



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 64

Caroni, Trinidad, Friday 4th April, 2025—Price \$1.00

No. 54

499

SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Proclamation—(Legal Notice No. 117 of 2025).

500

APPOINTMENT OF DIRECTORS TO THE CENTRAL BANK OF TRINIDAD AND TOBAGO

IN ACCORDANCE with the provisions of section 13, of the Central Bank Act, Chap. 79:02 as amended by Act No. 23 of 1994 and by Act No. 25 of 2020, the public is hereby notified for general information that Her Excellency, the President has appointed the following Directors of the Central Bank of Trinidad and Tobago for a period of three (3) years with effect from 18th February, 2025.

MR. RICHARD M. DUNCAN—*Director*

MS. LORRAINE FERGUSON—*Director*

MR. KERN H. GARDINER—*Director*

MR. TERRANCE ANTHONY LOUGHEEDE WALKER—*Director*

PROFESSOR SURENDRA ARJOON—*Director*

Dated this 2nd day of April, 2025.

M. DURHAM-KISSOON
Permanent Secretary
Ministry of Finance

501

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE OF TRINIDAD AND TOBAGO

NOTICE TO JURORS

PUBLIC NOTICE is hereby given that one of the Judges of the High Court of Justice will sit in Chambers at the Supreme Court at Port-of-Spain on THURSDAY 24TH APRIL, 2025 at 8.00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at the Session to be held at the Hall of Justice, Port-of-Spain Convocation Hall on Thursday 1st May, 2025 at 8.00 o'clock in the forenoon.

All such applications should be made in writing and submitted by emailing it to JuryHOJ@ttlawcourts.org or by delivering it to the Criminal Registry, Hall of Justice, Port-of-Spain.

Applications made after that date may not be entertained.

Dated this 25th day of March, 2025.

S. HUGGINS
Assistant Registrar, Hall of Justice
Port-of-Spain



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
UPDATED PUBLIC STATEMENT 2025 OF
THE CARIBBEAN INDUSTRIAL RESEARCH INSTITUTE (CARIRI)

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 Chapter 22:02 of 1999 (hereinafter referred to as The Act), the Caribbean Industrial Research Institute (CARIRI), is required by law to publish the following statements, which list the documents and information generally available to the public.

STATEMENTS: Section 7 (1) (a) (i)

THE FUNCTIONS AND STRUCTURE OF THE CARIBBEAN INDUSTRIAL RESEARCH INSTITUTE

The Caribbean Industrial Research Institute (CARIRI) was established by an Act of Parliament by the Government of Trinidad and Tobago in 1970 with assistance from the United Nations Development Programme (UNDP) and the United Nations Industrial Development Organization (UNIDO). The Institute is wholly owned by the Government of Trinidad and Tobago and provides technological and business support services to private and public sector organizations locally and regionally.

The Institute's mission is:

"To advance the economic and social development of Trinidad and Tobago and other countries in the Caribbean Region by providing technical and technological support, creating and transferring technology to the producers of goods and services and maintaining a positive work environment that encourages employee commitment to the financial viability and success of the organization."

The Institute's major functions include:

- Provision of technical support services to public and private industrial enterprises;
- Collection and dissemination of technical information;
- Undertaking analytical work;
- Provision of materials testing services;
- Provision of engineering services, including assistance with establishing production lines, prototype designs, and maintenance and repair problems;
- Undertaking economic and technical feasibility studies, including marketing surveys, with a view to identifying bankable projects;
- Providing environmental monitoring services inclusive of testing and consultancy,
- Provision of business support and advisory services to new and existing businesses,

- Engaging in research programmes related to the needs of Trinidad and Tobago and the Caribbean region.
- Promoting innovation and entrepreneurship.

The Board of Management is appointed by the President of the Republic of Trinidad and Tobago and controls the overall direction of the Institute. CARIRI employs a workforce of approximately one hundred and seventy (170).

OPERATIONAL DEPARTMENTS

The Caribbean Industrial Research Institute operates from three (3) locations - UWI Campus, St. Augustine, Trincity West Industrial Estate, Macoya and Innovation Drive, Freeport.

The key focus areas are:

- Food Technology
- Analytical Chemistry
- Food and General Microbiology
- Environmental Microbiology
- Petroleum and Sustainable Energy Services
- Effluent Management Services
- Calibration & Maintenance Services
- Industrial Materials
- Metallurgy
- Indoor Air Quality
- Air Quality Management Services
- Information and Communication Technology
- Business Advisory and Support
- Innovation and Entrepreneurship

CARIRI is comprised of the following Divisions as shown in the Organizational Chart

- Corporate Services
- Research Development and Innovation
- Analytical and Engineering Services

ANALYTICAL CHEMISTRY

This Laboratory provides a wide range of testing and consultancy services:

Analytical Chemistry

- Nutritional labeling
- Potable water assessment, involving spring, well, bottled and treated public supplies
- Pharmaceuticals
- Chemicals re conformance to specified requirements
- Environmental contaminants
- Toxicology



- Effluent – both industrial and from domestic wastewater treatment plants
- Pesticide residue

Food Microbiology

- Analysis of food products
- Analysis of potable water
- Analysis of beverage
- Cosmetic analysis
- Analysis of recreational water
- Analysis of dialysis water

Environmental Microbiology

- Analysis of wastewater / effluent
- Analysis of indoor air samples
- Biological Oxygen Demand
- Environmental swabs
- Evaluation of recreational water

Food Technology

There continues to be a pressing need to tap the vast potential in the agro-processing sector. The main area of focus is, therefore, to provide general and laboratory-based technology application/implementation to the food and agricultural sectors together with consultation on specific problems.

The areas concerned include:

- Product and Process Development
- Plant and Quality Audits
- Feasibility studies – technical feasibility and plant layout
- Troubleshooting
- Development and Implementation of Quality Management Systems
- Provision of technical assistance to entrepreneurs and small and medium-scale processors in the agro-processing sectors
- Training in food production techniques
- Food Safety
- Contract Processing
- In-plant diagnostics aimed at improving food safety and food quality in food establishments
- Sensory Evaluations
- Raw Material Assessment
- Post-harvest Technology
- Waste Utilisation

Business Advisory & Support Services

- Idea Advisory Services
- Innovation Gap Analysis
- Hatchery
- Business Incubation

- App Development and Testing

Environmental Services

There is a growing demand for specialized environmental services both in an advisory capacity as well as for use by regulatory agencies. The main focus of this Unit continues to be the provision of a range of environmental management services, including testing and consultancy services to industry and the general public. Amongst the areas of focus are:-

- Indoor and Ambient Air Quality including:
 - preliminary site assessment
 - diagnostic audits/initial measurement surveys of pollutants and environmental stressors
 - remediation consulting services
 - development and implementation of an Indoor Air Quality (IAQ) –management program
 - stack testing
- Stack Monitoring
- Environmental Engineering Consulting, including:
 - waste management
- Sewerage Treatment Plants
 - effluent monitoring
 - recreational water quality in streams, rivers and beaches
- Noise Monitoring

Industrial Materials Unit

This Department provides a number of services to the construction and heavy industries and serves a wide range of clients from micro to large. The objectives include solving their materials technological problems and quality-related issues by providing the under-mentioned services:

- Civil works
 - accredited testing of concrete products, aggregates, asphalt and concrete, etc.
- Metallurgy
 - mechanized testing, metallographic analysis of engineering failures, weld assessment and includes qualification and experimental heat treatment
- Material Characterization
 - elemental analysis and micro-structural analysis



Freedom of Information Act (FOIA) 1999 – Updated Public Statement 2025

- Corrosion Analysis
- Physical Measurements and Calibration
- Microanalysis (involving x ray spectrometry and x ray diffractometry services)
- Scanning electron microscopy (SEM) application in areas of:
 - Electronics
 - Manufacturing
 - Medical sciences
 - Food processing steel and petrochemicals
- Metals involving
 - failure analysis
 - calibration
 - weld assessment

Petroleum and Sustainable Energy

This Laboratory provides consulting and testing services to the energy and energy-based sector. The sector operates with state-of-the-art technologies and both the public and private sectors access services of this laboratory. The main areas of focus include:

- Approval of oilfield chemicals by provision of consultancy services to the Ministry of Energy and Energy Industries Oilfield Approved Committees
- Effluent monitoring as provided under the Petroleum Act Chap 62:01
- Gasoline testing
- Evaluation of crude oils produced locally for royalty purposes
- Evaluation of natural gas for both producer and consumer companies
- Oil spill related analysis
- Promotion of sustainable energy use

Calibration & Maintenance Services

This Department provides calibration services both in-house and externally. It works with clients to ensure that instruments and equipment are calibrated. This is of extreme importance both in terms of regulatory requirements and conformance with quality management systems.

Information and Communication Technology

The ICT Department supports industry by developing and implementing relevant technology inclusive of websites and applications. It also conducts training in areas such as coding.

Innovation & Entrepreneurship

The Institute provides several support services that foster innovation and entrepreneurship. Basic business training is provided through the Business Hatchery. Support is given for scale up of operations. Incentives and training are provided to support innovation.

Support Departments

CARIRI also has other sections/departments which provide support functions. These are:

- Quality Services
- Information and Communication Technology
- Human Resources
- Accounts
- Facilities Maintenance
- Procurement /Stores
- Business Services
- Safety

Effect of Functions of CARIRI on Members of the Public

The Caribbean Industrial Research Institute is continuously working to achieve its primary objective of positioning itself as a leading technology and technological services provider. This includes improving the competitiveness of enterprises in the manufacturing and services sectors. The Institute provides its services on a fee for service basis.

The Institute also works with the public and private sector to assist in ensuring conformance with environmental regulations.

CARIRI plays a pivotal role in fostering innovation and encouraging entrepreneurship.

Categories of Documents in the Possession of the Caribbean Industrial Research Institute: Section 7 (1) (a) (ii)

The documents listed below relate to the work of CARIRI:

- *Standards, Specifications and Methods*
- *Quality Manuals*
- *Equipment Manuals*
- *Books relating to our core areas of expertise*
- *Journals*
- *Pamphlets, Newsletters, bulletins and newspaper clippings*
- *Circulars/directives issued by the Human Resource Department and Management*
- *General Administrative Documents*
- *Miscellaneous reports, studies and surveys*
- *Client reports*
- *Financial records*
- *Internal and external correspondence files*
- *Policy and procedure documents*



Material Prepared for Public Inspection: SECTION 7 (1) (A) (III)

The public may inspect and or obtain copies of material that is not done confidentially for clients at:

Caribbean Industrial Research Institute
St. Augustine Campus
University of the West Indies
St. Augustine
Tel: 299-0210
Fax: 662-7177
Email: mail@cariri.com
Website: www.cariri.com

Opening hours: 8.00 a.m. to 4.30 p.m., Monday to Friday.

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

At the present time this section is not applicable.

Procedure to be followed when accessing a document from the Caribbean Industrial Research Institute: Section 7 (1) (a) (v):

Applicants may request information via telephone, e-mail or in person. However, the request must be made in writing on the official form *Request for Access to Official Documents*, for information not available in the public domain. FOI Request Form can be sourced at www.foia.gov.tt

Requests must be addressed to the Designated Officer of CARIRI: Section 7 (1) (a) (vi)

The request must be accompanied by enough detail to facilitate locating the relevant document/s as efficiently as possible. In keeping with the provisions of The Act, the Designated Officer would render any assistance necessary in order to formulate the request.

If the requested documents are not those held by CARIRI, the applicant is advised to direct the request to the relevant authority.

The timeframe for delivery of a document, if it exists or can be found, is established under The Act. If CARIRI fails to meet these deadlines, the applicant has the right to proceed as if the request had been denied. CARIRI will diligently try to comply with the time limits, but if it appears that processing a request may take longer than the statutory limit, an applicant's request will be acknowledged and the applicant will be advised of its status. Since there is a possibility that requests may be incorrectly addressed or misrouted, an applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

CARIRI will determine whether to grant your request for access to information and notify you of the decision as soon as practicable, but no later than 30 days after the day on

which the request is duly made, as required by Section 15 of The Act.

Payment of Fees

The applicant will be given access to the documents within seven (7) working days upon payment of the relevant fee. A refund of fees paid will be issued if CARIRI fails to provide the information within the given timeframe.

Statement Identifying Designated Officer: Section 7 (1) (a) (vii)

The designated officer for the above-mentioned CARIRI is:

Mrs. Candace Solomon-Walkins
Executive Manager - Corporate Services
Caribbean Industrial Research Institute
UWI Campus
St. Augustine
Tel : 299-0210 Ext 5058

Alternate Officer :
Mrs. Denise Ferguson
Executive Manager – Entrepreneurship, Development and Innovation
Caribbean Industrial Research Institute
UWI Campus
St. Augustine
Tel : 299-0209

Listing all boards, councils, committees and other bodies constituted by two or more persons: Section 7 (1) (a) (viii)

Presently, there are no Advisory Boards, Councils, Committees and other bodies that fall within the meaning of this Section of The Act.

DOCUMENTS TO BE PROVIDED

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

The Laws/Acts which impact upon CARIRI are as follows:

- CARIRI Act Chap 85:52
- Collective Labour Agreements

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

- *At the present time this section is not applicable.*



Freedom of Information Act (FOIA) 1999 – Updated Public Statement 2025

Enforcing written laws or schemes administered by CARIRI where a member of the public might be directly affected by that enforcement, be it documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes: **Section 8 (1) (b)**

- *At the present time this section is not applicable.*

Statement of possession of certain documents to be published.

A report or statement containing the advice or recommendations of a body or entity established within CARIRI: **Section 9 (1) (a)**

- *At the present time this section is not applicable.*

A report or statement containing the advice or recommendations of a body or entity established outside CARIRI by or under a written law or a report or statement by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to CARIRI or to the responsible Minister of that public authority: **Section 9 (1) (b)**

- *At the present time this section is not applicable.*

A report or statement containing the advice or recommendations of an inter-departmental committee whose membership includes an officer of CARIRI: **Section 9 (1) (c)**

- *At the present time this section is not applicable.*

A report or a statement containing the advice or recommendations, of a committee established within CARIRI to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of CARIRI who is not a member of the committee: **Section 9 (1) (d)**

- *At the present time this section is not applicable.*

A report (including a report concerning the results of studies, surveys or tests) prepared for CARIRI by a scientific or technical expert, whether employed within CARIRI or not, including a report expressing the opinion of such an expert on scientific or technical matters: **Section 9 (1) (e)**

- *At the present time this section is not applicable.*

A report prepared for CARIRI by a consultant who was paid for preparing the report: **Section 9 (1) (f)**

- *At the present time this section is not applicable.*

A report prepared within CARIRI 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: **Section 9 (1) (g)**

- *At the present time this section is not applicable.*

A report on the performance or efficiency of CARIRI, or of an office, division or branch of CARIRI, whether the report is of a general nature or concerns a particular policy, programme or project administered by CARIRI: **Section 9 (1) (h)**

- *At the present time this section is not applicable.*

A report containing final plans or proposals for the re-organisation of the functions of CARIRI, the establishment of a new policy, programme or project to be administered by CARIRI, or the alteration of an existing policy programme or project administered by CARIRI, whether or not the plans or proposals are subject to approval by an officer of CARIRI, another public authority, the responsible Minister of CARIRI or Cabinet: **Section 9 (1) (i)**

- *Strategic Plan of the Caribbean Industrial Research Institute*

A statement prepared within CARIRI and containing policy directions for the drafting of legislation: **Section 9 (1) (j)**

- *At the present time this section is not applicable.*

A report of a test carried out within CARIRI on a product for the purpose of purchasing equipment: **Section 9 (1) (k)**

- *At the present time this section is not applicable.*

An environmental impact statement prepared within CARIRI: **Section 9 (1) (l)**

- *At the present time this section is not applicable.*

A valuation report prepared for CARIRI by a valuator, whether or not the valuator is an officer of CARIRI: **Section 9 (1) (m)**

- *At the present time this section is not applicable.*

REQUESTS FOR ACCESS: Section 13 (5)

An application for access to an official document held by CARIRI must be made to the responsible Minister, i.e. the Minister of Planning and Development.



ORGANISATIONAL STRUCTURE

CARIRI Organisational Chart

