



# TRINIDAD AND TOBAGO GAZETTE

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### SUPPLEMENT TO THIS ISSUE

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

#### *Legal Supplement Part B—*

Common External Tariff (Suspension) (No. 2) Order, 2024—(Legal Notice No. 75 of 2024).

Common External Tariff (Variation of Duty) (No. 2) Order, 2024—(Legal Notice No. 76 of 2024).

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### APPOINTMENT TO ACT AS MINISTER OF ENERGY AND ENERGY INDUSTRIES

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, and in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed COLM IMBERT, a member of the House of Representatives who is a Minister, to act in the office of the Honourable STUART YOUNG, Minister of Energy and Energy Industries, with effect from 26th April, 2024 and continuing during the absence from Trinidad and Tobago of the said the Honourable Stuart Young, M.P., in addition to the discharge of his normal duties.

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

25th April, 2024.

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### OFFICE OF THE PRIME MINISTER

#### SEPARATION

IN ACCORDANCE with the Director of Personnel Administration Circular Memorandum No. E: 26/06, dated 25th August, 2006, the undermentioned notice is published for general information:

#### Retirement

Name	Rank of Officer	Ministry/Department	Date	Remarks
Mrs. Zalina Khan-Manwah	Auditor I ... ..	Office of the Prime Minister	8th May, 2024	Voluntary Retirement



## PUBLIC STATEMENT OF THE JUDICIARY OF TRINIDAD AND TOBAGO FREEDOM OF INFORMATION ACT (FOIA), CHAPTER 22:02

### In Compliance with sections 7, 8 and 9 of the Freedom of Information Act ('FOIA') Chapter 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 ('FOIA') of the Laws of the Republic of Trinidad and Tobago, the Judiciary of Trinidad and Tobago (hereinafter called "the Judiciary") is required to publish the following statements which list the documents and information generally available to the public.

The FOIA gives members of the public:

- 1) A legal right for each person to access information held by the Judiciary;
- 2) A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
- 3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
- 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.

#### SECTION 7 STATEMENTS

##### Section 7 (1) (a) (i)

##### Statement on the function and structure of the Judiciary

The Judiciary consists of the Supreme Court of Judicature and the Magistracy/District Courts. The Supreme Court consists of the Court of Appeal and the High Court and is established by the Constitution of the Republic of Trinidad and Tobago, which provides that "There shall be a Supreme Court of Trinidad and Tobago consisting of a High Court and a Court of Appeal with such jurisdiction and powers as are conferred on these Courts respectively by this Constitution or any other law."

While the Magistracy is governed by the Summary Courts Act, Chapter 4:20 and the Petty Civil Courts Act, Chapter 4:21 which established the Summary Courts and Petty Civil Courts respectively, when the court sits in its summary jurisdiction to preside over criminal and traffic matters it is known as the District Criminal and Traffic Court (in accordance with section 12 of the Criminal Division and District Criminal and Traffic Courts Act 2018 which was proclaimed on 1st December 2018 by Legal Notice No. 156 of 2018). The Judiciary is one of the three separate arms of the state. It is independent of the other two namely the Executive and the Legislature.

##### Mission Statement:

The Judiciary works towards the resolution of conflict in the society by resolving disputes which arise out of the operation of laws and involve the application of remedies and the punishment of offenders.

##### Vision Statement:

The Judiciary of Trinidad and Tobago provides an accountable court system in which timeliness and efficiency are the hallmarks, while still protecting integrity, fairness, equality and accessibility and attracting public trust and confidence.

##### Jurisdiction

The Honourable The Chief Justice is the head of the Judiciary and is responsible for the administration of justice in Trinidad and Tobago. Both the High Court and the Magistracy exercise original jurisdiction in civil and criminal matters while the Court of Appeal exercises an appellate jurisdiction over both. The High Court hears indictable criminal matters, family matters and other civil matters involving sums over the Petty Civil Court limit.

The Children Court became operational on 28th February, 2018, and hears cases involving children who are accused of breaking the law, children in need of supervision (CHINS), and children who are in need of care and protection. The Children Court also hears children drug and mental health matters.

As a problem-solving court, the Children Court provides targeted intervention to address the needs of children in conflict

with the law and children who are in need of supervision (CHINS). Though custodial sentencing options are utilized by the court, intervention can also be provided through several non-custodial options to support the rehabilitation and re-integration of child offenders and CHINS back into society.

The Magistracy exercises summary jurisdiction in criminal matters and hears preliminary inquiries in indictable matters for the purpose of determining whether the prosecution has made out a prima facie case against the accused. In its petty civil division, the Magistracy deals with civil matters involving claims "less than the sum of Fifty Thousand Dollars (\$50,000.00)". Appeals from the Magistracy and the High Court lie to the Court of Appeal. Appeals from the Court of Appeal lie to the Privy Council, sometimes as of right and sometimes with leave of the Court.

##### Composition

In the Court of Appeal Judges are referred to as 'Justices of Appeal' and in the High Court, Judges are sometimes referred to as 'Puisne Judges'.

In addition to the Judges, there are Masters of the High Court who have the jurisdiction of Puisne Judges in those matters in which rules of Court provide that they may adjudicate and save and except in certain areas in which their jurisdiction is expressly limited by statute.

In the Magistracy there is a Chief Magistrate, Deputy Chief Magistrate, Senior Magistrates and Magistrates.

##### Court Sittings

The Supreme Court sits regularly in three venues: Port of Spain, San Fernando, and in the island of Tobago.

The Family and Children Division operates at the following locations:

- (a) Family Court:
  - (i) Cipriani Place, 4 Cipriani Boulevard, Port of Spain;
  - (ii) 54 Calder Hall Main Road, Scarborough, Tobago; and
  - (iii) 271 Edward Street, Naparima/Mayaro Road, Princes Town.
- (b) Children Court:
  - (i) 6 Elizabeth Street, St. Clair, Port of Spain;
  - (ii) Corner Delhi and Fyzabad Main Road, Fyzabad; and
  - (iii) Supreme Court Building, Bacolet Street, Scarborough, Tobago.

Trinidad and Tobago is divided into three (3) Magisterial Districts. The Magisterial Districts (Amendment) Order 2020, amended the previous Magisterial Districts Order which formerly divided Trinidad and Tobago into thirteen (13) Magisterial Districts. The new order aligns the location of the various courts with the Municipal Corporations. There is also now a more unified approach to the distribution of Supreme Court and Magistracy matters. The new Order identifies the three Magisterial Districts as follows:

- Trinidad North District;
- Trinidad South District; and
- Tobago District

With effect from 20th day of April, 2022 the O'Merara Judicial Centre, Lot 74-98 O'Meara Industrial Estate, Arima has been designated as a place for the sitting of the Supreme Court and Summary Courts. As of 20th April, 2022 the jurisdiction exercised in criminal matters shall be exercised at the O'Meara Judicial Centre.

With effect from 5th day of July, 2022, the jurisdiction of the Supreme Court exercised in criminal matters shall be exercised at No. 271 Naparima-Mayaro Road, Princes Town.

With effect from 14th day of September, 2022, Tower D, International Waterfront Centre, 1A Wrightson Road, Port of Spain, in particular the Ground Floor to the Thirteenth Floor, with the exception of the Twelfth Floor, is designated as a place for the sitting of the Supreme Court.

Further, as at 14th day of September, 2022, the Ground Floor to the Thirteenth Floor of Tower D, International Waterfront Centre, with the exception of the Twelfth Floor will be known as The Waterfront Judicial Centre. Matters scheduled to be heard at this location will be stated and published as such.

##### Court Offices and the Registry

The Registry comprises various Court Offices which are staffed by officers in the clerical, and secretarial fields. These Court Offices include Civil, Criminal, Family, Children, Court of Appeal and Probate. Other units include that of Office Copies.

The Registry of the Supreme Court is located at the Hall of Justice, Knox Street, Port of Spain. There are Sub-Registries located at Cipriani Boulevard and St Clair Streets, Port of Spain, Harris Street San Fernando, Corner Delhi and Fyzabad Main Road Fyzabad, Bacolet Street Tobago and Calder Hall Tobago.

The Registries are usually open for business from 8:00 a.m. to 4:15 p.m. Monday to Thursday and 8:00 a.m. to 4:00 p.m. on Fridays and are responsible for the filing, processing, and custody of court records.

The Registrar is also the Marshal of Trinidad and Tobago. Deputy Registrars and Assistant Registrars of the Supreme Court are Deputy Marshals and they all perform both judicial and administrative functions. The Registrar is responsible for the operation of the Court Offices or Registries and is also the Admiralty Marshal, a Justice of the Peace and a Commissioner of Oaths.

##### Department of Court Administration

The Department of Court Administration was created in 1998. It is headed by the Court Executive Administrator, who is the Accounting Officer of the Judiciary and coordinates the diverse elements of the support structure for the courts by providing a range of professional services and expertise inclusive but not limited to the following:

- Information Technology
- Process Re-engineering, Operations Research and Management
- Court Library Services
- Court Reporting Services
- Court Human Resource Management
- Protocol and Information
- Finance and Administration
- Court Planning
- Court Buildings and Maintenance and
- Court Security Management

With a range of specialised units under its purview, the Department of Court Administration is responsible for, inter alia, the planning and development of the Judiciary and the study, review, implementation and management of systems, procedures and processes required to manage the courts' caseload.

It ensures that process review and professional systems are up to date. In this regard, its role is not only ensuring that caseload is managed efficiently and effectively from commencement to disposition but also preserving through management, impartiality and integrity in the adjudication process.

##### Section 7 (1) (a) (ii)

##### Categories of Documents in the Possession of the Judiciary

List as appropriate:

- Administrative files used in the daily operations of the Judiciary;
- Documentation on matters before the Supreme Court and District Courts;
- Documentation related to the accounting and financial management function of the Judiciary;
- Financial records;
- Documentation relating to the procurement of supplies, services and equipment;
- Personnel records containing information on job specifications, job applications, staff appointments,



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promotions, transfers, applications for vacation leave, resignations, retirements and deaths;

- Cabinet Documents;
- Policy Documents;
- Procedural Guidelines and Manuals;
- Records of Human Resource Development and Training;
- Records of Committees and Associations;
- Contract documents and incidental material;
- Statistical Reports of Court matters;
- Circulars, Memoranda, Notices and Bulletins;
- Legislation and Legal Instruments; and
- Safety Advisories.

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

The public may inspect and/or obtain copies of the following materials:

- The Judiciary Annual Reports available at [www.ttlawcourts.org/annual-reports](http://www.ttlawcourts.org/annual-reports)

**Section 7 (1) (a) (iv)****Literature Available by Subscription**

Members of the public may subscribe for the following material:

- A monthly subject listing of judgments which is available on subscription, through e-mail.  
Contact or write to:  
Court Library Services Unit  
Judiciary of the Republic of Trinidad and Tobago  
Hall of Justice,  
Knox Street, Port-of-Spain  
Tel. (868) 223-1060, ext. 2969  
Email: [sctrlib@ttlawcourts.org](mailto:sctrlib@ttlawcourts.org)

**Section 7 (1) (a) (v)****Procedure to be followed when accessing a document from the Judiciary****How to Request Information:****General Procedure**

The policy of the Judiciary is to respond to all requests for information. The applicant must submit the request for information in writing by completing the Request for Access to Official Document(s) Form in the Act.

**Addressing Requests**

To facilitate prompt handling of a request, please contact or write to the Designated Officer of the Judiciary. Requests will be acknowledged as official when made on the prescribed form.

**Details in the Request**

Applicants should provide sufficient information which will enable the Designated Officer to identify the document(s) 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 the Designated Officer.

**Requests not handled under the Act**

A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public, either from this public authority or from another public authority.

**Furnishing Documents**

An applicant is entitled to access copies of information which the Judiciary has in its possession/custody. The Judiciary is required to provide only one copy of a document. If the Judiciary cannot make a legible copy of a document, we will furnish the best copy possible and note its quality in our reply. Please note that the Judiciary is not compelled to create new documents or perform research for the public.

**Time Limits**

The Act 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. The Judiciary will try diligently to comply with the time limit, but where it appears that processing a request may take longer than the statutory limit, the Judiciary will acknowledge the request and advise the applicant of its status. Applicants whose requests are incomplete or unclear will be contacted by the Designated Officer.

**Fees and Charges**

Section 17(1) of the Act stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as on tape, disc, film or other material, the applicant shall pay the prescribed fee.

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

Officers in the Judiciary 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 corrections of personal information under Section 36 of the FOIA.

The Designated Officer:

Senior Legal Officer  
Judiciary of the Republic of Trinidad and Tobago  
Waterfront Judicial Centre  
1A Wrightson Road, Port-of-Spain  
Tel. (868) 223-1060, ext. 2702  
Email: [Legal@ttlawcourts.org](mailto:Legal@ttlawcourts.org)

The Alternate Officer:

Legal Research Officer  
Judiciary of the Republic of Trinidad and Tobago  
Waterfront Judicial Centre  
1A Wrightson Road, Port-of-Spain  
Tel. (868) 223-1060, ext. 2729  
Email: [Legal@ttlawcourts.org](mailto:Legal@ttlawcourts.org)

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

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

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

Information in the public domain can be accessed at the Judiciary's library or through its website at [www.ttlawcourts.org](http://www.ttlawcourts.org). You may make enquiries at the library at (868) 223-1060, ext. 2969

Access to the libraries are open to Judges and other Judicial Officers as well as administrative staff of the Judiciary. It is also opened to Attorneys-at-law who have been admitted to practice in the Courts of Trinidad and Tobago from Monday to Thursday 8:15 am to 4:00 pm. and on Fridays, 8:15a.m. – 3:45p.m. via appointments. However, the Library undertakes, as far as is practicable, to facilitate the needs of non-legal persons through its co-operative links with other libraries including the National Library and Information System Authority (NALIS), and to provide information through its web-pages on the Judiciary's website at [www.ttlawcourts.org](http://www.ttlawcourts.org).

**Provision of copies of documents that are readily available to the public**

- Subject listing of Judgments received by the Library Unit (usually 12 issues per year); annual subscription - TT\$230.00.
- TTCase annual subscription - TT\$4,500.00 per user.
- Photocopies of material held in the Library Unit - 0.50c per copy (copies to be done by the user).

**SECTION 8 STATEMENTS****Section 8 (1) (a) (i)**

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

This section is not applicable to the Judiciary at this time.

**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.

This section is not applicable to the Judiciary at this time.

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

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

This section is not applicable to the Judiciary at this time.

**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.

This section is not applicable to the Judiciary at this time.

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

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

This section is not applicable to the Judiciary 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 Judiciary.

This section is not applicable to the Judiciary 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.

The section is not applicable to the Judiciary at this time.

**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.

This section is not applicable to the Judiciary at this time.

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

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

This section is not applicable to the Judiciary 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 the Judiciary at this time.

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

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

There are no reports or statements to be published under this section 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 or Cabinet.

This section is not applicable to the Judiciary at this time.

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

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

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

**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 to be published under this section at this time.

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

An environmental impact statement prepared within the public authority.

There are no environmental impact statements to be published under this section 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 section.

**Government of the Republic of Trinidad and Tobago**  
**2024 Updated Public Statement of the Meteorological Services Division,**  
**Ministry of Public Utilities.**  
**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 Meteorological Services Division is required by law to publish the following statements, which list 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 the **Meteorological Services Division**;
- (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 to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

## **Section 7 Statements**

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### **Section 7 (1) (a) (i)**

#### **Function and structure of the Meteorological Services Division**

##### **Mission Statement:**

The *Meteorological Services Division's* mission is to **provide meteorological information and advice consistent with international standards towards the pursuit of national, scientific, social, economic and cultural goals and sustainable development.**

The Meteorological Services Division is a *Division of the Ministry of Public Utilities*. It comprises a staff of *fifty-five (55) officers* and is headed by a *Director*. The Meteorological Services Division is divided into *three (3) responsibility centers*:



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MINISTRY OF PUBLIC UTILITIES—CONTINUED

**Details of Responsibility Centres**

**(1) Administration Centre:**

*The Administration Centre is responsible for the overall policy direction of the Division. All clerical, financial and administrative functions fall under this center, which is under the purview of the Director.*

**(2) Applied Section:**

*This Section is headed by the Climatologist and has as its responsibilities the dissemination of monthly climatological information to relevant agencies both nationally and internationally. Requests for climatological information from agencies, and companies both nationally and internationally must be referred to the Climatologist for a reply. The Climatologist is also responsible for the functioning of the Rawinsonde office.*

*Both the Administration and Applied Section are housed in the same compound, which is located next to the Air Guard Compound, 357-365 Golden Grove Road, South Piarco.*

**(3) Synoptic Office:**

*The Synoptic Office, which is located in the South Terminal building at the Piarco Airport, is responsible for:*

- a) The analysis and forecast of weather systems;*
- b) The dissemination of Public Weather Forecast to the general public through the media houses;*
- c) Making of weather observations at Piarco and the dissemination of these observations through the communication gateway to the aviation community both nationally and internationally;*
- d) Creation and dissemination of aviation forecast to the aviation community both nationally and internationally;*
- e) The issuance to the aviation community of significant weather systems, which can negatively impact on aviation. These systems include but are not limited to severe weather associated with thunderstorms, volcanic ash clouds and tropical cyclones;*

2024 UPDATED PUBLIC STATEMENT OF THE METEOROLOGICAL SERVICES DIVISION  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

- f) The issuance of Common Alerting Protocol (CAP) messages to the public through the media houses and to critical agencies directly, warning of rough seas, severe weather and approaching tropical cyclones; and*
- g) Outreach to the public through lectures and seminars.*

**Effect of functions on members of the public**

The functions of the Meteorological Services Division have a profound effect on the public through the public weather forecasts and CAP messages which are issued for rough seas, severe weather and tropical cyclones. The latter warns the public about the impact of adverse weather systems on their lives and it gives the public the opportunity to take preventative measures to avoid personal or property damage. The public forecast, which is issued daily, allows the public to plan their daily schedules around expected weather events.

Companies and agencies make use of climatological data in the design of buildings, drainage, infrastructural development and environmental impact assessments.

The public has no direct involvement in policy formation. Note that the Meteorological Services Division is part of the Public Service and is therefore subject to any Government shift in policy, which itself may result from public lobby.

**Section 7 (1) (a) (ii)**

**Categories of Documents in the possession of the Meteorological Services Division**

1. Files dealing with administrative support and General administrative documents for the operations of the Meteorological Services Division.
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 Division.
4. Financial Records (cheques, vouchers, receipts, journals etc.)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Minutes pertaining to the functioning of the Meteorological Services Division.
7. Analyzed weather charts, satellite photographs, software diskettes and CDs.
8. Hourly and special reports, monthly and annual weather summaries, monthly climate statistics.
9. Text books on environmental topics and related physical sciences (Technical guides, manuals, periodicals and journals.)
10. Files dealing with circulars, memoranda, notices, bulletins, etc.



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2024 UPDATED PUBLIC STATEMENT OF THE METEOROLOGICAL SERVICES DIVISION  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

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

The public may inspect and/or obtain copies of the following material between the hours of **8:00am to 4:00pm** on normal working days at:

**Meteorological Services Division**

**Rawinsonde Building, Next to Air Guard Compound, 357-365 Golden Grove Road South, Piarco.**

*Telephone:* 669-5465/3964; 225-3440/3463.

*Fax:* 669-4009

*Email:* DirMetTT@gov.tt

- Video Tapes of weather systems
- Publications – Textbooks on Meteorology
- Monthly Climate Summaries

**Section 7 (1) (a) (iv)****Literature available by subscription**

This Section is not applicable.

**Section 7 (1) (a) (v)****Procedure to be followed when accessing a document from the Meteorological Services Division**How to Request Information:**▪ General Procedure**

Our policy is to answer all requests for information, both oral and written. However, in order to exercise your rights under the FOIA (for example, the right to challenge a decision if the request for information is refused), **the request must be in writing**. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) which is available at the **Rawinsonde Building, 357-365 Golden Grove Road South, Piarco**, for information that is not readily available to the public.

The Form may be posted, hand-delivered or faxed. Where the application is sent via email, this should be followed by the submission of a hardcopy version.

**▪ Addressing Requests**

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

2024 UPDATED PUBLIC STATEMENT OF THE METEOROLOGICAL SERVICES DIVISION  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

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

▪ ***Requests not handled under the FOIA***

(1) A request **under the FOIA** will not be processed to the extent that it asks for information, which is readily available to the public, either from the Meteorological Services Division or from another public authority, for example, brochures, pamphlets, reports etc.

**TIME LIMIT**

▪ ***General***

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

▪ ***Time Allowed***

We will determine whether to grant your request for access to information **as soon as practicable but no later than 30 days** 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.

**RESPONDING TO YOUR REQUEST**

▪ ***Retrieving Documents***

The Meteorological Services Division is required to furnish copies of documents only when they are in our possession or can be retrieved from storage.

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time period for keeping records before they may be destroyed. For example, The Exchequer and Audit Act, Chap. 69:01.



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2024 UPDATED PUBLIC STATEMENT OF THE METEOROLOGICAL SERVICES DIVISION  
MINISTRY OF PUBLIC UTILITIES—CONTINUED▪ ***Furnishing Documents***

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

Please note we are not compelled to do the following:

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

▪ ***Fees and Refunds***

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven (7) days of payment of the relevant fee. If we fail to provide the information within the seven-day period, you are entitled to a refund of the fees paid in addition to free access to the document/s requested.

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

**Officers in the Meteorological Services Division are 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 of the FOIA.**

**The Designated Officer is:**

Name: **Mr. Shakeer Baig**  
Position: Director (Ag)  
Address: Rawinsonde Building, 357-365 Golden Grove Road South, Piarco.  
Telephone: 669-5465/3964 and 225-3442  
Fax: 669-4009  
E-mail: [dirmett@gov.tt](mailto:dirmett@gov.tt)  
Website: [www.metoffice.gov.tt](http://www.metoffice.gov.tt)

**The Alternate Officer is:**

Name: **Mrs. Arlene Aaron-Morrison**  
Position: Assistant Director (Ag)  
Address: Rawinsonde Building, 357-365 Golden Grove Road South, Piarco.  
Telephone: 669-5465/3964 and 225-3441  
Fax: 669-4009  
E-mail: [arlene.aaron-morrison@metoffice.gov.tt](mailto:arlene.aaron-morrison@metoffice.gov.tt)  
Website: [www.metoffice.gov.tt](http://www.metoffice.gov.tt)

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2024 UPDATED PUBLIC STATEMENT OF THE METEOROLOGICAL SERVICES DIVISION  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

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

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

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

Certain information may be readily accessed in our library which is located at the Rawinsonde Building, Golden Grove Road South Piarco, Piarco. The Library is open to the public from Mondays to Fridays between the hours of 9:00am and 3:00pm.

You may also make general enquiries to Mr. Shakeer Baig via telephone at 669-5465/3964, 225-3440 and 225-3463.

**Policy of the Meteorological Services Division for provision of copies of documents that are readily available to the public.**

- Members of the public are required to provide paper and no fee will be charged for photocopies.
- No smoking, eating or drinking is allowed in the Library.

**Section 8 Statements**

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

At this time, Meteorological Services Division has no such documents.

**Section 8 (1) (a) (ii)****Manuals on Regulations and Procedures at the Meteorological Services Division**Technical Regulations

- Regulations pertaining to the duties of technical staff, weather forecasters in particular.

Hurricane Procedures

- Procedures to adhere to in the event of hurricanes/storms.

**Section 9 Statements**

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**Section 9 (1) (I)**Environmental Impact Statement

- Severe weather advisories, watches and warnings – issued when necessary.



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## NOTICE

TUNAPUNA/PIARCO REGIONAL CORPORATION

## RENAMING OF STREET WITHIN THE TUNAPUNA/PIARCO REGIONAL CORPORATION

IT IS HEREBY NOTIFIED as required by sections 138, 139 and 140 of the Municipal Corporation Act, No. 21 of 1990, that the street listed hereunder was, by resolution of Council, renamed on the respective date:

<i>Prior Street Name / Description</i>	<i>New Name / Renamed to</i>	<i>Date</i>
1. The residents of Oropune Boulevard, have petitioned the Council and the Council has approved that Oropune Boulevard be named as	Dr. Roy Cape Boulevard	5th March, 2024

K. CHAPMAN  
*Chief Executive Officer*  
*Tunapuna / Piarco Regional Corporation*

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COUVA/TABAQUITE/TALPARO REGIONAL CORPORATION

## NOTIFICATION OF WEIGHT RESTRICTION

The Couva/Tabaquite/Talparo Regional Corporation wishes to inform the public that by resolution of the 11th Council of the Couva/Tabaquite/Talparo Regional Corporation, a weight restriction of five (5) tons is applicable to the following roads and bridges under its purview effective 13th May, 2024:

- Cameron Road, Off Gran Couva Main Road
- Batchasingh Road, Off Gran Couva Main Road
- Roopsingh Road Bridge

Motorists/Road Users who fail to adhere to the above weight restrictions can be ticketed under the Motor Vehicle and Road Traffic Act, Chap. 48:50 as amended.

H. MARAJ  
*Chief Executive Officer*

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SPECIAL LICENSING SESSION  
(*Liquor Licences Act, Chap. 84:10*)

REGION OF COUVA/TABAQUITE/TALPARO

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing Region of Couva has appointed THURSDAY THE 2ND DAY OF MAY, 2024 at 1.00 o'clock in the afternoon at the Couva Magistrate's Court, as the day, hour and place at which a Special Session will be held to hear and determine the application of Anil Gunness and Universal Management Solutions Ltd. of No. 98 New Haven Avenue Marabella, for a Certificate authorising them to carry on the trade of a Spirit Grocer for premises situate at No. 63 Bonne Aventure Road, Gasparillo.

Dated this 19th day of April, 2024 at the Couva Magistrate's Court.

K. KHAN  
*Secretary, Licensing Committee*  
*Region of Couva Tabaquite Talparo*