewing policies, coordinating the Ministry's PSIP projects and monitoring and evaluation of the Ministry's work programme. SSD supports the Permanent Secretary in the administrative oversight of the agencies under the purview of the Ministry. The Division collaborates with the other Divisions in the Ministry and agencies under the purview of the Ministry to ensure statutory reporting requirements.

Section 7 (1) (a) (ii)**Categories of Documents maintained by the Ministry of Public Administration:-****a. Files, Records, Manuals, Documents:**

- Files dealing with administrative support and general administrative documents for the operations of the Ministry
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
- Files dealing with the accounting and financial management function of the Ministry
- Files dealing with circulars, memoranda, notices, bulletins
- Files dealing with official functions, conferences and events hosted
- Financial Records (cheques, vouchers, receipts, journals, vote books, salary records etc.)
- Files dealing with matters relating to the procurement of supplies, services and equipment
- Internal and external correspondence files
- Customer files
- Complaint/suggestion files

- Inventory Management files
- Records and documents relating to the strategic review of the Ministry, its Divisions and Units
- Contracts, agreements, leases, deeds, concessions and licences.
- Legal opinions and related matters
- Minutes/Agenda of meetings attended by the Ministry of Public Administration
- Archival documents
- Cabinet Documents
- Policy and Procedure Documents
- Acts and Gazettes
- Manuals

b. Publications:

- Periodicals and publications
- Newsletters
- Surveys
- Reports

c. Forms:

- Freedom of Information Act forms
- Customer Feedback Forms

d. Audio Visuals:

- Reels and tapes

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

The public was able to inspect and/or obtain copies of material between the hours of 8:30 a.m. to 3:30 p.m. on normal working days at the following offices:

Ministry of Public Administration
Levels 5-7
National Library Building
Corner Hart and Abercromby Streets,
Port of Spain
Telephone: 623-4724
Fax: 624-9482

At the time, the following resources were accessible at the website www.mpa.gov.tt

Legislation:

- Freedom of Information Act Chapter 22:02
- Legal Notice No. 64 – The Telecommunications (Accounting Separation) Regulations, 2015
- Legal Notice No. 63 – The Telecommunications (Universal Service) Regulations, 2015
- Finance Act No. 4 of 2014
- Electronic Funds Transfer Regulations 2015
- Computer Misuse Act Chapter 11:17
- Copyright Act Chapter 82:80
- Data Protection Act Chapter 22:04
- Electronic Transactions Act No. 6 of 2011
- Finance Act No. 2 of 2015
- Proclamation No. 1 of 2012
- Proclamation No. 2 of 2012
- Proclamation No. 3 of 2012
- Telecommunications Act Chapter 47:31
- Proceeds of Crime Act Chapter 11:27
- Employment Exchange Act Chapter 88:09
- Electronic Transactions Act Chapter 22:05
- Civil Service Act Chapter 23:01

Publications:

- Public Service Day 2018 – Folio book
- Policy: Electronic Records Management for GoRTT Internet Presences (2018)
- Policy on e-Government Inter-operability Framework (2018)
- Business Continuity Management Policy for the Public Service – August 2015
- Business Continuity Management Strategy for the Public Service – August 2015
- MPA Strategic Plan 2018 - 2020
- Requesting Lease/Rental of Private Property for the Accommodation of Government Premises (2018)
- National ICT Plan: ICT Blueprint 2018-2022
- ICT Blueprint – A Quick Look

Other information that can be accessed at the Ministry's Website include:

- Media Releases
- Speeches made by the Honourable Minister of Public Administration
- Print Notices

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PUBLIC STATEMENT 2018 OF THE MINISTRY OF PUBLIC ADMINISTRATION —CONTINUED

- Videos
- Photos
- Information on the services provided to citizens and the government:
 - PSA Training course schedules and Technical Cooperation programmes
 - Government Property and Real Estate services
 - Public Sector Organizational Design and Development
 - Community ICT access centres
 - TT WiFi
 - Transformation Initiatives

Additionally, the following documents can be accessed on The Freedom of Information Unit's website www.foia.gov.tt :

- Making a Freedom of Information Request Forms
- Designated Officer's Handbook
- List of Public Authorities
- Frequently Asked Questions (FOIA)

Section 7(1) (a) (iv)**Literature available by Subscription: -**

The Ministry of Public Administration has no literature available by way of subscription.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Ministry of Public Administration: -****General Procedure**

In order to have the rights given to applicants by the FOI Act (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The Request for Access to Official Documents form can be accessed at our Reception/Lobby areas or it may be downloaded from the website www.foia.gov.tt. The relevant information that must be provided to the Ministry includes:

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of the Ministry (see Section 7 (1) (a) (vi)).

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 you. If you are not sure how to write your request or what details to include, communicate with our Designated Officer/s.

The applicant will be contacted within thirty (30) days of the receipt of the request by the Ministry (that is, the received stamp date) and the applicant will be notified by the Designated Officer that the request has been received and is being considered. After determining if the request can be made available to the applicant (approval), the applicant is informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal) then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOI Act.

Requests not handled under the FOIA

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

- a. Documents which contain information which is open to public access, as part of a public register
- b. Documents which contain information that is available for purchase by the public
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority
- d. Documents which are stored for preservation or safe custody

Section 7 (1) (a) (vi)**Officers in the Ministry responsible 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 correction of personal information under Section 36.

The Designated Officers for the Ministry at the time were: -

*Mrs. Sasha Pancham-Bentlinck (Designate)
Research Officer II (Ag)
Ministry of Public Administration
Level 5, National Library Building
Corner Hart and Abercromby Streets
Port of Spain

Tel: 625-6724 ext. 2074
E-mail: panchams@mpa.gov.tt

Ms. Charlene Jeffrey (Alternate)

Clerk Stenographer IV (Ag)
Ministry of Public Administration
Level 7, National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Tel: 625-6724 ext. 31007
E-mail: charlene.jeffrey@gov.tt

***Ms. Marlene Inniss-Joseph (Alternate)**

Administrative Officer IV (Ag.)
Ministry of Public Administration
Level 6, National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Tel: 625-6724 ext. 2173, 2102
E-mail: inniss-josephm@mpa.gov.tt

**These officers are no longer associated with the FOI Portfolio.*

Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees, and other bodies (Where meetings/minutes are open to the public): -**

At the present time, there are no bodies that fall within the meaning of this section.

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

Any applicant requesting to view information can make general enquiries by calling the Designated Officers listed under Section 7 (1) (a) (vi). Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 8:30 a.m. to 3:30 p.m.

The Policy of the MPA for provision of copies of documents that are readily available to the public is as follows: -

- Provision of documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the space provided.

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

- Telecommunications (Amendments) Act Chapter 37:42
- Electronic Transactions (Amendments) Act Chapter 22:05
- Data Protection (Amendments) Act No. 13 of 2011

Section 8 (1) (a) (ii)**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the MPA, or similar documents containing rules, policies, guidelines, practices or precedents: -**

- GoRTT Office Outfitting Policy 2012 as well as Guide to the Application for Accommodation Form, Application for Accommodation Form and Request for Site Visit Form
- Achieving the Trinidad and Tobago Diamond Standard (TTDS): A Pocket Guide 2013
- Frequently Asked Questions and Answers on the Trinidad and Tobago Diamond Standard
- Government of the Republic of Trinidad and Tobago Business Continuity Management Policy and Strategy for the Public Service 2015
- Updated Terms and Conditions for standard Government deed of lease for private office space 2015
- National ICT Plan SmartTT 2014-2018
- MPA Strategic Plan 2018 - 2020
- Government of the Republic of Trinidad and Tobago (GoRTT) Information and Communication Technology (ICT) Technical Standards and Guidelines:
 - e-Government Interoperability Framework (e-GIF) (2015)
 - e-Government Omnibus Technical Standards (e-GOTS) (2015)
 - Information Security Technical Standards(2015)
 - Domain Name Usage (2015)
 - Document File Formats (2015)
 - Content and Presentation Design Standards for Trinidad and Tobago Government Internet (Web) Presences (Revised) (2015)
 - Government Cloud Initiative (2015)
 - GoRTT Policy and Procedural Guidelines for Email and Internet Usage

PUBLIC STATEMENT 2018 OF THE MINISTRY OF PUBLIC ADMINISTRATION —CONTINUED

(2015)

- o Open Source Software (OSS) (2015)
- o GoRTT Email and Internet Usage (2015)
- o Computer Hardware and Software Standards (2015)

Section 8 (1) (b)

In enforcing written laws and schemes administered by the MPA 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:

There are no documents to be published under this subsection at this time.

Section 9 (1)**Section 9 (1) (a)**

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

There are no statements to be published under this subsection at this time.

Section 9 (1) (b)

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

There are no statements to be published under this subsection at this time.

Section 9 (1) (c)

A report or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the MPA.

- Strategic Human Resource Management Council

Section 9 (1) (d)

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

There are no statements to be published under this subsection at this time.

Section 9 (1) (e)

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

- Market and Opinion Research International - Opinion Leaders' Reports – Baseline & Panel Waves II to XVI
- World Values Survey Reports 2006 and 2010

- Evaluation Report on the New Systems Facilitator Initiative dated November 2010
- Public Service Employee Survey Reports 2004 and 2008
- Teaching Service Employee Survey Report 2007
- Health Service Survey Report 2007

Section 9 (1) (f)

A report prepared for the MPA by a consultant who was paid for preparing the report.

a. Adam Smith International Reports:

- o Public Service Reform- Communication and Dialogue Support (2010)
- o Public Service Transformation Agenda – Building Institutional Capacity (2011)
- o Progressing the Public Service Transformation Agenda Phase 2-Recommendation (2009)

b. Pricewaterhouse Coopers:

- o Scholarship Allowance Review 2013 Survey Results Report
- o MPA Business Continuity and Disaster Recovery Risk Assessment and Impact Analysis Report 2015
- o MPA Business Continuity and Disaster Recovery Test and Exercise Report 2015
- o MPA Business Continuity and Disaster Recovery Strategy Report 2015

- o MPA BCM Guidance Handbook 2015

c. Deloitte in collaboration with the Institute of Public Administration of Canada (IPAC): Institutional strengthening of the Service Commissions Department (2015-2017)**d. KPMG – Business Process Management Programme (2015-2016)****Section 9 (1) (g)**

A report prepared within the MPA 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.

There are no reports to be published under this subsection at this time.

Section 9 (1) (h)

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

- o Evaluation Report on the New Systems Facilitator Initiative dated November 2010

- o Ministry of Public Administration – Annual Administrative Reports for the fiscal years 2010, 2011, 2012, 2013, 2014
- o Ministry of Science and Technology – Annual Administrative Report for the fiscal years 2014, 2015.

Section 9 (1) (i)

A report containing final plans or proposals for the re-organization of the functions of the MPA, the establishment of a new policy, programme or project to be administered by the MPA, or the alteration of an existing policy, programme or project administered by the MPA, whether or not the plans or proposals are subject to approval by an officer of the MPA, another public authority, the responsible Minister of the MPA or Cabinet;

- o Strategic Plan of the Ministry of Public Administration FY 2018-2020

Section 9 (1) (j)

A statement prepared within the MPA and containing policy directions for the drafting of legislation;

There are no statements to be published under this subsection at this time.

Section 9 (1) (k)

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

There are no statements to be published under this subsection at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the MPA

There are no statements to be published under this subsection at this time.

Section 9 (1) (m)

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

- o Valuation reports on state owned properties
- o Valuation reports on privately owned properties rented by the State



Government of the Republic of Trinidad and Tobago
Ministry of Public Administration

Government of the Republic of Trinidad and Tobago
Public Statement 2018
of the Ministry of Public Administration and Communications
 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, 1999 (FOIA) the Ministry of Public Administration and Communications is required by law to publish; and annually update the statements which list the documents and information generally available to the public.

The Freedom of Information Act gives members of the public: -

- A legal right for each person to access information held by the Ministry of Public Administration and Communications;
- A legal right for each person to have official information relating to himself /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;
- A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The following information is published with the approval of the Minister of Public Administration.

Section 7 Statements

Section 7 (1) (a) (i)
Function and structure of the Ministry of Public Administration and Communications (MPAC): -

The Ministry of Public Administration and Communications (MPAC) last published its statement in January, 2017. The Gazette Notice No. 35 dated March 17, 2016 sets out the responsibility for the Minister of PAC and thus the mandate of the MPAC. This statement covers the period November 1, 2017 to June 6th 2018 only, as the Ministry was split into the Ministry of Public Administration and the Ministry of Communications with effect from June 7th, 2018 in accordance with Gazette Notice No. 77 of June 12th, 2018. Matters related to the Ministry of Communications in respect of the period June 7th, 2018 and beyond fall to the Ministry of Communications. The mandate of MPAC consists of three inter-related portfolio components as follows:-

- Public Service Transformation
- National ICT
- Government Communications.

The MPAC's Draft three-year Strategic Plan for fiscals 2018 to 2020 outlines a programme to

enhance MPAC capacity, become client-centric, improve public service architecture and thus delivery of public services with a view to becoming a regional leader.

The Vision of the MPAC is:

"To be the regional leader in public service transformation and use of ICT for development that contributes to the well-being of citizens."

The Mission of the MPAC is:

"Building a best in class public service by developing our ICT sector and utilizing innovative service improvement, human resource management, property management, public administration and communications solutions."

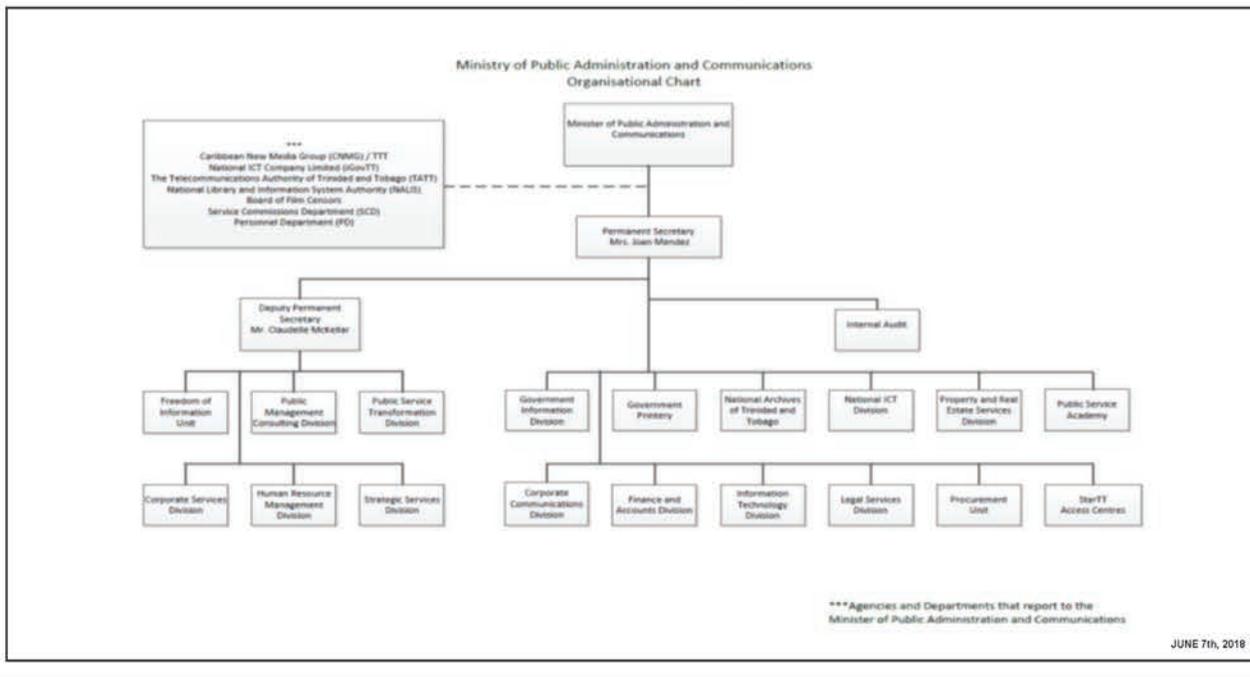
The MPAC is comprised of the following Divisions: -

Core Divisions:

- Freedom of Information Unit
- Government Information Division
- Government Printery
- National Archives of Trinidad and Tobago
- National Information and Communication Technology Division
- Property and Real Estate Services Division
- Public Management Consulting Division
- Public Service Academy
- Public Service Transformation Division
- Start Access Centres

Support Divisions:

- Executive Secretariat
- Corporate Communications
- Corporate Services
- Finance and Accounts
- Human Resource Management
- Information Technology
- Internal Audit
- Legal Services
- Procurement
- Strategic Services.



PUBLIC STATEMENT 2018 OF THE MINISTRY OF
PUBLIC ADMINISTRATION AND COMMUNICATIONS—CONTINUED

Section 7 (1) (a) (i)**Functions of the Divisions of the Ministry of Public Administration and Communications:****CORE DIVISIONS**

The Freedom of Information Unit (FOIU) was established in 2001 to administer the Freedom of Information Act, Chapter 22:02 ("FOIA"). The FOIU educates, trains, monitors and evaluates public authorities and advises members of the public as it relates to their rights and/or statutory obligations under the Freedom of Information Act.

Government Information Division (formerly Government Information Services Division) provides radio, television, newspaper and social media communications services to Government Ministries and Departments. Government Ministries and Departments use the communications created by the Information Division to provide the public timely information on government services, accomplishments, and initiatives. The Information Division also provides past published information/communications to the public or media houses based on requests.

Government Printery was established to provide reliable printing, binding and related services for the government and the public. The Printery currently prints and sells official Government Publications that are required by law to the Public, including the Trinidad and Tobago Gazette, Acts of Parliament, Bills, Legal Notices and official Government Forms. The Printery also prints and/or binds books, forms and other documents to be used by Government Ministries and Departments. Other services include printing of Statutes of Parliament and Trinidad and Tobago Ballot Papers and sales to the public of Government Publications and Forms that are required by law.

The National Archives of Trinidad and Tobago (NATT) acquires, preserves and makes accessible thousands of records, of various formats, to the public. These include government records, immigration records, photographs, books, maps and more. Many of these records reveal our heritage and enable us as a nation to have a better understanding of Trinidad and Tobago and our ancestors. NATT influences all areas of archival processing throughout the Public Service and also provides services, such as records management and archival training, across the country but primarily to government agencies. NATT's overall objectives are to provide the public with the means to access public records, to secure information for judicial and administrative purposes, and to provide documentation for purposes of research.

National Information and Communication Technology Division is responsible for supporting the implementation, monitoring and evaluation of the National ICT Plan. The Division's three functional areas are ICT Governance, Policy and Strategy; Public Sector ICT; and ICT Regulatory Compliance and Standards. The ICT Governance, Policy and Strategy functional area is responsible for policy and strategy development to address gaps in terms of national hardware and software requirements as well as providing strategic coordination and oversight of the National ICT planning process. The Public Sector ICT functional area provides oversight for the growth and development of the ICT Sector, the advancement of the ICT knowledge sector through capacity building and the integration and standardization of e-services across the Trinidad and Tobago Public Service. The ICT Regulatory Compliance and Standards functional area is responsible for providing regulatory review for the TATT and iGovTT and develops ICT standards for all Ministries and Departments.

The Property and Real Estate Services Division is responsible for providing mainly office and, to a lesser extent, residential accommodation in accordance with statutory, policy and user requirements for Government Ministries and Agencies. It manages the portfolio of state-owned properties towards ensuring that these are developed, utilized and maintained to achieve maximum returns from assets. It has an advisory role to the State on property matters.

The Public Management Consulting Division provides management consulting services to the Cabinet, Government Ministries and Departments and Agencies. Its core business is to act as an internal consulting agency with the responsibility of providing the following services:-

- i. The delivery of Executive Advisory Services to Cabinet and Government Ministries and Departments through the preparation of comments and reports for Cabinet's consideration.
- ii. The management of job positions across the Public Service, including improving the reliability of the Public Service-wide database of positions in iHRIS (The Public Service Human Resource Information System).
- iii. The review of structures, staffing and systems of Government Ministries & Departments.
- iv. The provision of advice on the reengineering of operational processes.
- v. Working with agencies where there is need to design new organizational units.
- vi. Conducting diagnostic assessments, strategic reviews and management audits.
- vii. Advising on records management.
- viii. Conducting organizational development interventions.
- ix. Conducting training interventions when necessary.
- x. Assisting Ministries and Departments in the development of their Terms of Reference and Requests for Proposals whenever there are major consultancy projects.

The Public Service Academy is the agency with the primary responsibility for training and development within the public service. It aims to maximise the human potential for excellence and high performance through the provision of flexible learning opportunities in collaboration with its strategic partners. The Academy is charged with the responsibility of reviewing the Training Plans of Ministries and Departments. It also administers offers of technical cooperation training from foreign governments and international agencies.

The Public Service Transformation Division facilitates the transformation agenda for the public service of Trinidad and Tobago. PSTD engages in policy, strategy and monitoring and evaluation activities that guide and support the development and implementation of innovative solutions for improved public service governance and for the delivery of consistently high quality public goods and services. These include management of a Service Delivery Improvement Programme and a Human Resource Management Modernization Programme which involves partnering with relevant central and line ministries.

Start It Access Centres - four (4) Start It ICT Access Centres provide computers with internet access, a wi-fi pavilion for those with their own devices and ICT training to rural underserved communities. Sessions focused on remedial education, homework support as well as fun, practical interactive sessions are also provided.

SUPPORT DIVISIONS

The Executive Secretariat (Exec Sec) is comprised of the Minister of Public Administration and

Communications, the Permanent Secretary, Deputy Permanent Secretary and the teams who assist them. The Executive Secretariat is responsible for the oversight of all strategic initiatives, projects and financial decisions within the Ministry. The Exec Sec reviews and submits Notes for the consideration of Cabinet which have been prepared by divisions and receives and distributes Cabinet Minutes for action or information within the Ministry. Amongst their various activities, the Administrative support staff in the Exec Sec coordinates all meetings and schedules of the Executive.

Corporate Communications Division is responsible for developing and guiding the Ministry's corporate communications strategy. Its activities include internal communications, public relations, media relations, events management, branding, crisis and issues management. The Division's primary purpose is to enhance the image and reputation of the Ministry and to help establish and maintain beneficial dialogue and understanding between the Ministry and its main stakeholders both internally and externally.

Corporate Services Division provides a range of administrative and internal services (office management, file/document registry, facilities management, customer service and procurement) that support the business goals of the Ministry and contributes to its efficiency.

Finance and Accounts Division is responsible for the financial management practices and procedures of the Ministry. The Division processes payments for suppliers and payroll for employees with the attendant financial recording. The Division also coordinates the submission of budgets and prepares the Ministry's financial statements.

The Human Resource Management Division aims to enhance the Ministry's effectiveness and capability to provide excellent client and customer services by retaining and building a human resource skills/knowledge/behaviour base which can deliver on the Ministry's mandate. The Division has as its core responsibility staff issues such as hiring for contract positions, performance management, organizational development, training and development and employee relations of the Ministry's employees.

Information Technology Division is responsible for coordinating and providing strategic and operational support for internal Information and Communications Technology projects and systems.

Internal Audit ensures that there is accountability, efficiency and transparency in the financial operations of the Ministry. The Unit is responsible for audit reviews of the Ministry's activities and accounts.

Legal Services Division performs general transactional legal work and provides legal advice and support to the Ministry, its various Divisions, and other agencies which fall under its purview.

Procurement Unit was established in October 2017 in preparation for the full proclamation of the Procurement Act No. 1 of 2015. The Unit is responsible for the prequalification of suppliers and the procuring of all stationery, materials and supplies, and some goods and services for the Ministry.

Strategic Services Division is responsible for coordinating the Ministry's strategic plan, developing and reviewing policies, coordinating the Ministry's PSIP projects and monitoring and evaluation of the Ministry's work programme. SSD supports the Permanent Secretary in the administrative oversight of the agencies under the purview of the Ministry. The Division collaborates with the other Divisions in the Ministry and agencies under the purview of the Ministry to ensure statutory reporting requirements.

Section 7 (1) (a) (ii)**Categories of Documents maintained by the Ministry of Public Administration and Communications:-****a. Files, Records, Manuals, Documents:**

1. Files dealing with administrative support and general administrative documents and records (including logs) for the operations of the Ministry
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management function of the Ministry
4. Files dealing with circulars, memoranda, notices, bulletins
5. Files dealing with official functions, conferences and events hosted
6. Financial Records (cheques, vouchers, receipts, journals, vote books, salary records etc.)
7. Files dealing with matters relating to the procurement of supplies, services and equipment
8. Internal and external correspondence files
9. Customer files
10. Complaint/suggestion files
11. Inventory Management files
12. Records and documents relating to the strategic review of the Ministry, its Divisions and Units
13. Contracts, agreements, leases, deeds, concessions and licences
14. Legal opinions and related matters
15. Minutes/Agenda of meetings attended by the Ministry of Public Administration and Digital Transformation
16. Archival documents
17. Cabinet Documents
18. Policy and Procedure Documents
19. Acts and Gazettes
20. Manuals

b. Publications:

1. Periodicals and publications
2. Newsletters
3. Surveys
4. Reports

c. Forms:

1. Freedom of Information Act Request Forms
2. Application for Accommodation Forms
3. Request for Site Visit Forms

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

The public may inspect and/or obtain copies of material between the hours of 8:30 a.m. to 3:30 p.m. on normal working days at the following offices:

1168—Continued

**PUBLIC STATEMENT 2018 OF THE MINISTRY OF
PUBLIC ADMINISTRATION AND COMMUNICATIONS—CONTINUED**

Ministry of Public Administration and Communications

Levels 5-7
National Library Building
Corner Hart and Abercromby Streets,
Port of Spain
Telephone: 623-4724
Fax: 624-9482

This Ministry's current website is www.mpa.gov.tt, however, the MPAC operated www.mpac.gov.tt for the period concerned. The resources below were accessible at www.mpac.gov.tt website:

Legislation:

- Cinematograph Act Chapter 20:10
- Civil Service Act Chapter 23:01
- Copyright Act Chapter 82:80
- Computer Misuse Act Chapter 11:17
- Data Protection Act Chapter 22:04
- Electronic Funds Transfer Regulations 2015
- Employment Exchange Act Chapter 88:09
- Electronic Transactions Act Chapter 22:05
- Freedom of Information Act Chapter 22:02
- Finance Act No 4 of 2014
- Finance Act No. 2 of 2015
- Motion Picture Films Carriage and Storage Act Chapter 20:11
- National Library and Information Systems Act Chapter 40:01
- Telecommunications Act Chapter 47:31
- Legal Notice No. 64 - The Telecommunications (Accounting Separation) Regulations, 2015
- Legal Notice No. 63 - The Telecommunications (Universal Service) Regulations, 2015
- Proceeds of Crime Act Chapter 11:27

Publications:

- GoRTT Outfitting Policy 2012
- Draft National ICT Plan 2017-2021 fastforward II
- smarTT – National ICT Plan 2014-2018
- Business Continuity Management Policy for the Public Service – August 2015
- Business Continuity Management Strategy for the Public Service – August 2015
- Draft Ministry of Public Administration and Communications Strategic Plan FY 2018 to 2020
- Ministry of Public Administration and Communications FOI Public Statement Updated 2016
- Ministry of Public Administration FOIA Public Statement 2014
- Ministry of Public Administration Annual Reports 2013-2014, 2012-2013, 2011-2012, 2010-2011, 2009-2010, 2008-2009, 2007-2008, 2006-2007
- Ministry of Science and Technology Annual Report 2014-2015
- Simplifying Lives: Quality and Satisfaction in Public Services 2015 - IDB Report
- Caribbean Leadership Programme FAQs Oct 2012
- Organizational Structure of the GoRTT Sept 2012
- Ministry of Public Administration Achievement Report 2010-2011
- MORI – Opinion Leaders Panel Report Wave 19 – July 2011
- Gazettes No. 89 Vol 50 dated July 13, 2011 and No.35 Vol 55 dated March 17, 2016 and Assignment of responsibility to Ministers.
- Minister of Public Administration and Communication Instrument from the President effective October 2, 2017 – assignment of the responsibility of tconnect Service Centre.
- Ministry of Public Administration Green Paper: Transforming the Civil Service 2011

Other information that can be accessed at the Ministry's Website include:

- Media Releases
- Speeches made by the Honourable Minister of Public Administration and Communications
- Print Notices
- Videos
- Information on the services provided to citizens and the government:
 - PSA Training course schedules and Technical Cooperation programmes
 - TTDS Certification programme
 - Government Property and Real Estate services
 - Public Sector Organizational Design and Development
 - Community ICT access centres
 - TT WiFi

Additionally, the following documents can be accessed on the The Freedom of Information Unit's website www.foia.gov.tt:

- Making a Freedom of Information Request Forms
- Designated Officer's Handbook
- List of Public Authorities
- Frequently Asked Questions (FOIA)

Section 7(1) (a) (iv)

Literature available by Subscription: -

The Ministry of Public Administration and Communications has no literature available by way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Ministry of Public Administration and Communications: -

General Procedure

In order to have the rights given to applicants by the FOI Act (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The Request for Access to Official Documents form can be accessed at our Reception/Lobby areas or it may be downloaded from the website www.foia.gov.tt. The relevant information that must be provided to the Ministry includes:

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of the Ministry (see Section 7 (1) (a) (vi)).

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 you. If you are not sure how to write your request or what details to include, communicate with our Designated Officer/s.

The applicant will be contacted within thirty (30) days of the receipt of the request by the Ministry (that is, the received stamp date) and the applicant will be notified by the Designated Officer that the request has been received and is being considered. After determining if the request can be made available to the applicant (approval), the applicant is informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal) then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOI Act.

Requests not handled under the FOIA

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

- a. Documents which contain information which is open to public access, as part of a public register;
- b. Documents which contain information that is available for purchase by the public;
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority;
- d. Documents which are stored for preservation or safe custody.

Section 7 (1) (a) (vi)

Officers in the Ministry responsible 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 correction of personal information under Section 36.

The Designated Officers for the Ministry at the time were: -

***Mrs. Sasha Pancham-Bentrick (Designate)**

Research Officer II (Ag)
Ministry of Public Administration and Communications
Level 5, National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Tel: 625-6724 ext. 2074
E-mail: panchams@mpa.gov.tt

***Ms. Charlene Jeffrey (Alternate)**

Clerk Stenographer IV (Ag)
Ministry of Public Administration and Communications
Level 7, National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Tel: 625-6724 ext. 32007
E-mail: charlene.jeffrey@gov.tt

***Ms. Marlene Inniss-Joseph (Alternate)**

Administrative Officer IV (Ag.)
Ministry of Public Administration and Communications
Level 6, National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Tel: 625-6724 ext. 2173, 2102
E-mail: inniss-josephm@mpa.gov.tt

***These officers are no longer associated with the FOI Portfolio**

Section 7 (1) (a) (vii)

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

At the present time, there are no bodies that fall within the meaning of this section.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities: -

Any applicant requesting to view information can make general enquiries by calling the Designated Officers listed under Section 7 (1) (a) (vi). Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 8:30 a.m. to 3:30 p.m.

The Policy of the MPAC for provision of copies of documents that are readily available to the public is as follows: -

- Provision of documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the space provided.

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the MPAC, not being particulars contained in another written law: -

- Freedom of Information (Amendments) Act Chapter 22:02
- Telecommunications (Amendments) Act Chapter 37:42
- Electronic Transactions (Amendments) Act Chapter 22:05
- Data Protection (Amendments) Act No. 13 of 2011
- Cinematograph (Amendments) Act Chapter 20:10

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the MPAC, or similar documents containing rules, policies, guidelines, practices or precedents: -

- GoRTT Office Outfitting Policy 2012 as well as Guide to the Application for Accommodation Form, Application for Accommodation Form and Request for Site Visit Form
- Achieving the Trinidad and Tobago Diamond Standard (TTDS): A Pocket Guide 2013
- Frequently Asked Questions and Answers on the Trinidad and Tobago Diamond Standard
- Government of the Republic of Trinidad and Tobago Business Continuity Management Policy and Strategy for the Public Service 2015
- Updated Terms and Conditions for standard Government deed of lease for private office space 2015
- National ICT Plan smarTT 2014-2018
- Government of the Republic of Trinidad and Tobago (GoRTT) Information and Communication Technology (ICT) Technical Standards and Guidelines:

PUBLIC STATEMENT 2018 OF THE MINISTRY OF
PUBLIC ADMINISTRATION AND COMMUNICATIONS—CONTINUED

- o e-Government Interoperability Framework (e-GIF) (2015)
- o e-Government Omnibus Technical Standards (e-GOTS) (2015)
- o Information Security Technical Standards(2015)
- o Domain Name Usage (2015)
- o Document File Formats (2015)
- o Content and Presentation Design Standards for Trinidad and Tobago Government Internet (Web) Presences (Revised) (2015)
- o Government Cloud Initiative (2015)
- o GoRTT Policy and Procedural Guidelines for Email and Internet Usage (2015)
- o Open Source Software (OSS) (2015)
- o GoRTT Email and Internet Usage (2015)
- o Computer Hardware and Software Standards (2015)

Section 8 (1) (b)

In enforcing written laws and schemes administered by the MPAC 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:

There are no statements to be published under this subsection at this time.

Section 9 (1)**Section 9 (1) (a)**

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

There are no statements to be published under this subsection at this time.

Section 9 (1) (b)

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

There are no statements to be published under this subsection at this time.

Section 9 (1) (c)

A report or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the MPAC.

- Strategic Human Resource Management Council

Section 9 (1) (d)

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

There are no statements to be published under this subsection at this time.

Section 9 (1) (e)

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

- Market and Opinion Research International - Opinion Leaders' Reports – Baseline & Panel Waves II to XVI
- World Values Survey Reports 2006 and 2010
- Evaluation Report on the New Systems Facilitator Initiative dated November 2010
- Public Service Employee Survey Reports 2004 and 2008
- Teaching Service Employee Survey Report 2007
- Health Service Survey Report 2007

Section 9 (1) (f)

A report prepared for the MPAC by a consultant who was paid for preparing the report.

a. Adam Smith International Reports:

- o Public Service Reform- Communication and Dialogue Support (2010)
- o Public Service Transformation Agenda – Building Institutional Capacity (2011)
- o Progressing the Public Service Transformation Agenda Phase 2-Recommendation (2009)

b. Pricewaterhouse Coopers:

- o Scholarship Allowance Review 2013 Survey Results Report
- o MPA Business Continuity and Disaster Recovery Risk Assessment and Impact Analysis Report 2015
- o MPA Business Continuity and Disaster Recovery Test and Exercise Report 2015
- o MPA Business Continuity and Disaster Recovery Strategy Report 2015
- o MPA BCM Guidance Handbook 2015

c. Deloitte in collaboration with the Institute of Public Administration of Canada (IPAC): Institutional strengthening of the Service Commissions Department (2015-2017)**d. KPMG – Business Process Management Programme (2015-2016)****Section 9 (1) (g)**

A report prepared within the MPAC 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.

There are no statements to be published under this subsection at this time.

Section 9 (1) (h)

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

- o Evaluation Report on the New Systems Facilitator Initiative dated November 2010
- o Ministry of Public Administration – Annual Administrative Reports for the fiscal years 2010, 2011, 2012, 2013, 2014
- o Ministry of Science and Technology – Annual Administrative Report for the fiscal years 2014, 2015.

Section 9 (1) (i)

A report containing final plans or proposals for the re-organization of the functions of the MPAC, the establishment of a new policy, programme or project to be administered by the MPAC, or the alteration of an existing policy, programme or project administered by the MPAC, whether or not the plans or proposals are subject to approval by an officer of the MPAC, another public authority, the responsible Minister of the MPAC or Cabinet;

- o Draft Strategic Plan of the Ministry of Public Administration and Communications FY 2018-2020

Section 9 (1) (j)

A statement prepared within the MPAC and containing policy directions for the drafting of legislation;

There are no statements to be published under this subsection at this time.

Section 9 (1) (k)

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

There are no statements to be published under this subsection at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the MPAC

There are no statements to be published under this subsection at this time.

Section 9 (1) (m)

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

- o Valuation reports on state owned properties
- o Valuation reports on privately owned properties rented by the State



FREEDOM OF INFORMATION ACT

2022 PUBLIC STATEMENT OF PARIA FUEL TRADING COMPANY LIMITED

In Compliance with Sections 7, 8 and 9 of the Freedom of Information Act 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (1999) ("FOIA"), Paria Fuel Trading Company Limited ("PARIA") is required by law to publish; and annually update the statement which lists the documents and information generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access information held by PARIA;
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
4. A legal right to complain to the Ombudsman and apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The following information satisfies the requirements of the FOIA and PARIA publishes the following statement as approved by the Minister of Energy and Energy Industries.

Section 7 – Statements

Section 7(1)(a)(i)

Paria Fuel Trading Company Limited, a company incorporated on 5 October 2018 under the Companies Act Chapter 81:01 of the Laws of the Republic of Trinidad and Tobago with its registered office at #9 Queen's Park West, Port-of-Spain. PARIA is a wholly owned subsidiary of the Trinidad Petroleum Holdings Limited ("TPHL"). TPHL is solely owned by the Government of the Republic of Trinidad and Tobago. PARIA's main business is crude oil and fuel logistics and fuel trading.

Vision Statement:

To be a preferred and reliable supplier of petroleum products to the local and regional markets, and offer efficient, cost-effective Terminal and Bunkering services to all our customers, and deliver premium shareholder value while becoming an employer of choice and a source of pride for the people of Trinidad and Tobago.

Function and Structure of PARIA

Board of Directors

PARIA is governed by a Board of Directors appointed by the company's shareholders. The Members of the Board of Directors are as follows:

- Mr. Newman K. George – Chairman (22nd August 2019 – present);
- Dr. Fayad Ali (12th April 2021 – present);
- Ms. Avie Chadee (12th April 2021 – present);
- Mr. Peter Clarke (7th January 2019 – present);
- Mr. Eustace Nancis (7th January 2019 – present);
- Mr. Reza Salim (22nd August 2019 – present).

There are four (4) Sub-Committees of PARIA's Board of Directors:

- 1) Audit and Risk Sub-Committee;
- 2) Finance, Investment and HR Strategy Sub-Committee;
- 3) Procurement and Tenders Sub-Committee;
- 4) Operations and Safety Sub-Committee.

The Company Structure

PARIA's Management Team is headed by a General Manager and is structured into ten (10) departments namely:

- 1) Terminal Operations;
- 2) Commercial;
- 3) Technical and Maintenance;
- 4) Support Services which include Human Resource, Finance and Corporate Sections;
- 5) Health, Safety, Environment and Quality ("HSEQ");
- 6) Security;
- 7) Legal;
- 8) Corporate Communications;
- 9) Internal Audit; and
- 10) Procurement.

General Manager

The General Manager is responsible for setting the strategic direction of PARIA and delivering consistent operational and financial performance relative to the trading and terminal operations through a relentless focus on values, safety and environment, reliability, quality, delivery, margin optimization and cost. The Office of the General Manager has direct responsibility for the Legal, HSEQ, Corporate Communications, Security and Procurement Departments. The General Manager has an administrative responsibility for the Internal Auditor but this position reports functionally to the Board. Each of the other four (4) departments is headed by a Manager who reports directly to the General Manager.

Terminal Operations

The Department is headed by a Terminal Operations Manager and is responsible for planning, coordinating and executing terminal and trading operations in a cost-efficient manner in compliance with accepted standards and regulations.

Commercial

This department is headed by a Commercial Manager and is responsible for commercial optimization of assets, schedule and product trade in a competitive global marketplace through diligent monitoring of market trends, harnessing of market intelligence and successful management of customer relations to ensure maximum profit to the company through judicious optimization of trading margin and product volume movements.

Technical and Maintenance

This department is headed by a Technical and Maintenance Manager and is responsible for directing the services of general engineering and central maintenance to the terminal operations in compliance with engineering, safety and regulatory standards consistent with the business plan for the terminal.

Support Services

This department is headed by a Support Services Manager and is responsible for planning, implementation and controls of all human capital, financial and commercial (Finance, ICT) activities in accordance with relevant statutory requirements and best practice to enable productive, cost-effective and high-quality services.

Health, Safety, Environment and Quality

This department has a HSEQ Lead with the responsibility to drive the design, implementation and communication of



FREEDOM OF INFORMATION ACT
2022 PUBLIC STATEMENT OF
PARIA FUEL TRADING COMPANY LIMITED
In Compliance with Sections 7, 8 and 9 of the Freedom of Information Act 1999

all health, safety, environmental programmes and quality. The HSEQ Lead is responsible for developing and providing technical and administrative direction on all HSEQ decisions which bear a critical importance to overall Company objectives, operations and profitability.

• **Security**

This department has a Security Lead with the responsibility to lead the corporate security team in providing a safe and secure working environment, ensuring protective measures are in place to reduce potential risks and threats to Company personnel and assets in keeping with statutory obligations and Company's policies and procedures.

• **Legal**

This Department has a Legal Counsel with the responsibility to advise the General Manager on all corporate governance matters and to provide legal services, representation and support to reduce risk/exposure to stakeholders in accordance with regulatory, statutory, global best practices and ethical standards.

• **Corporate Communications**

The Communications Lead is responsible for developing, leading and executing a robust communication strategy and plans that promote, manage and protect the reputation of the Company and is aligned to its brand across its wide stakeholders consistent with its culture, values and beliefs. To manage the reputation of the Company, with responsibility for all internal and external communications.

• **Internal Auditor**

The Internal Auditor is responsible for providing the Board and Management of PARIA with independent assurance and consulting services in the areas of controls, risk management and governance processes.

• **Procurement**

This Department has a Supply Chain Lead who is the Named Procurement Officer with the responsibility to lead the Procurement team in the planning, implementation and control of activities related to the procurement of goods, services and works; and the retention and disposal of public property; in a manner that promotes accountability, transparency, integrity, and value for money in accordance with regulatory and statutory requirements, Company policies and procedures, and global best practice.

Section 7(1)(a)(ii)

Categories of documents held and maintained by PARIA:

i Corporate Documents

- a. Company registration, certificates, and by-laws.
- b. Board Notes and Minutes of Board and Sub-Committee Meetings.

ii Correspondence with Corporation Sole, Ministries, Government and State Agencies

iii Legal Documents

- a. Contracts, deeds, leases, licences and all other legal instruments.
- b. Documentation pertaining to litigation and legal actions.

iv Business Activities

- a. Strategy and planning reports.
- b. Vendors/suppliers, contractors lists etc.
- c. Business plans, proposals, reviews and reports.
- d. Records relating to human resource management matters.
- e. Public relations records and files, newsletters, releases, brochures, photographs etc.
- f. Marketing and business promotion information.
- g. Performance, audit assessments and analyses.

- h. Consultancy, technical, valuation and various other reports that support business decisions.
- i. Policies, procedures and manuals.
- j. Speeches and presentations.
- k. Accounting and financial management documents and records.
- l. Annual Procurement Plan.

v Financial and Accounting Operations

- a. Records related to budgeting, capital investment, financial planning and reporting, taxation, cash management etc.
- b. Audited financial statements.
- c. Accounting records.
- d. Records related to controls and system optimization.
- e. Annual Financial Reports.

vi Health, Safety, Environment and Quality

- a. Investigation reports.
- b. Register of incidents, accident and reportable injuries.
- c. Records on effluent discharges.
- d. HSEQ performance reports.

Section 7(1)(a)(iii)

Materials prepared for publication or inspection by the public:

- Annual Financial Reports.
- Advertisements for Recruitment of Personnel.
- Advertisements for Procurement of Goods and Services.
- Public Notices.
- Press Releases.

The above stated documents can be accessed on our website at www.paria.co.tt or at our Head Office located at Administration Building, Southern Main Road, Pointe-a-Pierre.

Section 7(1)(a)(iv)

Literature available by subscription:

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

Section 7(1)(a)(v)

Procedure to be followed when accessing a document from PARIA:

Request for information is to be made in accordance with the FOIA, the applicant must make his/her request in the following manner:

1. Obtain a copy of the appropriate form (**Request for access to Official Documents**) available on the Freedom of Information Unit website at <http://www.foia.gov.tt>.
2. Complete the form, the relevant information that must be provided to PARIA include:
 - Name of applicant (full name);
 - Contact information;
 - Information requested and format to provide the information;
 - Date of request;
 - Signature of applicant.
3. The Application should be addressed to the Designated Officer of PARIA (see Section 7(1)(a)(vi))
4. The completed form may be:
 - a. Hand delivered to PARIA; or
 - b. Mailed to PARIA's Head Office.

Addressing Requests

To facilitate the prompt handling of requests, please write to the Designated Officer of PARIA (see section 7(1)(a)(vi)).

Ms. Joanne Sinanansingh
 Legal Counsel
 Paria Fuel Trading Company Limited
 Administration Building, Southern Main Road
 Pointe-a-Pierre
 Email: Joanne.Sinanansingh@paria-tt.com



FREEDOM OF INFORMATION ACT
2022 PUBLIC STATEMENT OF
PARIA FUEL TRADING COMPANY LIMITED
In Compliance with Sections 7, 8 and 9 of the Freedom of Information Act 1999

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 applicant is unsure how to write his/her request or what details to include, the applicant should communicate with PARIA's Designated Officer.

Requests not handled under the FOIA

In accordance with Section 12 of the FOIA, requests that would not be processed are as follows:

- a. Documents which contain information, which is open to public access, as part of a public register;
- b. Documents which contain information that is available for purchase by the public;
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority;
- d. Documents which are stored for preservation or safe custody.

Responding to your Request

Retrieving documents

PARIA is only required to furnish copies of documents that it has in its possession.

Older records are stored and may be retrieved, however, various laws and regulations give time periods for which records may be kept before they are destroyed and no longer available for disclosure under the FOIA.

Furnishing documents

An applicant is entitled to access copies of information which PARIA has in its possession, custody or power. PARIA is required to furnish only one (1) copy of a document. If PARIA cannot make a legible copy of the document to be released, PARIA may not attempt to reconstruct it. Instead PARIA will furnish the best copy possible and note its quality in our reply. Please note that PARIA is not compelled to do the following:

- a. Create new documents. For example, PARIA is not required to write a new computer programme to print information in a format preferred by the applicant; and
- b. Perform research for the public.

Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received to notify the applicant of the approval or refusal of the request for access to documents. PARIA will try diligently to comply with the time limit. PARIA will acknowledge the request and advise of its status and the time period in which the information will be provided. 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

PARIA will determine whether to grant access to the information requested as soon as practicable but no later than thirty (30) days from the date the request was received 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. If it is determined that the request cannot be disclosed, then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOIA.

Section 7(1)(a)(vi)

Officers of PARIA are responsible for:

- (1) The initial receipt of and action upon notices under Section 10;

- (2) Request for access to documents under Section 13;
- (3) Applications for correction of personal information under Section 36 of the FOIA.

The Designated Officers of PARIA are:

Ms. Joanne Sinanansingh (Designate)

Legal Counsel
 Paria Fuel Trading Company Limited
 Administration Building, Southern Main Road
 Pointe-a-Pierre
 Email: joanne.sinanansingh@paria-tt.com

Ms. Tara Pascall (Alternate)

HR Business Partner
 Paria Fuel Trading Company Limited
 Administration Building, Southern Main Road
 Pointe-a-Pierre
 Email: tara.pascall@paria-tt.com

Section 7(1)(a)(vii)

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

At the present 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:

Any applicant requesting to view information can make general enquiries by contacting the Designated Officers under section 7(1)(a)(vi). The necessary arrangement will be made to accommodate the applicant at our Head Office between the hours 9:00a.m. to 11:00a.m. and 1:30p.m. to 3:00p.m.

Fees and Charges

- (a) Section 17(1) of the FOIA 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 form such as a tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for duplication of the said material.
- (b) Details of charges for duplication of documents will be determined based upon individual request by applicants.

Provision of Copies in the Public Domain

Copies of documents that are readily available in the public domain shall be provided as follows:

- Documents may be subject to a charge to cover administrative costs;
- The applicant shall peruse the documents in a quiet and respectful manner so as to ensure there is no disruption to the activities in PARIA;
- The applicant shall comply with the instructions of the Designated Officer at all times.

Section 8 – Statements

Section 8(1)(a)(i)

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

This section is not applicable to PARIA.

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.



FREEDOM OF INFORMATION ACT
2022 PUBLIC STATEMENT OF
PARIA FUEL TRADING COMPANY LIMITED
In Compliance with Sections 7, 8 and 9 of the Freedom of Information Act 1999

The following policies have been approved by the Board:

1. Internal Audit Code of Ethics;
2. Internal Control Policy;
3. Anti-Money Laundering and Terrorist Financing Policy;
4. Anti-Bribery, Anti-Corruption and Fraud Policy;
5. Conflict of Interest Policy;
6. Gifts and Entertainment Policy;
7. Whistleblower Policy;
8. Code of Ethics;
9. Covid-19 Policy Statement;
10. Investment Policy;
11. Corporate Social Responsibility Policy;
12. HSE Policy Statement;
13. Mobile Telephone Policy.

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 procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

This Section is not applicable to PARIA.

Section 9 – Statements

Section 9(1)(a)

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

There are no reports or statements to be published under this subsection at this time.

Section 9(1)(b)

A report or a statement containing the advice or recommendations of a body established outside the public authority by or under a written law, or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that public authority.

There are no reports or statements to be published under this subsection at this time.

Section 9(1)(c)

A report, or a statement containing the advice or recommendations, of an Interdepartmental Committee whose membership includes an officer of the public authority.

There are no reports or statements to be published under this subsection at this time.

Section 9(1)(d)

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

This section is not applicable to PARIA.

Section 9(1)(e)

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

There are no reports or statements to be published under this subsection at this time.

Section 9(1)(f)

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

There are no reports or statements to be published under this subsection at this time.

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.

This section is not applicable to PARIA.

Section 9(1)(h)

A report on the performance or efficiency of the public authority, or 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.

There are no reports or statements to be published under this subsection at this time.

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.

There are no reports or statements to be published under this subsection at this time.

Section 9(1)(j)

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

This section is not applicable to PARIA.

Section 9(1)(k)

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

There are no reports or statements to be published under this subsection at this time.

Section 9(1)(l)

An environmental impact statement prepared within the public authority.

There are no statements to be published under this subsection at this time.

Section 9(1)(m)

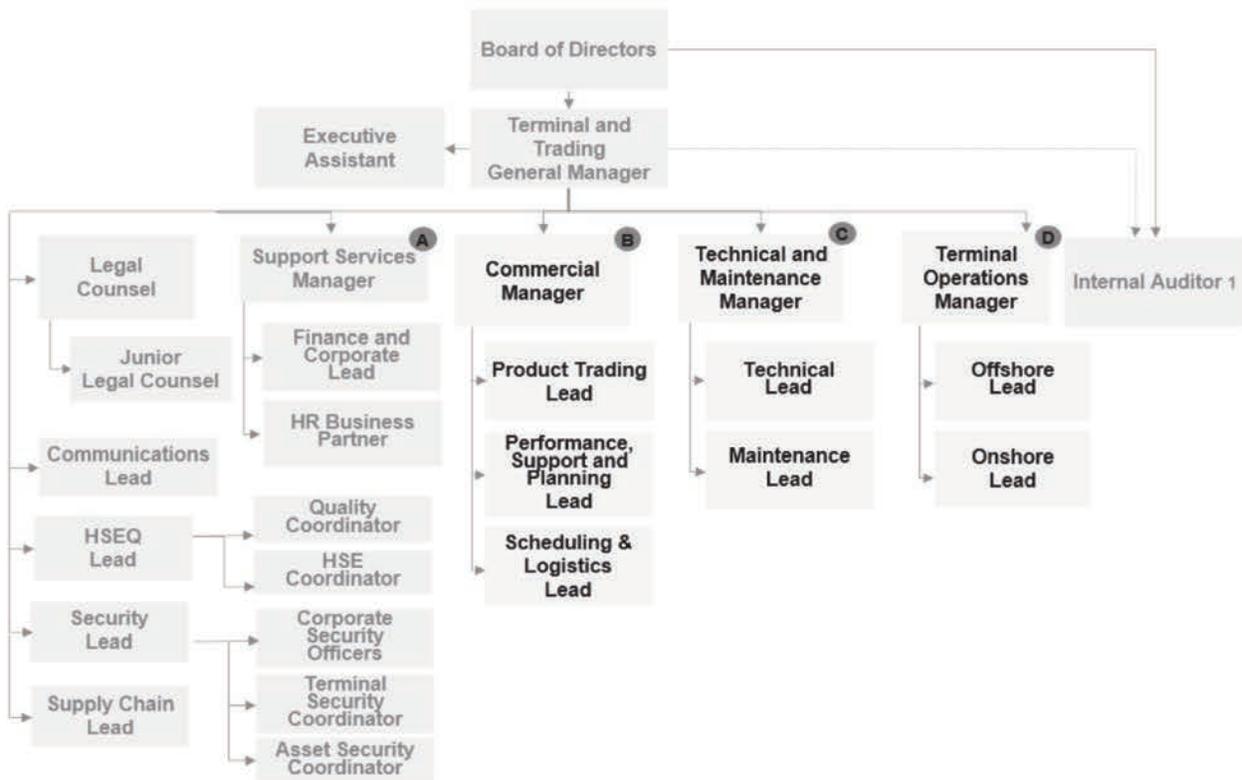
A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

There are no reports to be published under this subsection at this time.



FREEDOM OF INFORMATION ACT
2022 PUBLIC STATEMENT OF
PARIA FUEL TRADING COMPANY LIMITED
In Compliance with Sections 7, 8 and 9 of the Freedom of Information Act 1999

PARIA FUEL TRADING COMPANY LIMITED ORGANIZATIONAL STRUCTURE



1 Administratively reports to GM but functionally reports to the Board Audit Committee

1170

NOTICE OF INTENDED REMOVAL OF DEFUNCT COMPANIES FROM REGISTER

[Section 461(3) of the Companies Act, 1995]

NOTICE is hereby given that at the expiration of three months from the date of this notice the names of the Companies appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Companies will be dissolved:

Name of Companies

BREEZY HILL PROPERTIES LIMITED—B 2106 (95)
 MORE SUSHI LIMITED—M 3826 (95)
 SAVE THE CHILDREN FOUNDATION—S 4767 (95)
 STRUCTURAL & TECHNICAL SERVICES (TRINIDAD) LTD.—S 5458 (95)
 WEED AWAYCONTRACTIONS LIMITED—W 1716 (95)
 GET NOTICE CONTRACTORS LIMITED—C 2013073104883
 CARONI SAVERS FOUNDATION—C 2013101806266
 TRINRE LIFE AND GENERAL INSURANCE COMPANY LIMITED—C 2014061600654
 TEAM VIEW LIMITED—C 2014090502013
 VISTA MAYARO LIMITED—C 2014090502010
 T & T ROAD SAFETY KEEPERS—C 2015020204925
 FIVE PALMS GAMES & ENTERTAINMENT LIMITED—C 2015022505253
 APEX SUPPLIES LIMITED—C 2015040906246
 GRAY MATTER CONSULTING SOLUTIONS LTD.—C 2015070808435
 SAN FERNANDO TO PORT OF SPAIN TAXI DRIVERS ASSOCIATION—C 2015071608653
 BOBBY & JILLIAN'S AUTO PARTS LIMITED—C 2015102200863
 MARYSON RESOURCES LIMITED—C 2015110401224
 ANTHONY BAPTISTE GENERAL CONTRACTORS COMPANY LIMITED—C 2016082408585
 FERREIRAS ASSET AND INVESTMENT MANAGERS LIMITED—C 2016083008738
 TUFF VAPORS LIMITED—C 2016110100300
 MT HOPE COMMERCIAL COMPLEX LIMITED—C 2017091307150
 Z-MAX ONE TRADING LIMITED—C 2018121709044
 J.N. FRANCO CONSULTING LTD.—C 2019061103545
 MAD LAB MANUFACTURERS LIMITED—C 2019081506745
 RELISH QSR LIMITED—C 2019082107006
 RIO CLARO FINE FLAVOUR COCOA FERMENTERS LIMITED—C 2019102200564
 ATLANTIC GOLD DISTRIBUTION LIMITED—C 2019110501881
 HONEY BADGER TECHNOLOGY ENGINEERING CO. LTD.—C 2019110702321
 ITIALUS RB SOLUTIONS LIMITED—C 2020081802243
 HORTICA AGROTEC LIMITED—C 2020091403886

Dated this 8th day of July, 2022 at the Registrar General's Office.

K. BRIDGEWATER
Registrar General

1171

NOTICE is hereby given that at the expiration of three months from the date of this notice the names of the Companies appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Companies will be dissolved:

Name of Companies

CUMOS LTD.—C 7303 (95)
 DAVONRY GENERAL CONSTRUCTION ENTERPRISES LIMITED—D 2749 (95)
 POINT RADIX ENERGY LIMITED—C 2012113000769
 NEW MONSTER IMPORTS LIMITED—C 2012121700996
 D. HILL INSA LOGISTICS LTD.—C 2013011801389
 #LOOSELIKEGOOSE LIMITED—C 2013022201898
 UNIQUE HARDWARE & GENERAL SUPPLIES LIMITED—C 2013032202338
 TROPICALFIT LIMITED—C 2013040502577
 KALA MANDIR—C 2013051603409
 FABRIC IMPORTERS AND DISTRIBUTORS LTD.—C 2013011501324
 JUVENILE ENTERTAINMENT LTD.—C 2014041609514
 LIQUID ENTERTAINMENT LIMITED—C 2013073104886
 O2 RENTALS LIMITED—C 2013080504938
 TITANIUM TRADING LIMITED—C 2013081905165
 CARIFUTURE CONSULTANCY SERVICES LTD.—C 2014093002471
 BRANDS TO GO LIMITED—C 2014102102921
 TRINITY AUTO RENTALS LTD.—C 2015072308787
 ON THE SPOT CLEANERS LIMITED—C 2015092900137
 ECO-ENVIRONMENTAL BEAUTIFYING CORPORATION LIMITED—C 2015121102247
 BIBI SHANAZ ALI STEM TRAINING—C 2015122102478
 GINGER LILLY SHORES LIMITED—C 2016040605061
 ISLAND REPUBLIC SERVICES LIMITED—C 2016070407325
 LEE AND CRUZ CONSTRUCTION LTD.—C 2016072107867
 COLLYMORE INVESTMENTS INITIATIVE COMPANY LIMITED—C 2016100409603
 HORIZON WORLDWIDE RESOURCES LIMITED—C 2016103100255
 IMON CONTRACTING FACILITIES & GENERAL MAINTENANCE SERVICES LIMITED—C 2017111708816
 HOSPEDALES TRANSPORT SERVICES LTD.—C 2018120408523
 LANS WHOLESALERS LIMITED—C 2018120408522
 EZYCARE LIMITED—C 2019072505754
 BLENDED BALANCE LTD.—C 2019101000044
 EPIC DENTAL ART LIMITED—C 2019121605321
 GENAC INSURANCE COMPANY LIMITED—C 2020031000042
 BLACKORCHID INSURANCE SERVICES LIMITED—C 2020042902241
 DALTRESA INVESTMENTS LIMITED—C 2020101606426

Dated this 8th day of July, 2022 at the Registrar General's Office.

K. BRIDGEWATER
Registrar General