



TRINIDAD AND TOBAGO GAZETTE

VOL. 65

Caroni, Trinidad, Thursday 5th February, 2026—Price \$1.00

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THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to make jurisdiction for matters of a civil nature exercisable in a division of the Judiciary to be known as the “Civil Division” and to make jurisdiction for specified civil matters exercisable in a sub-division of the Civil Division known as the “Civil Court”, to make jurisdiction for small-valued claims exercisable in a sub-division of the “Civil Division” to be known as the “Small Claims Courts”, to make jurisdiction for estates administration business exercisable in a sub-division of the Civil Division known as the “Estates Administration Office” and for related matters”—(\$16.20).

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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—

Notification—(Legal Notice No. 25 of 2026).

Legal Supplement Part C—

Bill entitled “An Act to make jurisdiction for matters of a civil nature exercisable in a division of the Judiciary to be known as the “Civil Division” and to make jurisdiction for specified civil matters exercisable in a sub-division of the Civil Division known as the “Civil Court”, to make jurisdiction for small-valued claims exercisable in a sub-division of the “Civil Division” to be known as the “Small Claims Courts”, to make jurisdiction for estates administration business exercisable in a sub-division of the Civil Division known as the “Estates Administration Office” and for related matters”.

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PUBLICATION OF A BILL

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

The Civil Division Act, 2026.

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

5th February, 2026.

B. CAESAR
Clerk of the House

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APPOINTMENT TO BE TEMPORARILY A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, in exercise of the power vested in her by section 44(1)(a) and section 44(4)(c) of the Constitution of the Republic of Trinidad and Tobago, has appointed ZOLA PHILLIPS, to be temporarily a member of the Senate, with effect from 20th January, 2026 and continuing during the absence of Senator SOPHIA CHOTE, S.C., from Trinidad and Tobago.

20th January, 2026.

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

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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 44(1)(a) and section 44(4)(a) of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. DANIEL RASHEED to be a member of the Senate temporarily, with effect from 21st January, 2026 and continuing during the absence of Senator the Honourable JOHN JEREMIE, S.C., from Trinidad and Tobago.

21st January, 2026.

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

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IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Leader of the Opposition, in exercise of the power vested in her by section 44(1)(b) and section 44(4)(b) of the Constitution of the Republic of Trinidad and Tobago, has appointed TAHARQA OBIKA to be a member of the Senate temporarily, with effect from 23rd January, 2026 and continuing during the absence from Trinidad and Tobago of Senator JANELLE JOHN-BATES by reason of illness.

23rd January, 2026.

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

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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 44(1)(b) and section 44(4)(a) of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. DANIEL RASHEED to be temporarily a member of the Senate, with effect from 27th January, 2026 and continuing during the absence of Senator BRIAN BAIG by reason of illness.

27th January, 2026.

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

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IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Leader of the Opposition, in exercise of the power vested in her by section 44(1)(b) and section 44(4)(b) of the Constitution of the Republic of Trinidad and Tobago, has appointed SANJIV BOODHU to be temporarily a member of the Senate, with effect from 27th January, 2026 and continuing during the absence of Senator VISHNU DHANPAUL by reason of illness.

27th January, 2026.

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

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APPOINTMENT AS A MEMBER TO THE BOARD OF MANAGEMENT OF
THE CHILDREN'S LIFE FUND AUTHORITY

IN ACCORDANCE with sections 5 and 6 of the Children's Life Fund Act, Chap. 29:01, the public is hereby notified for general information that Dr. NICOLE SOLOMON has been appointed as a member of the Board of Management of the Children's Life Fund Authority for a term of three (3) years, with effect from Monday 5th January, 2026.

20th day of January, 2026.

V. CUMMINGS
*Chief Executive Officer
Children's Life Fund Authority*

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE

Claim No. CV2025-05399

IN THE MATTER OF DAILY NEWS LIMITED

AND

IN THE MATTER OF THE COMPANIES ACT CHAPTER 81:01 OF THE LAWS OF THE REPUBLIC OF TRINIDAD AND TOBAGO

AND

IN THE MATTER OF THE PETITION OF DAILY NEWS LIMITED FOR WINDING UP BY THE COURT PURSUANT TO SECTION 355 (a) OF THE COMPANIES ACT CHAPTER 81:01

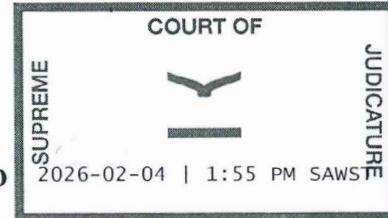
ORDER

Before the Honourable Madam Justice Marissa Robertson
Dated the 23rd day of January, 2026

UPON the Petition of Daily News Limited, the above-named Company (the "Company"), on the 31st day of December, 2025 being preferred unto the Court.

AND UPON READING the said Petition and Affidavit filed on behalf of the company on the 31st day of December, 2025 verifying the said Petition, the Gazette of 15th day of January, 2026 and the Guardian Newspaper of 10th and 11th day of January, 2026, the Newsday Newspaper on the 10th and 17th day of January, 2026 and the Express Newspaper on the 10th and 14th day of January, 2026, each containing an advertisement of the said Petition, and the Certificate of Compliance certifying compliance with the provisions of the Companies Winding Up Rules dated the 23rd day of January, 2026.

AND UPON this matter coming up for a hearing on the 23rd day of January, 2026.



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AND UPON this matter being heard via Virtual Hearing.

AND UPON HEARING from the Attorneys-at-Law for the Petitioner on the 23rd day of January, 2026.

IT IS HEREBY ORDERED that:

1. The Company, **DAILY NEWS LIMITED**, be wound up by the Court under the provisions of the Companies Act, Chapter 81:01.
2. Ms. Maria Daniel of the firm Ernst & Young Services Limited of 5-7 Sweet Briar Road, Port of Spain, Trinidad, be appointed the Liquidator for the purposes of such winding up.
3. The said appointed Liquidator, Ms. Maria Daniel, be authorised to appoint M. Hamel-Smith & Co. as the Attorneys-at-Law to the Liquidator for the purposes of the winding up of the Company.
4. The Petitioner's costs of the said Petition be taxed and paid out of the assets of the said Company.

Savita Birbal

Assistant Registrar
Supreme Court



TO: **Miguel Vasquez**
Attorney-at-Law
M. Hamel-Smith & Co.
Eleven Albion
Corner Dere & Albion Streets
Port of Spain
Email Address: miguely@trinidadlaw.com
 Attorney-at-Law for the Claimant

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REPUBLIC OF TRINIDAD AND TOBAGO

IN THE ESTATE OF

MARGO PATRICIA BURNS—*Deceased*
 Late of 5–8, Ragbir Street, St. Augustine
 in the Island of Trinidad
 Who died on the 27th day of October, 2020

NOTICE is hereby given that creditors and other persons having claims against, or an interest in the Estate of the above-named deceased, should give notice in writing to Marielle Cooper-Leach, Attorney-at-law of Suite 6, No. 10 Queens Park West, Port-of-Spain, Trinidad, who is the Attorney-at-law for Jason Sheppard, otherwise Jason Chad Sheppard, the lawful attorney for Mary Laurita Fletcher to whom a Certificate of Appointment of Estate Trustee with Will was granted by the Superior Court of Justice of Ontario, Canada and resealed by the High Court of Justice of Trinidad and Tobago, not later than the 4th of March, 2026, after which date the said Jason Sheppard, otherwise Jason Chad Sheppard, intends to distribute the Estate of the deceased among the parties entitled thereto having regard only to the claims of which notice has been received by the said Marielle Cooper-Leach, Attorney-at-law.

Dated this 5th day of February, 2026.

MARIELLE COOPER-LEACH

*Attorney-at-law for Jason Sheppard otherwise Jason Chad Sheppard
 the lawful attorney for Mary Laurita Fletcher
 to whom a Certificate of Appointment of Estate Trustee with Will
 was granted by the Superior Court of Justice of Ontario, Canada
 and resealed by the High Court of Justice of Trinidad and Tobago*

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PROBATE AND LETTERS OF ADMINISTRATION

PUBLIC NOTICE is hereby given that applications have been made for the following grants of Probate or Letters of Administration: -

- BABOOLAL, RAMATIE**: PROBATE of the Will dated the 6th day of July, 2019, of **RAMATIE BABOOLAL** of Light Pole No. 221, Chin Chin Road, Las Lomas No. 1, Cunupia, Trinidad, who died on the 23rd day of July, 2019, by **Hemant Persad Baboolal** otherwise **Hemant Baboolal** of the same place, the sole executor named in the Will;
- BAKSH, RAHEEL**: PROBATE of the Will dated the 31st day of October, 2021, of **RAHEEL BAKSH** of 88, Eastern Main Road, d'Abadie, Arima, Trinidad, who died on the 14th day of March, 2025, by **Agatha Moonie-Baksh** otherwise **Agatha Moonie Baksh** of the same place, the sole executrix named in the Will;
- BALKARAN, NARINEDAT**: PROBATE of the Will dated the 10th day of March, 2024, of **NARINEDAT BALKARAN** of Light Pole No. 11, Sampson Street, Cunupia, Trinidad, who died on the 6th day of November, 2025, by **Angela Balkaran-Sookhoo** of Light Pole No. 60, Sampson Street, Extension North, Cunupia, Trinidad, the sole executrix named in the Will;
- BISSESSAR, OLIVE PATSY**: LETTERS OF ADMINISTRATION of the estate of **OLIVE PATSY BISSESSAR** otherwise **PATSY PAUL** otherwise **PATSY BISSESSAR** of 2, Battoo Avenue, Marabella, Naparima, Trinidad, who died on the 28th day of November, 2018, by **Cheryl Ann Bissessar** otherwise **Cheryl Ann Bissessar-Joseph** otherwise **Cheryl-Ann Bissessar-Joseph** and **Greer Angelique Bissessar-Mc Phie**, both of 2, Battoo Boulevard, Marabella, Naparima, Trinidad, her daughters and the only persons entitled to the estate;
- CARTER, ANTHONY**: LETTERS OF ADMINISTRATION of the estate of **ANTHONY CARTER** of Light Pole No. 1094, Eastern Main Road, Manzanilla, Trinidad, who died on the 18th day of September, 2021, by **Cheryl Lestage-Carter** of the same place, his lawful widow and relict;
- COA, JOYCELYN**: LETTERS OF ADMINISTRATION of the estate of **JOYCELYN COA** of 305, Nutones Boulevard, Malabar, Arima, Trinidad, who died on the 24th day of July, 2024, by **Marlene Herriera** of Light Pole No. 10, La Plata Circular, K.P. Lands, Valencia, Trinidad, the lawfully appointed attorney of **Edward Victor Junior Coa** and **Godfrey Rochford Coa**;
- COELHO, SIMONE NATASHA**: LETTERS OF ADMINISTRATION of the estate of **SIMONE NATASHA COELHO** of 3, Paradise Place, Paradise West, Tacarigua, Trinidad, who died on the 26th day of May, 2021, by **Keira Elena Monique Peters** of the same place, her daughter and the only person entitled to estate;
- DASSINE, SHANMATIE**: LETTERS OF ADMINISTRATION of the estate of **SHANMATIE DASSINE** of 206, Syfoo Trace, Granville, Cedros, Trinidad, who died on the 3rd day of October, 2020, by **Sunil Dassine** of the same place, her brother and one of the persons entitled to share in the estate;
- DAVID, NARENDRANATH**: LETTERS OF ADMINISTRATION of the estate of **NARENDRANATH DAVID** of 14, Eventide Road, Sunrise Park, Trincity, Tacarigua, Trinidad, who died on the 15th day of November, 2020, by **Indira David** of the same place, his lawful widow and relict;
- DOLL, JASODRA**: LETTERS OF ADMINISTRATION of the estate of **JASODRA DOLL** of 55, John Peter Road, Charlieville, Chaguanas, Trinidad, who died on the 11th day of June, 2023, by **Stacy Doll** of the same place, her daughter and one of the persons entitled to share in the estate;
- DUKHAN-ALI, INGRID**: Probate of the Will dated the 10th day of December, 2020, of **INGRID DUKHAN-ALI** otherwise **INGRID ALI** otherwise **INGRID DUKHAN ALI** of 145, Andre Avenue, Marabella, Naparima, Trinidad, who died on the 17th day of May, 2021, by **Feisal Dexter Muradali** of 8, Miriam Street, Sumadh Gardens, Vistabella, Naparima, Trinidad, the sole executor named in the Will;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- DYER, JUDITH:** LETTERS OF ADMINISTRATION of the estate of **JUDITH DYER** of Light Pole No. 52, Sun Valley Extension, La Canoa, Lower Santa Cruz, St. Ann's, Trinidad, who died on the 27th day of March, 2022, by **Khadine Christella Dyer** otherwise **Khadine Dyer** of the same place, her daughter and one of the persons entitled to share in the estate;
- GEORGE, WINSTON:** LETTERS OF ADMINISTRATION of the estate of **WINSTON GEORGE** otherwise **WINSTON EMMANUEL GEORGE** of 18, First Street, Sparrow Avenue, Petit Valley, Diego Martin, Trinidad, who died on the 20th day of July, 2018, by **Stephen Winston George** of 4, Sinanan Gardens, Petit Valley, Diego Martin, Trinidad, his son and one of the persons entitled to share in the estate;
- GHANY, RAMISH:** LETTERS OF ADMINISTRATION of the estate of **RAMISH GHANY** of 11, Dacca Street, Boissiere 1, Maraval, Diego Martin, Trinidad, who died on the 15th day of October, 2020, by **Ricardo John Boy Ghany** of the same place, his son and one of the persons entitled to share in the estate;
- HANEIPH, MICHAEL:** LETTERS OF ADMINISTRATION of the estate of **MICHAEL HANEIPH** otherwise **MICHAEL NAZIM HANEIPH** of Building 5, Apartment 15, Pleasantville Avenue, Pleasantville, San Fernando, Trinidad, who died on the 11th day of March, 2022, by **Rishi Seemungal** otherwise **Rishi Macolin Seemungal** of 3, Mahogany Avenue, Blitz Village, Pleasantville, San Fernando, Trinidad, his brother and one of the persons entitled to share in the estate;
- HARRY, KISHORE:** LETTERS OF ADMINISTRATION of the estate of **KISHORE HARRY** of 36, Cuchawan Trace, Debe, Naparima, Trinidad, who died on the 16th day of October, 2024, by **Rianna Vashti Harry** of the same place, his daughter and one of the persons entitled to share in the estate;
- HART, YVONNE MARIA:** LETTERS OF ADMINISTRATION of the estate of **YVONNE MARIA HART** otherwise **YVONNE HART** of 7, Lord Street, San Fernando, Trinidad, who died on the 9th day of November, 2020, by **Annette Victoria Hart** of the same place, her sister and the only person entitled to the estate;
- HUSSAIN, RONALD WINSTON:** LETTERS OF ADMINISTRATION with the Will dated the 9th day of February, 2017, annexed of the estate of **RONALD WINSTON HUSSAIN** of Lot No. 90, Corner of Hibiscus Drive and Morne Coco Road, Petit Valley, Diego Martin, Trinidad, who died on the 6th day of March, 2022, by **Nikkianne Hussain** of the same place, the sole residuary devisee and/or legatee named in the Will;
- JAGGERNAUTH, SHARLENE ALICIA:** PROBATE of the Will dated the 8th day of December, 2024, of **SHARLENE ALICIA JAGGERNAUTH** of Apartment F2, The Greens, Fairways, Maraval, Diego Martin, Trinidad, who died on the 30th day of December, 2024, by **Eli Zakour** of Apartment B3, The Greens, Fairways, Maraval, Diego Martin, Trinidad, the sole executor named in the Will;
- JAGLAL, KRISHNA:** Probate of the Will dated the 30th day of January, 2020, of **KRISHNA JAGLAL** of 95, Corial Road, Williamsville, Pointe-a-Pierre, Trinidad, who died on the 5th day of May, 2021, by **Usha Badal** of the same place, the sole executrix named in the Will;
- JAHGOO, GOUTANIE:** Probate of the Will dated the 5th day of June, 2013, of **GOUTANIE JAHGOO** otherwise **GOUTANIE EGIER JAHGOO** otherwise **GOUTANIE BEHARRYALAL-JAGOO** of Light Pole No. 19, La Seiva Road, Maraval, Diego Martin, Trinidad, who died on the 3rd day of December, 2019, by **Leela Jagoo Harricharan** of the same place, the sole executrix named in the Will;
- JOSEPH, ALPHEUS:** LETTERS OF ADMINISTRATION of the estate of **ALPHEUS JOSEPH** of Tophill, Mason Hall, Tobago, who died on the 29th day of December, 2024, by **Joan Marilyn Solomon** of Light Pole No. 38, Shirvan Road, Buccoo/Coral Gardens, Tobago, the lawfully appointed attorney of **Euline James**;
- JOSEPH, JO-ANNE ELIZABETH:** LETTERS OF ADMINISTRATION with the Will dated the 27th day of July, 2007, annexed of the estate of **JO-ANNE ELIZABETH JOSEPH** otherwise **JO-ANNE JOSEPH** of 24, Sydenham Avenue, St. Ann's, Trinidad, who died on the 16th day of January, 2022, by **Brian Joseph** and **Nicholas Joseph**, both of the same place, the residuary devisees and/or legatees named in the Will;
- KADAN, BOODRAM:** LETTERS OF ADMINISTRATION of the estate of **BOODRAM KADAN** otherwise **BOODRAM KHADAN** of 5, Campbell Street, Arouca, Tacarigua, Trinidad, who died on the 16th day of January, 1989, by **Deetee Dolloway** of the same place, his daughter and one of the persons entitled to share in the estate;
- KALICHARAN, EZRA:** LETTERS OF ADMINISTRATION of the estate of **EZRA KALICHARAN** of 20, Bando Trace Extension, St. Margaret's Village, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 7th day of March, 2024, by **Indra Kalicharan** otherwise **Indra Latchmin Kalicharan** of the same place, his lawful widow and relict;
- KHALU, ROBBIE:** LETTERS OF ADMINISTRATION *de bonis non* with the Will dated the 28th day of May, 2009, annexed of the estate of **ROBBIE KHALU** otherwise **RABINDRANATH KHALU** otherwise **ROBBY RABINDRANATH** otherwise **ROBY RABINDRANATH** of Light Pole No. 1, Opposite OWTU Building, Charlie King Corner, Fyzabad Main Road, Fyzabad, Siparia, Trinidad, who died on the 1st day of August, 2011, by **Sherry-Ann Khalu** otherwise **Sherry Ann Khalu** of the same place, the surviving residuary devisee and/or legatee named in the Will;
- KIRTON, ROSLYN:** LETTERS OF ADMINISTRATION of the estate of **ROSLYN KIRTON** of 10, 3rd Street West, De La Merre Avenue, Trincity, Tacarigua, Trinidad, who died on the 25th day of October, 2020, by **Wayne Sylvester Kirton** otherwise **Wayne Kirton** of Light Pole No. 62, Simeon Road, Petit Valley, Diego Martin, Trinidad, her nephew and one of the persons entitled to share in the estate;
- LA FOUCADE, JOCELYN:** Probate of the Will dated the 26th day of September, 2005, of **JOCELYN LA FOUCADE** of 100, Aquarium Drive, Diamond Vale, Diego Martin, Trinidad, who died on the 2nd day of June, 2021, by **Kevin de la Rosa** of the same place, the sole executor named in the Will;
- LALMAN-BAPTISTE, ODELLE:** LETTERS OF ADMINISTRATION of the estate of **ODELLE LALMAN-BAPTISTE** of 71, Bryce Street, Point Fortin, La Brea, Trinidad, who died on the 19th day of April, 2025, by **Mathias Nicholas Baptiste** otherwise **Mathias Baptiste** of the same place, her lawful husband;
- MAHASE, RUDY JR. SRINGHI KUMAR:** LETTERS OF ADMINISTRATION of the estate of **RUDY JR. SRINGHI KUMAR MAHASE** otherwise **RUDY MAHASE JUNIOR** otherwise **RUDY JUNIOR MAHASE** otherwise **RUDY MAHASE** of 25, Gilkes Street, Sangre Grande, Manzanilla, Trinidad, who died on the 15th day of April, 2025, by **Sunita Mahase** of the same place, his lawful widow and relict;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- MODESTE, JEAN:** Probate of the Will dated the 24th day of November, 2004, of **JEAN MODESTE** of 72, Mannie Dookie Drive, Curepe, Tacarigua, Trinidad, who died on the 29th day of April, 2024, by **Antoinette Hope** of 69, 22, Phase 7, La Horquetta, Arima, Trinidad, the sole executrix named in the Will;
- MOLLY:** LETTERS OF ADMINISTRATION of the estate of **MOLLY** otherwise **MOLLY NARINE** otherwise **MOLLY RAMLAL** of 6, Ramdass Trace, La-Quesa, Freeport, Chaguanas, Trinidad, who died on the 29th day of March, 2025, by **Prematie** otherwise **Prematie Narine** otherwise **Prematie Narine-Sookdeo** of the same place, her daughter and one of the persons entitled to share in the estate;
- MORGAN, LENNY:** Probate of the Will dated the 5th day of December, 2023, of **LENNY MORGAN** of 5, Wellington Road, Debe, Naparima, Trinidad, who died on the 12th day of September, 2025, by **Shama Harrideo** of the same place, the sole executrix named in the Will;
- NEDD, ELETHA:** LETTERS OF ADMINISTRATION of the estate of **ELETHA NEDD** of 36, Industry Lane, Belmont, Port-of-Spain, Trinidad, who died on the 9th day of April, 2021, by **Charmaine Ann Marie Nedd** of the same place, her daughter and one of the persons entitled to share in the estate;
- NORVILLE, PETER RUTHVIN:** Probate of the Will dated the 18th day of November, 2011, of **PETER RUTHVIN NORVILLE** of Light Pole No. 1/53, Paul Mitchell Extension, Mausica Lands, Arima, Trinidad, who died on the 24th day of March, 2023, by **Arthur Norville** of 340, Melodians Crescent, Malabar, Arima, Trinidad the sole executor named in the Will;
- OTTLEY, LENNOX:** LETTERS OF ADMINISTRATION of the estate of **LENNOX OTTLEY** otherwise **LENNOX CARLTON LINWORTH OTTLEY** of 84, Alexis Street, Morvant, St. Ann's, Trinidad, who died on the 6th day of March, 2023, by **Afiya Otley** of the same place, his daughter and one of the persons entitled to share in the estate;
- PHILLIP, EARL:** LETTERS OF ADMINISTRATION with the Will dated the 16th day of October, 2014, annexed of the estate of **EARL PHILLIP** otherwise **EARL SIMMONS** of Apartment 12D, 29, Moore Street, Brooklyn, New York, United States of America, who died on the 14th day of June, 2023, by **Akisha Young-Edwards** of 160, Opal Crescent, Edinburgh 500, Chaguanas, Trinidad, the lawfully appointed attorney of **Earl Simmons Phillip** otherwise **Earl Phillip** otherwise **Earl Simmons Phillip**, **Angela Phillip** and **Mary Williams**;
- RAMDASS, AMAR RANDY:** LETTERS OF ADMINISTRATION of the estate of **AMAR RANDY RAMDASS** of 19, Chandernagore Road, Edinburgh Village, Chaguanas, Trinidad, who died on the 4th day of December, 2022, by **Amar Ramdass** of the same place, his father and the only person entitled to the estate;
- RAMDEEN, SAMNAUTH:** Probate of the Will dated the 23rd day of August, 2023, of **SAMNAUTH RAMDEEN** of 71, Brunton Avenue, Diego Martin, Trinidad, who died on the 19th day of January, 2025, by **Saleem Ramdeen** of the same place, the sole executor named in the Will;
- RAMJIT, GOBERDHAN:** LETTERS OF ADMINISTRATION of the estate of **GOBERDHAN RAMJIT** of 439, New England Terrace, Apartment 3, Orange, New Jersey, 07050, United States of America, who died on the 7th day of December, 2024, by **Tara Gangabasi Ramjit** of 131B, Tewari Street, Felicity, Chaguanas, Trinidad, his lawful widow and relict;
- RAMPERSAD, SHASHI ANAND:** LETTERS OF ADMINISTRATION of the estate of **SHASHI ANAND RAMPERSAD** of Light Pole No. 47, Lendore Village, Enterprise, Chaguanas, Trinidad, who died on the 8th day of February, 2025, by **Ramona Amanda Harripersad** of Light Pole No. 178, Cedar Hill Road, Forrest Park, Claxton Bay, Pointe-a-Pierre, Trinidad, his lawful widow and relict;
- RAMSAROOP, SIMONE CLYDENE:** LETTERS OF ADMINISTRATION of the estate of **SIMONE CLYDENE RAMSAROOP** otherwise **SIMONE RAMSAROOP** of 7, Third Street East, Roland Avenue, Trincity, Tacarigua, Trinidad, who died on the 15th day of November, 2022, by **Chantal Shivonne Ramsaroop** of 14, Mahogany Drive, Woodland Park, Off Olton Road, Arima, Trinidad, her daughter and one of the persons entitled to share in the estate;
- ROSS, JEAN GERALDINE:** Probate of the Will dated the the 5th day of November, 2018, of **JEAN GERALDINE ROSS** otherwise **GERALINE THORNE** otherwise **GERALDINE THORNE** otherwise **JEAN CASTELLANO** otherwise **GERALDINE ROSS** otherwise **JEAN G. ROSS** otherwise **JEAN ROSS** of 7, Cassia Avenue, Pleasantville, San Fernando, Trinidad, who died on the 3rd day of August, 2019, by **Andrea Lawrencya Ross** otherwise **Andrea Ross** otherwise **Andrea Ross-Narine** of 14, Sonja Circular, Oropouche Road, Sangre Grande, Manzanilla, Trinidad, the sole executrix named in the Will;
- SAMPSON, PETRONILLA:** Probate of the Will dated the the 18th day of January, 2021, of **PETRONILLA SAMPSON** otherwise **PETRONELLA SAMPSON** otherwise **PETRONILA SAMPSON** of 22 1/2 Mile Mark, Eastern Main Road, Valencia, Trinidad, who died on the 26th day of June, 2025, by **Elvis Anthony Sampson** of the same place, the sole executor named in the Will;
- SAUNDERS, ZALINA:** LETTERS OF ADMINISTRATION with the Will dated the 19th day of January, 2017, annexed of the estate of **ZALINA SAUNDERS** of 73, Nina Drive, Columbus Circle, Westmoorings, Diego Martin, Trinidad, who died on the 17th day of September, 2024, by **Sean Terence Boswell Innis** of 65, Gallus Street, Woodbrook, Port-of-Spain, Trinidad, the lawfully appointed attorney of **Frank Robert Saunders**;
- SIEUPERSAD, LEELAWATIE:** LETTERS OF ADMINISTRATION of the estate of **LEELAWATIE SIEUPERSAD** of 57, Katwaroo Branch Trace, Penal, Siparia, Trinidad, who died on the 20th day of August, 2017, by **Saisha Persad** of the same place, her daughter and the only person entitled to the estate;
- THOMAS, VIRGINIA:** LETTERS OF ADMINISTRATION of the estate of **VIGINIA THOMAS** of 35, Mon Repos Road, Morvant, St. Ann's, Trinidad, who died on the 11th day of January, 2024, by **Lloyd Thomas** of the same place, her lawful husband;
- VICTOR, ALLAN:** LETTERS OF ADMINISTRATION of the estate of **ALLAN VICTOR** otherwise **ALLAN IEON VICTOR** otherwise **ALLAN LEON VICTOR** of Light Pole No. 62, La Seiva Village, Maracas, St. Joseph, Tacarigua, Trinidad, who died on the 13th day of January, 2023, by **Yvonne Francis-Victor** of the same place, his lawful widow and relict;

And unless Caveat is lodged within twenty-one days of the date of this advertisement with the Registrar of the Supreme Court or the Sub-Registrar through whom the above-mentioned applications have been made, Probate or Administration, as the case may be, in respect of the said applications will be granted accordingly.

Dated the 5th day of February, 2026.

K. Prescott
Acting Registrar, Supreme Court of Judicature

CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 28TH JANUARY, 2026

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
29,973,541	Balances, Investments, etc.	32,337,812
4,323,538	Subscriptions to I.M.F.	4,323,538
7,222,853	I.M.F.—S.D.R. Holdings	7,222,853
41,519,932		43,884,203
	Trinidad and Tobago Government Securities:	
119,575	Treasury Bills (Face Value)	119,365
22	Marketable Securities	22
119,597		119,387
	Other Assets:	
43,500	Trinidad and Tobago Dollar Securities	3,500
2,636,544	Other Assets	2,628,922
2,680,044		2,632,422
83,335	Fixed Assets:	83,335
44,402,908		46,719,347
44,402,908		46,719,347
	Liabilities and Capital Account	
	Currency in Circulation:	
8,448,136	Notes	8,427,069
281,109	Coins	281,164
8,729,245		8,708,233
	Demand Liabilities:	
12,980,087	Commercial Banks	13,400,102
754,337	Financial Institutions (Non-Banking)	755,380
(5,857,312)	Government and Governmental Organisations	(3,401,162)
135,204	International Organisations	135,204
1,953,016	Foreign Currency	1,953,016
578,123	Other	688,762
10,543,455		13,531,302
	Other Liabilities:	
7,099,301	Government S.D.R. Allocations	7,099,301
10,374,460	Other Liabilities	9,716,855
6,056,447	Specific Provisions	6,063,656
23,530,208		22,879,812
	Capital and Reserves:	
800,000	Capital Paid-up	800,000
800,000	General Reserve Fund	800,000
1,600,000		1,600,000
44,402,908		46,719,347
44,402,908		46,719,347

G. BACHAN-SAHADEO
Senior Accountant
Finance and Accounting



LAW ASSOCIATION OF TRINIDAD AND TOBAGO

LEGAL PROFESSION ACT CHAP 90:03

95-97 Frederick Street, Port-of-Spain

Tel/Fax: 1-(868)-625-9350/225-8715

E-mail: admin@lawassociationtt.com

Website: www.lawassociationtt.com

**APPOINTMENT OF MR. AJAY MAHARAJ
AS SENIOR ORDINARY MEMBER
OF THE 39TH COUNCIL OF THE LATT**

The 39th Council of the Law Association of Trinidad and Tobago (LATT) has appointed Mr. Ajay Maharaj to the position of Senior Ordinary Member following the resignation of Ms Saira Lakhan as Senior Ordinary Member, in accordance with the Legal Profession Act Chapter 90:03 First Schedule, Part A 14b.

By Order of the Council,
Dated this 22nd day of January, 2026

Rionne Boyke
Secretary
Law Association of Trinidad and Tobago



DEPOSIT INSURANCE CORPORATION
Public Statement from the Minister of Finance, the Honourable Davendranath Tancoo, MP
In accordance with Section 7 (4) of
The Freedom of Information Act, Chapter 22:02

Reasons for failure to publish statements as required under Section 7
Freedom of Information Act, Chapter 22:02 for the period 2015 - 2023

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap. 22:02 ("FOIA") public authorities are required with the approval of the responsible Minister, to cause to be published in the Gazette and in a daily newspaper circulating in Trinidad and Tobago, a statement setting out certain particulars of the authority, documents available for inspection and other documents in its possession generally available to the public.

Thereafter, during every succeeding year, public authorities are required to publish in the Gazette and in a daily newspaper circulating in Trinidad and Tobago, updates of the previous year's statements.

Further, where a statement has not been published in accordance with section 7(1) of the FOIA by the public authority, Section 7(4) of the FOIA requires that the responsible Minister give reasons for this failure, which shall be published in the Gazette.

The DIC did not publish updated statements for the period 2015 – 2023. This failure to publish is attributed to various organizational changes within the DIC; the need to address uncertainties around the DIC's obligations under the FOIA and the time taken to obtain the necessary clarification of the requirement to publish statements under the FOIA.

The DIC places the utmost importance on the statutory duties under the FOIA and in compliance with the statutory mandate of the FOIA to annually publish updated statements, undertakes to cause accordant publication of its statement for 2024, which will be published at the earliest opportunity.

The DIC sincerely apologizes for any inconvenience caused by the non-publication of its required statements for the period 2015 - 2023.

The Honourable Davendranath Tancoo, MP
Minister of Finance

**UPDATED 2024 PUBLIC STATEMENT OF
DEPOSIT INSURANCE CORPORATION
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT
[“FOIA”], Chapter 22:02**

Updated FOIA Public Statement 2024

UPDATED 2024 PUBLIC STATEMENT OF
DEPOSIT INSURANCE CORPORATION
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT (“FOIA”), CHAPTER 22:02

PUBLISHED WITH THE APPROVAL OF THE MINISTER OF FINANCE

In accordance with sections 7, 8, and 9 of the Freedom of Information Act, Chapter 22:02 (“FOIA”) the Deposit Insurance Corporation (“DIC”) hereby publishes statements and lists documents and information generally available to the public.

Members of the public have the right:-

1. To access information held by the DIC.
2. To have official information relating to him/her amended where it is incomplete, incorrect or misleading.
3. To obtain reasons for adverse decisions made regarding an applicant’s request for information under the FOIA.
4. Upon receipt of a Notice of Refusal, 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)

Functions and Structure of the DIC

The Deposit Insurance Corporation was established by the Central Bank and Financial Institutions (Non-Banking) (Amendment) Act, 1986. The DIC plays a contributory role to the continued stability of Trinidad and Tobago’s financial system. Its functions include fund management, insurance protection for eligible depositors against the potential loss of their deposits in the event of closure of a member institution and to act as liquidator of that member.

UPDATED 2024 PUBLIC STATEMENT OF DEPOSIT INSURANCE CORPORATION—CONTINUED

MISSION STATEMENT

To promote public confidence in the banking system by protecting insured deposits up to the prescribed limit; effective fund management; and facilitating the resolution of insolvent and distressed institutions.

VISION STATEMENT

To be a dynamic contributor to the financial sector safety net.

CORE VALUES

Integrity - Behaves in a manner that is consistently transparent with high standards of ethics and adheres to codes of conduct and principles.

Adaptability - Receptiveness to change and willingness to alter behaviours to new and changing environment.

Accountability - Takes ownership of actions and outcomes.

Teamwork - Commits and collaborates to the achievement of organizational goals while showing consideration and respect for others.

Structure of the DIC

The DIC is managed by a Board of Management and is comprised of three (3) departments, as follows:

1. **The Risk Department** is responsible for (i) collecting insurance premia from member institutions (ii) analyzing member institutions data to ensure readiness for pay-out (iii) processing of claims for pay-out and (iv) treating with liquidation matters of closed member institutions and processing of claims. This Department consists of the Manager

UPDATED 2024 PUBLIC STATEMENT OF DEPOSIT INSURANCE CORPORATION—CONTINUED

Research Policy and Resolution, Risk Analyst, Research/Database Assistant and Receptionist/Administrative Assistant.

2. **The Legal Department** provides corporate secretarial services to the Board of Management of the DIC. It also advises on legal issues to guide the operations of the DIC and provides legal advice and support in respect of liquidations of closed member institutions. The Legal Department includes the Communications and Records Management functions and consists of the Legal Counsel/Corporate Secretary, Legal Counsel, Communications Technician and Liquidations Assistant.
3. **The Corporate Services and Finance and ICT Department** maintains the accounts of the DIC and coordinates all investment activities regarding the Deposit Insurance Fund in accordance with DIC's Policies. It also prepares statutory reports for liquidations in progress. The Corporate Services and Finance Department includes the Information Technology and the Facilities Management functions and consists of the Head Corporate Services & Finance, Network and Systems Specialist, Finance, Research and Market Analyst, Assistant Accountant, Accounting Assistant and an Administrative Assistant.

The DIC is also supported by:

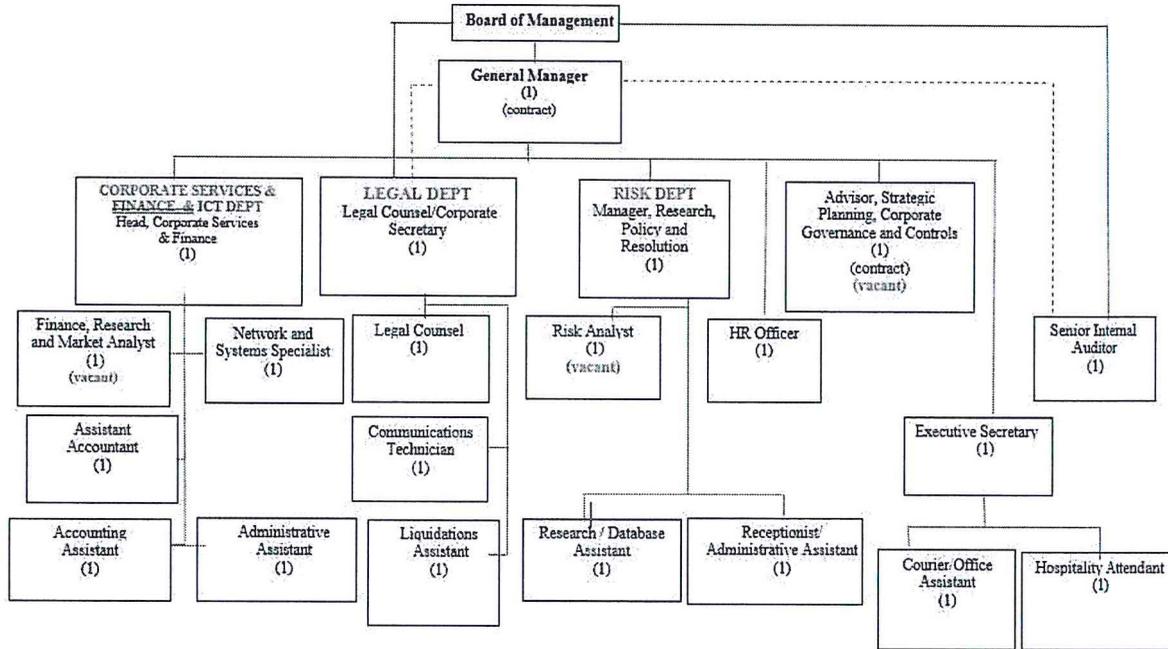
- (i) Advisor, Strategic Planning, Corporate Governance and Controls who provides guidance to the General Manager and is responsible for managing the day-to-day operations of the DIC with a view to achieving the strategic objectives of the organization as directed by the Board of Management;
- (ii) Senior Internal Auditor who prepares and implements an annual risk-based audit plan;
- (iii) Human Resource Officer who provides support in coordinating and executing all human resource, industrial relations and health and safety functions; and
- (iv) Executive Secretary who performs advanced secretarial and administrative functions to ensure the smooth operation of the Office of the General Manager.

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UPDATED 2024 PUBLIC STATEMENT OF DEPOSIT INSURANCE CORPORATION—CONTINUED



Organization Chart
As at December 31, 2024



UPDATED 2024 PUBLIC STATEMENT OF DEPOSIT INSURANCE CORPORATION—CONTINUED

SECTION 7 (1) (a) (ii)**Categories of Documents in the Possession of the DIC**

1. Files relating to human resources
2. Files relating to accounting and financial records of the DIC
3. Files relating to contracts
4. Files relating to legal matters
5. Files relating to the collection of premia and contributions of member institutions
6. Files relating to pay out and liquidation matters
7. Files relating to certificates and licenses
8. Minutes of DIC's Board of Management and Committees
9. Policies and Procedure documents
10. Legislation, Legal Notices and Gazettes
11. Strategic Plans

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

The DIC's Annual Report for 2024, Audited Financial Statements for 2024 and Strategic Plan for 2022/23-2026/27 are available on the DIC's website at www.dictr.org.

A Listing of the DIC's governing legislation is available on its website at www.dictr.org.

Further information on the DIC may be viewed on the its website at www.dictr.org.

SECTION 7 (1) (a) (iv)**Literature Available by way of Subscription**

The DIC does not offer a subscription service or have literature available to the public by way of subscription services.

UPDATED 2024 PUBLIC STATEMENT OF DEPOSIT INSURANCE CORPORATION—CONTINUED

SECTION 7 (1) (a) (v)**Procedure to be Followed When Accessing a Document from the DIC****➤ To request information**

1. Requests for information not readily available in the public domain must be made on the form prescribed by the Act. [**Request for Access to Official Document(s)**]. Forms may be obtained at the DIC's reception area.
2. Requests made on the prescribed form will be acknowledged in writing.
3. To facilitate prompt handling of a request, the request is to be addressed to the Designated Officer of the DIC (see Section 7(1)(a)(vi)). Applicants are required to provide sufficient information to enable the Designated Officer to identify the documents requested. If insufficient information is provided, clarification will be sought from the applicant.
4. All queries for amendments to documents containing personal information about the applicant must be addressed in writing to the Designated Officer.
5. Requests for information made under the FOIA may not be processed, to the extent that the information sought is available in the public domain - either from the DIC's website or from another authority.
6. The DIC will only furnish a copy of a document. Copies of documents are only furnished when they are in the DIC's possession, custody or power. If we cannot make a legible copy of a document to be released, we shall not attempt to reconstruct it. Instead, we will furnish the best copy possible and note the quality in our reply.
7. Please note that the DIC is not compelled to (a) create new documents and (b) perform research for the applicant.
8. The DIC will count the delivery date of the request as the date it was received by mail or the date it was delivered to the Designated Officer or Alternate Designated Officer via email.

➤ Time Allowed

9. Applicants will be notified no later than thirty (30) calendar days in accordance with section 15 of the FOIA, of the approval or refusal of the request(s).

129—Continued

UPDATED 2024 PUBLIC STATEMENT OF DEPOSIT INSURANCE CORPORATION—CONTINUED

10. The thirty (30) calendar day time limit will be suspended during consultation and discussions with an applicant, and it resumes on the date the applicant confirms or alters the request made.
11. Applicants requesting information are entitled to contact the DIC to ascertain the status of their request.
12. If the request can be made available to the applicant, the applicant will be informed and given a timeframe in which the information will be disclosed. Where a request made under the FOIA is refused, the applicant will be notified in writing of the reasons for refusal and will be informed of the right to redress relevant to the FOIA.

➤ **Requests not handled under the FOIA**

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

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

➤ **Fees**

18. A service fee for photocopying of documents will be charged by the DIC based on the individual request of each applicant; and applicants will be provided with a receipt for fees paid to the DIC. (Under Review)

SECTION 7 (1) (a) (vi) - Designated Officer and Alternate Designated Officer

The Designated Officer and/or Alternate Designated Officer are responsible for:

1. The initial receipt of and action upon notices under Section 10 of the FOIA;
2. Requests for documents under Section 13 of the FOIA; and
3. Application for correction of personal information under Section 36 of the FOIA.

UPDATED 2024 PUBLIC STATEMENT OF DEPOSIT INSURANCE CORPORATION—CONTINUED

The Designated Officer is:

Nicole Fusco
Legal Counsel/Corporate Secretary
Deposit Insurance Corporation
19-20 Victoria Square West
Port of Spain
Tel. No.: 285-9342
Email: nfusco@dictt.org

The Alternate Designated Officer is:

Michelle Rolingson-Pierre
General Manager
Deposit Insurance Corporation
19-20 Victoria Square West
Port of Spain
Tel. No.: 285-9342
Email: mrolingson-pierre@dictt.org

UPDATED 2024 PUBLIC STATEMENT OF DEPOSIT INSURANCE CORPORATION—CONTINUED

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

At this time, the DIC has no Advisory Bodies, Councils and other Bodies that fall within the meaning of this section.

SECTION 7 (1) (a) (viii)**Reading Room Facilities**

Arrangements can be made to accommodate the applicant from Monday to Friday between the hours of 9:00 a.m. to 3:00 p.m. at the DIC's office, 19-20 Victoria Square, West, Port of Spain. In addition, materials can be viewed on the DIC's website at www.dic.tt.org.

SECTION 8 STATEMENTS**SECTION 8 (1) (a) (i)****Documents Containing Interpretations or Particulars of Written Laws or Schemes Administered by the Public Authority, Not Being Particulars Contained in Another Written Law**

- Central Bank and Financial Institutions (Non-Banking) (Amendment) Act - 1986,
- The Central Bank (Deposit Insurance) Bye-Laws, 1986 - Legal Notice No. 210
- The Central Bank (Deposit Insurance) Order, 1986 - Legal Notice No. 211
- The Central Bank (Deposit Insurance) Order, 1987 - Legal Notice No. 207
- The Central Bank (Deposit Insurance) (Amendment) Bye-Laws, 1988 - Legal Notice No. 124
- The Central Bank (Deposit Insurance) Order, 2007 - Legal Notice No. 237
- The Central Bank (Deposit Insurance) Order, 2012 - Legal Notice No. 10
- The Central Bank (Deposit Insurance) Order, 2024 - Legal Notice No. 159
- The Central Bank (Deposit Insurance Coverage Limit) Order, 2024 – Legal Notice No. 160
- Financial Institutions Act, No. 26 of 2008.

UPDATED 2024 PUBLIC STATEMENT OF DEPOSIT INSURANCE CORPORATION—CONTINUED

SECTION 8 (1) (a) (ii) and SECTION 8 (1) (b)

The following are in-house documents under the following categories as it relates to Sections 8 (1) (a) (ii) and 8 (1) (b) of the FOIA:

- a. Records Management Procedures
- b. Risk Department Policies and Procedures
- c. Accounting and Investment Policies and Procedures
- d. Legal Policy and Procedures

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.

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.

SECTION 9 STATEMENTS**SECTION 9 (1) (a)**

Report, or statement containing the advice or recommendations, of a body or entity established within the public authority

This Section does not apply to the DIC at this time.

UPDATED 2024 PUBLIC STATEMENT OF DEPOSIT INSURANCE CORPORATION—CONTINUED

SECTION 9 (1) (b)

Report, or 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 does not apply to the DIC at this time.

SECTION 9 (1) (c)

Report, or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the public authority

This Section does not apply to the DIC at this time.

SECTION 9 (1) (d)

Report or 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 any other officer of the public authority who is not a member of the Committee

Files relating to Investments, Budget and Internal Audit.

SECTION 9 (1) (e)

Report 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 or on scientific or technical matters

Files relating to Information Technology Reports, Risk Assessment Reports and Financial and Investment Reports.

UPDATED 2024 PUBLIC STATEMENT OF DEPOSIT INSURANCE CORPORATION—CONTINUED

SECTION 9 (1) (f)

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

Consultancy reports relating to:

- (i) Communications Strategy and Management; and
- (ii) Annual External Financial Audit for production of annual Audited Financial Statements.

SECTION 9 (1) (g)

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 does not apply to the DIC at this time.

SECTION 9 (1) (h)

Report on the performance or efficiency 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

The DIC has:

- Annual Report for 2024
- Audited Financial Statements for 2024
- Strategic Plan for 2022/23 – 2026/27

which are available on the DIC's website at www.dictr.org.

SECTION 9 (1) (i)

Report containing final plans or proposals for the re-organization of the functions of the public authority, the establishment of a new policy, programme or project to be administered by the public authority, or the alteration of an existing policy, programme or project administered by the public authority, whether or not the plans or proposals are subject to

UPDATED 2024 PUBLIC STATEMENT OF DEPOSIT INSURANCE CORPORATION—CONTINUED

approval by an officer of the public authority, another public authority, the responsible Minister of the public authority or Cabinet

This Section does not apply to the DIC at this time.

SECTION 9 (1) (j)

Statement prepared within the public authority and containing policy directions for the drafting of legislation

This Section does not apply to the DIC at this time.

SECTION 9 (1) (k)

Report of a test carried out within the public authority on a product for the purpose of purchasing equipment

This Section does not apply to the DIC at this time.

SECTION 9 (1) (l)

An environmental impact statement prepared within the public authority

This Section does not apply to the DIC at this time.

SECTION 9 (1) (m)

Valuation reports prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority

- The DIC has valuation reports prepared in respect of property of closed member institutions in respect of which the DIC has been appointed Liquidator by the Supreme Court of Judicature, Trinidad and Tobago.



Government of the Republic of Trinidad and Tobago
Ministry of Culture and Community Development

NOTICE: UNCASHED CHEQUES

The following is a list of payees of uncashed cheques issued by the former Ministry of Sport and Community Development for the period **October 01, 2024 to September 30, 2025.**

Failure to cash/deposit these cheques before **March 26, 2026** will result in these cheques becoming void after **March 31, 2026.**

IF HOWEVER, YOU HAVE ENCASHED YOUR CHEQUE, PLEASE DISREGARD THIS NOTICE.

PAYEE NAME

- Aara Cleghorn
- Acra Caterers & Party Rentals
- Adam Mohammed
- Adesh Boochoon Contracting and Transport Services LTD.
- Akeem Richards
- Alexander, Jeremie & Co.
- Alissa Samuel
- Ambrosial Gourmet Catering
- Anil Seepaul
- Aquatica Swim School Limited
- Arlene Robinson
- Audit Sports and Cultural Club
- Avellon Williams
- Belec Power & Energy Solutions LTD.
- Beyond Office Solutions Limited
- Blue Waters Products Limited
- Brandon Dickson
- Brenton Rochford
- Busy Business Systems and Equipment (Rentals) LTD.
- Candice Edwards-Mc Gillvery
- Caribbean Airlines LTD.
- Chaguana North Secondary School
- Chief Administrator the Tobago House of Assembly
- Cindy - Lou Edwards
- CMR & Company LTD.
- Colonel Hazel
- Comptroller of Accounts
- Coresha Guy
- Curt White
- Dianne Rajkumar
- Emanuel de Gazon
- Eric Butler
- Faria's Trading Limited
- Febeau Village Council
- Ganesh Maharaj
- Gina-Marie Guy
- Giselle Collins-Bailey
- Gwyneth Morris Alexander
- House of Jacqui & Co.
- Ian Baptiste
- In For More Sports Agency
- Jarion Dennis
- Jenny's on the Boulevard Company Limited
- Joel Noel
- Joezanie Foy
- Jonathan James L.P.R of Claire-Ann Samuel-James
- Justin Hosein

PAYEE NAME

- Jwala Persad SuperMarket
- Karimah Carr
- Kavita Rambaran-Ramlochan
- Keanon Foster
- Keisha Jack
- Kelsey Alleyne
- Kershell Nedd
- Kevon Thomas
- Kristy Ramkisson
- Kumar Ramsabad
- Laughlin & De Gannes LTD
- Leah Ramnarine
- Leanna Louis
- Learie Mc Kenzie
- Lynette Ward
- M&M Insurance Broking Services Limited
- Maja La Kai Limited
- Marlon Barclay
- Marquee Plus Tent Rentals and Party Supplies
- Marsha Mohammed
- Massy Motors LTD.
- Melissa Campbell
- Melissa Jimenez
- M-PROS Dance Studio
- Mt. Cullane Cultural Group
- Naadia Joseph - Urquhart
- Naomi Charles
- Nature Seekers
- Nello Sankar
- Ohana Investments Limited
- Oracle in Print
- Oretta Alleyne Graham
- Oshun Mills
- Panorama Gardens Improvement Committee
- Pat & Max Limited
- Penny Savers Supermarket
- Peron Frank
- Pigalle's LTD.
- Port Authority of Trinidad and Tobago
- Promo Solutions Limited
- Quarry Village Council
- Rajesh Samaroo
- Ravine Sable Women's Action Group
- Reyanna Thomas
- Richard A.I. Brathwaite
- Robert Agarratt
- Rosalyn Indarsingh
- Russell Rainford-Griffith
- Sade Powell

PAYEE NAME

- Sanjay Boys Tassa Group
- Sanjay Rambarran
- Sea Lots Community Council
- Security Analyst Services Limited
- Service Comm Sports Club
- Shad's Tent Rental & Catering
- Shania Hoyte
- Shemeka Ramlal
- Sheppy's Auto Rental Limited
- Sherrae Franklyn
- Shiv Tandava Dance Group
- Shiva Tent Rentals LTD.
- South Port of Spain Co-Operative Society
- Stephanie Cooper
- Superb Caterers LTD.
- Suresh Lowtan
- Tarodale Community Council
- The National Insurance Board of Trinidad and Tobago
- The University of Trinidad and Tobago
- Tiffany Ramkisoon
- Trinidad & Tobago Association for the Hearing Impaired
- Trinidad and Tobago Olympic Committee
- Trinidad and Tobago Sailing Association
- Trinidad Express Newspapers
- TSTT
- View Port Limited
- VMCOTT
- Wallace Apartments and Event Rentals
- Weekenders Trinidad LTD.
- Williamsville Village Council
- Winnie's Catering Service



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

LIST OF UNCASHED CHEQUES

The Ministry of Public Administration and Artificial Intelligence (Previously known as the Ministry of Public Administration and the Ministry of Digitisation) wishes to advise all payees listed below that all uncashed cheques which were listed by the Ministry/s during the period **October 1, 2024 to September 30, 2025** will become void on **March 31, 2026**. The Ministry of Public Administration and Artificial Intelligence (**Previously known as the Ministry of Public Administration and the Ministry of Digital Transformation**) wishes to advise all payees listed below that all uncashed cheques which were listed by the Ministry/s during the period **October 1, 2024 to September 30, 2025** will become void on **March 31, 2026**.

PAYMENT NUMBER	PAYMENT DATE	PAYEE NAME
28575	01/16/2025	AUGUSTINE DHARMOO (ONLY)
28653	01/22/2025	AUGUSTINE DHARMOO (ONLY)
29562	04/28/2025	MARIA VILLAFANA (ONLY)
29564	04/28/2025	MARIA VILLAFANA (ONLY)
29705	05/19/2025	ADEEB RAJAB (ONLY)
6605	07/23/2025	CARIBBEAN AIRLINES LIMITED
30240	08/28/2025	AUDIT SPORTS AND CULTURAL CLUB
6853	09/15/2025	CARIBBEAN AIRLINES LIMITED
6873	09/17/2025	AMNESTY LIMITED
6879	09/17/2025	AMNESTY LIMITED
30669	09/23/2025	EUROPA (TRINIDAD & TOBAGO) LTD
30682	09/23/2025	EUROPA (TRINIDAD & TOBAGO) LTD
30698	09/23/2025	WESTBEEES DEVELOPMENT LIMITED
30703	09/23/2025	ERIC SOLIS MARKETING LTD
30704	09/23/2025	EUROPA (TRINIDAD & TOBAGO) LTD
30562	09/25/2025	AUDIT SPORTS AND CULTURAL CLUB
7024	09/26/2025	MASSY MOTORS
30800	09/26/2025	PIGALLE'S LTD
30852	09/29/2025	WCM WASTEWATER AND PLUMBING SERVICES
7061	09/30/2025	RENEE NICOLE GRIMES (ONLY)
7084	09/30/2025	JUNIOR MCINTYRE (ONLY)
7141	09/30/2025	YTEPP LTD
7147	09/30/2025	AMNESTY LIMITED
30925	09/30/2025	VERY EXCITING THINGS LTD
30930	09/30/2025	COSMO ENERGY COOLING LIMITED
30944	09/30/2025	ERIC SOLIS MARKETING LTD
30946	09/30/2025	DAVID LA ROCHE (ONLY)
30947	09/30/2025	CARIBBEAN AIRLINES LIMITED
30948	09/30/2025	EUROPA (TRINIDAD & TOBAGO) LTD
30975	09/30/2025	CARIBBEAN AIRLINES LIMITED
30995	09/30/2025	DERECK BAPTISTE (ONLY)
30998	09/30/2025	VERY EXCITING THINGS LTD
31014	09/30/2025	EUROPA (TRINIDAD & TOBAGO) LTD

Kindly disregard this notice, if any of the above listed cheques were encashed after 31/12/2025.
Enquiries can be made by contacting the **Finance and Accounts Division** at **612-4638 ext.1317**



Public Statement of the Children's Life Fund Authority in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 for the year 2016.

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act Chapter 22:02 (the Act), the Children's Life Fund Authority is required by law to publish the various categories of documents and information available for public scrutiny.

The Act gives the public:

1. A legal right for each person to access information held by the Public Authority;
2. A legal right for each person to have personal information 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 Act; 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 Act.

Section 7 Statements

Section 7(1) (a)(i)

Function and Structure of the Authority

VISION STATEMENT OF THE AUTHORITY

For every child, an extraordinary journey into tomorrow; life in its fullness.

MISSION STATEMENT OF THE AUTHORITY

To provide funding and support for children with life-threatening medical conditions, while enriching families with hope and strength.

The Authority

The Authority is a body corporate established in the Republic of Trinidad and Tobago, by operation of the Children's Life Fund Act, and is vested with a function to facilitate the provision of specialist medical treatment to children suffering from life-threatening illnesses for which the required treatment is unavailable at a local medical institution. The functions of the Authority are more specifically set out at section 4(2) of the Act as follows:

- (2) The functions of the Authority are to -
- a) operate, manage and administer the Children's Life Fund;

- b) facilitate the provision of specialist medical treatment to children suffering from life-threatening illnesses for which the required treatment is unavailable at a local medical institution;
- c) manage the life unit; and
- d) collect and invest funds.

Composition of the Board of Management

By Sections 5(1) and (2) of the Children's Life Fund Act, the President shall appoint a Board of Management for the purposes of general administration and management of the affairs of the Authority. The Board shall comprise nine members as follows:

- a) a medical practitioner who is a senior public officer nominated by the Minister;
- b) a senior public officer nominated by the Minister with responsibility for finance;
- c) a senior public officer nominated by the Minister with responsibility for Tobago affairs;
- d) a senior public officer nominated by the Tobago House of Assembly
- e) four individuals who are not public officers nominated by the Minister;
- f) the Chief Executive Officer of the Authority, who shall be an ex officio member.

Location:

Children's Life Fund Authority
Building 16, Wendy Fitzwilliam Paediatric Hospital
Eric Williams Medical Sciences Complex
Uriah Butler Highway, Champs Fleurs
Trinidad and Tobago

Contact Information

Tel: +1 (868)-225-4673/645-3232 Ext. 3321-7
Website: www.childrenslifefund.org.tt
Email: clfa@health.gov.tt

Organizational Structure of the Children's Life Fund Authority (CLFA)

The Authority is headed by the Chief Executive Officer (CEO), who is responsible for the overall management and administration of the CLFA and reports directly to the Board of Management.

The operational structure consists of two main units:

1. Life Unit



- Responsible for case management, assessment of applications for grants, development of best care plans, and reporting to the CEO.
 - Oversees the clinical and financial assessment of applications, including evaluation of chances of survival without treatment, care plan suitability, prognosis, and financial need.
2. Operations Unit
- Responsible for finance, administration, procurement, and general operational support to ensure the smooth functioning of the Authority.

The Authority is supported by medical and non-medical volunteers. Volunteers do not hold formal management authority and operate under the supervision of unit staff.

By Section 17(1) of the Children's Life Fund Act, a Life Unit was established to provide the case management services of the Authority in respect of applications for grants for medical treatment under this Act.

By Section 18 of the Children's Life Fund Act, the functions of the Life Unit are to:

- a) receive applications for grants from a parent, legal guardian or medical social worker;
- b) undertake clinical and financial assessment of applications;
- c) develop a best care plan for the beneficiary;
- d) provide logistical support for the beneficiary where feasible; and
- e) report to the Chief Executive Officer on its functions and operations.

By Section 21 of the Children's Life Fund Act, the Life Unit shall undertake the clinical and financial assessment of applications based on:

- a) the chances of survival of the applicant without treatment;
- b) the best care plan;
- c) the expected improvement in the quality of life and overall prognosis; and
- d) assessment of the income and expenditure statement.

Effect of functions on members of the Public

Eligibility

By Section 19 of the Children's Life Fund Act, a person is eligible for a grant where he or she-

- a) is a citizen of Trinidad and Tobago and is ordinarily resident in Trinidad and Tobago;
- b) is unmarried and under the age of eighteen years at the time of the application;
- c) has been referred by a medical specialist in the particular field of treatment required;
- d) requires treatment that is unavailable at a local medical institution;
- e) has been diagnosed with a life-threatening illness; and
- f) has medical expenses that exceed twenty five percent of the income of his or her family.

Application requirements

A person who is eligible may apply to the Life Unit for a grant through his or her parent, legal guardian or a medical social worker. His or her application shall include-

- a) an income and expenditure statement which provides the monthly family income and expenditure;
- b) receipts of all sources of revenue received or pending to address the medical expenses relating to the application;
- c) a medical report from the referring specialist indicating that the treatment is not available locally; and
- d) a statement of medical insurance coverage of the beneficiary where such coverage exists.

Where a beneficiary has received a grant, no further application shall be made on his or her behalf in respect of the same medical condition, for a period of two years from the date of the grant, save in exceptional circumstances.

Grant funding

No grant shall exceed one million dollars (TTD).

Decision-Making Powers Affecting Members of the Public

By Section 9 of the Children's Life Fund Act, the Board shall-

- a) authorize the payment of medical and related expenses of beneficiaries;



- b) ensure that the Children's Life Fund is prudentially managed based on best practices used for investments of a similar nature;
- c) review from time to time, the performance of the Children's Life Fund and make appropriate recommendations;
- d) establish procedures for applying to the Children's Life Fund, determining the eligibility for the payment of reimbursement of medical expenses for beneficiaries and processing claim disputes;
- e) set and administer rules for qualification of beneficiaries in accordance with prescribed policies established by the government;
- f) review and where appropriate, approve applications processed by the Life Unit;
- g) make payments from the Children's Life Fund on behalf of the beneficiaries;
- h) disseminate information on the Children's Life Fund and the programme to the public;
- i) authorize the annual operating expenses including the administrative costs of the Authority, with the approval of the Minister;
- j) establish and develop strategic partnerships with local and foreign institutions to facilitate the execution of best care plans for beneficiaries; and
- k) perform such other duties as may be necessary to achieve the purposes of the Authority.
- e) Annual Report (prepared in 2025)
- f) Files dealing with matters relating to the procurement of supplies, services, and equipment.
- g) Charts, photographs, compact discs, and catalogues
- h) Policy and procedure documents
- i) Internal and external correspondence files
- j) Documents relating to the strategic and operational plans of the Authority
- k) Legislation and legal instruments
- l) Legal opinions and related matters
- m) Files dealing with the training of staff
- n) Minutes and agenda of board meetings
- o) File dealing with circulars, memoranda, notices, bulletins
- p) Newspaper clippings, publications, and advertisements
- q) Reports
- r) Books, booklets, leaflets, pamphlets, brochures, posters, and directories
- s) Files on official conferences and events hosted and attended by the Authority
- t) Inventories
- u) Forms
- v) Certificates
- w) Financial Statements - Children's Life Fund and Children's Life Fund Authority (prepared in 2021)
- x) Administrative case files relating to beneficiary applications and assistance provided under the Children's Life Fund Act, including supporting documentation, assessments, decisions, and logistical arrangements, subject to applicable exemptions under the Freedom of Information Act.

Section 7 (1) (a) (ii)

Categories of documents in the Possession of the Children's Life Fund Authority (CLFA):

- a) Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, leave, vacation, etc
- b) Files dealing with the accounting and financial management function of the Authority
- c) Financial records (cheques, vouchers, receipts, expenses, and other financial documents)
- d) Files dealing with Cabinet documents

Section 7 (1) (a) (iii)

Materials prepared for publication or inspection by members of the public and the places at which persons may inspect or obtain the material:

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- Checklist
- Enquiry forms



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The office of the Children's Life Fund Authority, located at Building 16, Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs.

Section 7 (1) (a) (iv)

A statement listing the literature available by way of subscription services

The Authority does not have any documents or literature available by subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Children's Life Fund

Authority

General Procedure

In order to have the rights given to you by the Act (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the Office of the Children's Life Fund Authority, which is located at Building 16, Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs, for information that is not readily available in the public domain.

Addressing Requests

To facilitate prompt handling, please address all requests to the Chief Executive Officer, CLFA.

Details in the Request

Applicants should provide details that shall allow for ready identification and retrieval of the records being requested. If insufficient information is provided, clarification shall 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

A request under the FOIA shall not be processed to the extent that it requests the provision of information already available to the public. This may include, but not limited to, the posting on the CLFA's website, another public authority or from brochures, pamphlets and other forms of media.

Responding to your requests:

Retrieving Documents

The Authority is required to furnish copies of documents only when they are in our possession or easily retrievable from storage.

Furnishing Documents

The Children's Life Authority is required to:

- i. Furnish copies of information in its possession, custody or power.
- ii. Furnish only one copy of a document.
- iii. Furnish the best copy possible and note its quality in replying.

The Children's Life Fund Authority is not required to:

- i. Create new documents. For example, write a new program so that a computer will print information in the preferred format for the applicant.
- ii. Perform research for the applicant.
- iii. Reconstruct any illegible copy of a document for the applicant.

Time Limits

General – The Act sets a time limit of no later than thirty (30) calendar days for a decision to be taken as to whether to disclose the documents requested. In failing to meet the deadline, the Act gives the applicant the right to proceed as if the request has been denied. The Children's Life Fund Authority will diligently try to comply with the time limits but if it appears that processing the request may take longer than the statutory limit, an acknowledgement of the request and a status report will be provided. Since there is a possibility that the request may have been incorrectly sent or misdirected, the applicant should call or write to confirm the receipt of the request and to ascertain its status.

Time Allowed – The Children's Life Fund Authority will, as far as reasonably protocols determine whether to accede to the request for access of information, as soon as practicable but no later than thirty (30) days from the date the request was received. If it is determined that the applicant is entitled to the



information requested, then provision will be made for the inspection of the document requested.

Prior to the commencement of the Act, 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 periods for keeping records before they may be destroyed, for example the Exchequer and Audit Act, Chapter 69:01.

Section 7 (1) (a) (vi)

Statement specifying the officer responsible for processing of requests for access to documents

Officers in the Public Authority Responsible for:

1. The initial receipt of and action upon notices under Section 10 of the Act;
2. Requests for access to documents under Section 13 of the Act: and
3. Applications for corrections of Personal Information under Section 36 of the Act.

To facilitate prompt handling of your request, please address it to the:

Office of the Chief Executive Officer
 Children's Life Fund Authority
 Wendy Fitzwilliam Paediatric Hospital
 Eric Williams Medical Sciences Complex
 Uriah Butler Highway
 Champs Fleurs
 Telephone: 1(868) 225-4673 ext. 3321-24

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (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)

At this time, there is no library or reading room facility at the Authority.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- The Children's Life Fund Act, Chapter 29:01, Act 12 of 2010.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 8 (1) (b)

In enforcing writing 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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

SECTION 9 REPORTS & 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:

- Case Reports (Access is restricted under FOIA due to the personal, medical, and confidential information contained therein.)

Section 9 (1) (b)

A report, or a statement containing 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:



At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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 Authority:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (f)

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

- Review of selected cash transactions

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (h)

A report on the performance or efficiency on 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:

- Social Sector Initiative Performance (SSIP) Report
- Children's Life Fund Authority Quarterly Report for the Ministry of Health.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (j)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (k)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority:



At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (m)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

The categories of documents listed herein reflect the types of records maintained by the Children's Life Fund Authority in the course of its statutory functions. Access to specific documents is subject to the exemptions and provisions of the Freedom of Information Act, Chap. 22:02.



Public Statement of the Children's Life Fund Authority in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 for the year 2017.

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- b) ensure that the Children's Life Fund is prudentially managed based on best practices used for investments of a similar nature;
- c) review from time to time, the performance of the Children's Life Fund and make appropriate recommendations;
- d) establish procedures for applying to the Children's Life Fund, determining the eligibility for the payment of reimbursement of medical expenses for beneficiaries and processing claim disputes;
- e) set and administer rules for qualification of beneficiaries in accordance with prescribed policies established by the government;
- f) review and where appropriate, approve applications processed by the Life Unit;
- g) make payments from the Children's Life Fund on behalf of the beneficiaries;
- h) disseminate information on the Children's Life Fund and the programme to the public;
- i) authorize the annual operating expenses including the administrative costs of the Authority, with the approval of the Minister;
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- u) Forms
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Section 7 (1) (a) (iv)

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The Authority does not have any documents or literature available by subscription.

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Authority

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The Authority is required to furnish copies of documents only when they are in our possession or easily retrievable from storage.

Furnishing Documents

The Children's Life Authority is required to:

- i. Furnish copies of information in its possession, custody or power.
- ii. Furnish only one copy of a document.
- iii. Furnish the best copy possible and note its quality in replying.

The Children's Life Fund Authority is not required to:

- i. Create new documents. For example, write a new program so that a computer will print information in the preferred format for the applicant.
- ii. Perform research for the applicant.
- iii. Reconstruct any illegible copy of a document for the applicant.

Time Limits

General – The Act sets a time limit of no later than thirty (30) calendar days for a decision to be taken as to whether to disclose the documents requested. In failing to meet the deadline, the Act gives the applicant the right to proceed as if the request has been denied. The Children's Life Fund Authority will diligently try to comply with the time limits but if it appears that processing the request may take longer than the statutory limit, an acknowledgement of the request and a status report will be provided. Since there is a possibility that the request may have been incorrectly sent or misdirected, the applicant should call or write to confirm the receipt of the request and to ascertain its status.

Time Allowed – The Children's Life Fund Authority will, as far as reasonably protocols determine whether to accede to the request for access of information, as soon as practicable but no later than thirty (30) days from the date the request was received. If it is determined that the applicant is entitled to the information requested, then provision will be made for the inspection of the document requested.



Prior to the commencement of the Act, 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 periods for keeping records before they may be destroyed, for example the Exchequer and Audit Act, Chapter 69:01.

Section 7 (1) (a) (vi)

Statement specifying the officer responsible for processing of requests for access to documents

Officers in the Public Authority Responsible for:

1. The initial receipt of and action upon notices under Section 10 of the Act;
2. Requests for access to documents under Section 13 of the Act: and
3. Applications for corrections of Personal Information under Section 36 of the Act.

To facilitate prompt handling of your request, please address it to the:

Office of the Chief Executive Officer
Children's Life Fund Authority
Wendy Fitzwilliam Paediatric Hospital
Eric Williams Medical Sciences Complex
Uriah Butler Highway
Champs Fleurs
Telephone: 1(868) 225-4673 ext. 3321-24

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (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)

At this time, there is no library or reading room facility at the Authority.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- The Children's Life Fund Act, Chapter 29:01, Act 12 of 2010.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 8 (1) (b)

In enforcing writing 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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

SECTION 9 REPORTS & 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:

- Case Reports (Access is restricted under FOIA due to the personal, medical, and confidential information contained therein.)

Section 9 (1) (b)

A report, or a statement containing 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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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 Authority:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (f)

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

- Review of selected cash transactions

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (h)

A report on the performance or efficiency on 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:

- Social Sector Initiative Performance (SSIP) Report
- Children's Life Fund Authority Quarterly Report for the Ministry of Health.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (j)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (k)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority:

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Section 9 (1) (m)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

The categories of documents listed herein reflect the types of records maintained by the Children's Life Fund Authority in the course of its statutory functions. Access to specific documents is subject to the exemptions and provisions of the Freedom of Information Act, Chap. 22:02.



Public Statement of the Children's Life Fund Authority in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 for the year 2018.

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act Chapter 22:02 (the Act), the Children's Life Fund Authority is required by law to publish the various categories of documents and information available for public scrutiny.

The Act gives the public:

1. A legal right for each person to access information held by the Public Authority;
2. A legal right for each person to have personal information 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 Act; 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 Act.

Section 7 Statements

Section 7(1) (a)(i)

Function and Structure of the Authority

VISION STATEMENT OF THE AUTHORITY

For every child, an extraordinary journey into tomorrow; life in its fullness.

MISSION STATEMENT OF THE AUTHORITY

To provide funding and support for children with life-threatening medical conditions, while enriching families with hope and strength.

The Authority

The Authority is a body corporate established in the Republic of Trinidad and Tobago, by operation of the Children's Life Fund Act, and is vested with a function to facilitate the provision of specialist medical treatment to children suffering from life-threatening illnesses for which the required treatment is unavailable at a local medical institution. The functions of the Authority are more specifically set out at section 4(2) of the Act as follows:

- (2) The functions of the Authority are to -
- a) operate, manage and administer the Children's Life Fund;

- b) facilitate the provision of specialist medical treatment to children suffering from life-threatening illnesses for which the required treatment is unavailable at a local medical institution;
- c) manage the life unit; and
- d) collect and invest funds.

Composition of the Board of Management

By Sections 5(1) and (2) of the Children's Life Fund Act, the President shall appoint a Board of Management for the purposes of general administration and management of the affairs of the Authority. The Board shall comprise nine members as follows:

- a) a medical practitioner who is a senior public officer nominated by the Minister;
- b) a senior public officer nominated by the Minister with responsibility for finance;
- c) a senior public officer nominated by the Minister with responsibility for Tobago affairs;
- d) a senior public officer nominated by the Tobago House of Assembly
- e) four individuals who are not public officers nominated by the Minister;
- f) the Chief Executive Officer of the Authority, who shall be an ex officio member.

Location:

Children's Life Fund Authority
Building 16, Wendy Fitzwilliam Paediatric Hospital
Eric Williams Medical Sciences Complex
Uriah Butler Highway, Champs Fleurs
Trinidad and Tobago

Contact Information

Tel: +1 (868)-225-4673/645-3232 Ext. 3321-7
Website: www.childrenslifefund.org.tt
Email: clfa@health.gov.tt

Organizational Structure of the Children's Life Fund Authority (CLFA)

The Authority is headed by the Chief Executive Officer (CEO), who is responsible for the overall management and administration of the CLFA and reports directly to the Board of Management.

The operational structure consists of two main units:



1. Life Unit

- Responsible for case management, assessment of applications for grants, development of best care plans, and reporting to the CEO.
- Oversees the clinical and financial assessment of applications, including evaluation of chances of survival without treatment, care plan suitability, prognosis, and financial need.

2. Operations Unit

- Responsible for finance, administration, procurement, and general operational support to ensure the smooth functioning of the Authority.

The Authority is supported by medical and non-medical volunteers. Volunteers do not hold formal management authority and operate under the supervision of unit staff.

By Section 17(1) of the Children's Life Fund Act, a Life Unit was established to provide the case management services of the Authority in respect of applications for grants for medical treatment under this Act.

By Section 18 of the Children's Life Fund Act, the functions of the Life Unit are to:

- a) receive applications for grants from a parent, legal guardian or medical social worker;
- b) undertake clinical and financial assessment of applications;
- c) develop a best care plan for the beneficiary;
- d) provide logistical support for the beneficiary where feasible; and
- e) report to the Chief Executive Officer on its functions and operations.

By Section 21 of the Children's Life Fund Act, the Life Unit shall undertake the clinical and financial assessment of applications based on:

- a) the chances of survival of the applicant without treatment;
- b) the best care plan;
- c) the expected improvement in the quality of life and overall prognosis; and
- d) assessment of the income and expenditure statement.

Effect of functions on members of the Public

Eligibility

By Section 19 of the Children's Life Fund Act, a person is eligible for a grant where he or she-

- a) is a citizen of Trinidad and Tobago and is ordinarily resident in Trinidad and Tobago;
- b) is unmarried and under the age of eighteen years at the time of the application;
- c) has been referred by a medical specialist in the particular field of treatment required;
- d) requires treatment that is unavailable at a local medical institution;
- e) has been diagnosed with a life-threatening illness; and
- f) has medical expenses that exceed twenty five percent of the income of his or her family.

Application requirements

A person who is eligible may apply to the Life Unit for a grant through his or her parent, legal guardian or a medical social worker. His or her application shall include-

- a) an income and expenditure statement which provides the monthly family income and expenditure;
- b) receipts of all sources of revenue received or pending to address the medical expenses relating to the application;
- c) a medical report from the referring specialist indicating that the treatment is not available locally; and
- d) a statement of medical insurance coverage of the beneficiary where such coverage exists.

Where a beneficiary has received a grant, no further application shall be made on his or her behalf in respect of the same medical condition, for a period of two years from the date of the grant, save in exceptional circumstances.

Grant funding

No grant shall exceed one million dollars (TTD).

Decision-Making Powers Affecting Members of the Public

By Section 9 of the Children's Life Fund Act, the Board shall-

- a) authorize the payment of medical and related expenses of beneficiaries;



- b) ensure that the Children's Life Fund is prudentially managed based on best practices used for investments of a similar nature;
- c) review from time to time, the performance of the Children's Life Fund and make appropriate recommendations;
- d) establish procedures for applying to the Children's Life Fund, determining the eligibility for the payment of reimbursement of medical expenses for beneficiaries and processing claim disputes;
- e) set and administer rules for qualification of beneficiaries in accordance with prescribed policies established by the government;
- f) review and where appropriate, approve applications processed by the Life Unit;
- g) make payments from the Children's Life Fund on behalf of the beneficiaries;
- h) disseminate information on the Children's Life Fund and the programme to the public;
- i) authorize the annual operating expenses including the administrative costs of the Authority, with the approval of the Minister;
- j) establish and develop strategic partnerships with local and foreign institutions to facilitate the execution of best care plans for beneficiaries; and
- k) perform such other duties as may be necessary to achieve the purposes of the Authority.

Section 7 (1) (a) (ii)

Categories of documents in the Possession of the Children's Life Fund Authority (CLEA):

- a) Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, leave, vacation, etc
- b) Files dealing with the accounting and financial management function of the Authority
- c) Financial records (cheques, vouchers, receipts, expenses, and other financial documents)
- d) Files dealing with Cabinet documents

- e) Annual Report
- f) Files dealing with matters relating to the procurement of supplies, services, and equipment.
- g) Charts, photographs, compact discs, and catalogues
- h) Policy and procedure documents
- i) Internal and external correspondence files
- j) Documents relating to the strategic and operational plans of the Authority
- k) Legislation and legal instruments
- l) Legal opinions and related matters
- m) Files dealing with the training of staff
- n) Minutes and agenda of board meetings
- o) File dealing with circulars, memoranda, notices, bulletins
- p) Newspaper clippings, publications, and advertisements
- q) Reports
- r) Books, booklets, leaflets, pamphlets, brochures, posters, and directories
- s) Files on official conferences and events hosted and attended by the Authority
- t) Inventories
- u) Forms
- v) Certificates
- w) Financial Statements - Children's Life Fund (prepared in 2023) and Children's Life Fund Authority (prepared in 2022)
- x) Administrative case files relating to beneficiary applications and assistance provided under the Children's Life Fund Act, including supporting documentation, assessments, decisions, and logistical arrangements, subject to applicable exemptions under the Freedom of Information Act.

Section 7 (1) (a) (iii)

Materials prepared for publication or inspection by members of the public and the places at which persons may inspect or obtain the material:

- Application forms
- Checklist



- Enquiry forms

These materials are available for inspection or copies between the hours of 8:00 a.m. and 4:00 p.m. on normal working days at:

The office of the Children's Life Fund Authority is located at Building 16, Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs.

Section 7 (1) (a) (iv)

A statement listing the literature available by way of subscription services

The Authority does not have any documents or literature available by subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Children's Life Fund

Authority

General Procedure

In order to have the rights given to you by the Act (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the Office of the Children's Life Fund Authority, which is located at Building 16, Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs, for information that is not readily available in the public domain.

Addressing Requests

To facilitate prompt handling, please address all requests to the Chief Executive Officer, CLFA.

Details in the Request

Applicants should provide details that shall allow for ready identification and retrieval of the records being requested. If insufficient information is provided, clarification shall 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

A request under the FOIA shall not be processed to the extent that it requests the provision of information already available

to the public. This may include, but not limited to, the posting on the CLFA's website, another public authority or from brochures, pamphlets and other forms of media.

Responding to your requests:

Retrieving Documents

The Authority is required to furnish copies of documents only when they are in our possession or easily retrievable from storage.

Furnishing Documents

The Children's Life Authority is required to:

- Furnish copies of information in its possession, custody or power.
- Furnish only one copy of a document.
- Furnish the best copy possible and note its quality in replying.

The Children's Life Fund Authority is not required to:

- Create new documents. For example, write a new program so that a computer will print information in the preferred format for the applicant.
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- Reconstruct any illegible copy of a document for the applicant.

Time Limits

General – The Act sets a time limit of no later than thirty (30) calendar days for a decision to be taken as to whether to disclose the documents requested. In failing to meet the deadline, the Act gives the applicant the right to proceed as if the request has been denied. The Children's Life Fund Authority will diligently try to comply with the time limits but if it appears that processing the request may take longer than the statutory limit, an acknowledgement of the request and a status report will be provided. Since there is a possibility that the request may have been incorrectly sent or misdirected, the applicant should call or write to confirm the receipt of the request and to ascertain its status.

Time Allowed – The Children's Life Fund Authority will, as far as reasonably protocols determine whether to accede to the request for access of information, as soon as practicable but no later than thirty (30) days from the date the request was received. If it is determined that the applicant is entitled to the information requested, then provision will be made for the inspection of the document requested.



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Section 7 (1) (a) (vi)

Statement specifying the officer responsible for processing of requests for access to documents

Officers in the Public Authority Responsible for:

1. The initial receipt of and action upon notices under Section 10 of the Act;
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To facilitate prompt handling of your request, please address it to the:

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Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (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)

At this time, there is no library or reading room facility at the Authority.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- The Children's Life Fund Act, Chapter 29:01, Act 12 of 2010.

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:

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SECTION 9 REPORTS & 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:

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A report, or a statement containing 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:

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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:

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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:

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Section 9 (1) (j)

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

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Section 9 (1) (k)

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

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Section 9 (1) (l)

An environmental impact statement prepared within the public authority:

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Section 9 (1) (m)



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

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- c) manage the life unit; and
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Location:

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Trinidad and Tobago

Contact Information

Tel: +1 (868)-225-4673/645-3232 Ext. 3321-7
Website: www.childrenslifefund.org.tt
Email: clfa@health.gov.tt

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The Authority is headed by the Chief Executive Officer (CEO), who is responsible for the overall management and administration of the CLFA and reports directly to the Board of Management.

The operational structure consists of two main units:

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- Responsible for case management, assessment of applications for grants, development of best care plans, and reporting to the CEO.
 - Oversees the clinical and financial assessment of applications, including evaluation of chances of survival without treatment, care plan suitability, prognosis, and financial need.
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- Responsible for finance, administration, procurement, and general operational support to ensure the smooth functioning of the Authority.

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- c) the expected improvement in the quality of life and overall prognosis; and
- d) assessment of the income and expenditure statement.

Effect of functions on members of the Public

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By Section 19 of the Children's Life Fund Act, a person is eligible for a grant where he or she-

- a) is a citizen of Trinidad and Tobago and is ordinarily resident in Trinidad and Tobago;
- b) is unmarried and under the age of eighteen years at the time of the application;
- c) has been referred by a medical specialist in the particular field of treatment required;
- d) requires treatment that is unavailable at a local medical institution;
- e) has been diagnosed with a life-threatening illness; and
- f) has medical expenses that exceed twenty five percent of the income of his or her family.

Application requirements

A person who is eligible may apply to the Life Unit for a grant through his or her parent, legal guardian or a medical social worker. His or her application shall include-

- a) an income and expenditure statement which provides the monthly family income and expenditure;
- b) receipts of all sources of revenue received or pending to address the medical expenses relating to the application;
- c) a medical report from the referring specialist indicating that the treatment is not available locally; and
- d) a statement of medical insurance coverage of the beneficiary where such coverage exists.

Where a beneficiary has received a grant, no further application shall be made on his or her behalf in respect of the same medical condition, for a period of two years from the date of the grant, save in exceptional circumstances.

Grant funding

No grant shall exceed one million dollars (TTD).

Decision-Making Powers Affecting Members of the Public

By Section 9 of the Children's Life Fund Act, the Board shall-



- a) authorize the payment of medical and related expenses of beneficiaries;
 - b) ensure that the Children's Life Fund is prudentially managed based on best practices used for investments of a similar nature;
 - c) review from time to time, the performance of the Children's Life Fund and make appropriate recommendations;
 - d) establish procedures for applying to the Children's Life Fund, determining the eligibility for the payment of reimbursement of medical expenses for beneficiaries and processing claim disputes;
 - e) set and administer rules for qualification of beneficiaries in accordance with prescribed policies established by the government;
 - f) review and where appropriate, approve applications processed by the Life Unit;
 - g) make payments from the Children's Life Fund on behalf of the beneficiaries;
 - h) disseminate information on the Children's Life Fund and the programme to the public;
 - i) authorize the annual operating expenses including the administrative costs of the Authority, with the approval of the Minister;
 - j) establish and develop strategic partnerships with local and foreign institutions to facilitate the execution of best care plans for beneficiaries; and
 - k) perform such other duties as may be necessary to achieve the purposes of the Authority.
- c) Financial records (cheques, vouchers, receipts, expenses, and other financial documents)
 - d) Files dealing with Cabinet documents
 - e) Annual Report (prepared in 2025)
 - f) Files dealing with matters relating to the procurement of supplies, services, and equipment.
 - g) Charts, photographs, compact discs, and catalogues
 - h) Policy and procedure documents
 - i) Internal and external correspondence files
 - j) Documents relating to the strategic and operational plans of the Authority
 - k) Legislation and legal instruments
 - l) Legal opinions and related matters
 - m) Files dealing with the training of staff
 - n) Minutes and agenda of board meetings
 - o) File dealing with circulars, memoranda, notices, bulletins
 - p) Newspaper clippings, publications, and advertisements
 - q) Reports
 - r) Books, booklets, leaflets, pamphlets, brochures, posters, and directories
 - s) Files on official conferences and events hosted and attended by the Authority
 - t) Inventories
 - u) Forms
 - v) Certificates
 - w) Financial Statements - Children's Life Fund (prepared in 2023) and Children's Life Fund Authority (prepared in 2022)
 - x) Administrative case files relating to beneficiary applications and assistance provided under the Children's Life Fund Act, including supporting documentation, assessments, decisions, and logistical arrangements, subject to applicable exemptions under the Freedom of Information Act.

Section 7 (1) (a) (ii)

Categories of documents in the Possession of the Children's Life Fund Authority (CLFA):

- a) Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, leave, vacation, etc
- b) Files dealing with the accounting and financial management function of the Authority

Section 7 (1) (a) (iii)



Materials prepared for publication or inspection by members of the public and the places at which persons may inspect or obtain the material:

- Application forms
- Checklist
- Enquiry forms

These materials are available for inspection or copies between the hours of 8:00 a.m. and 4:00 p.m. on normal working days at:

The office of the Children's Life Fund Authority, located at Building 16, Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs.

Section 7 (1) (a) (iv)

A statement listing the literature available by way of subscription services

The Authority does not have any documents or literature available by subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Children's Life Fund

Authority

General Procedure

In order to have the rights given to you by the Act (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the Office of the Children's Life Fund Authority, which is located at Building 16, Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs, for information that is not readily available in the public domain.

Addressing Requests

To facilitate prompt handling, please address all requests to the Chief Executive Officer, CLFA.

Details in the Request

Applicants should provide details that shall allow for ready identification and retrieval of the records being requested. If insufficient information is provided, clarification shall 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

A request under the FOIA shall not be processed to the extent that it requests the provision of information already available to the public. This may include, but not limited to, the posting on the CLFA's website, another public authority or from brochures, pamphlets and other forms of media.

Responding to your requests:

Retrieving Documents

The Authority is required to furnish copies of documents only when they are in our possession or easily retrievable from storage.

Furnishing Documents

The Children's Life Authority is required to:

- i. Furnish copies of information in its possession, custody or power.
- ii. Furnish only one copy of a document.
- iii. Furnish the best copy possible and note its quality in replying.

The Children's Life Fund Authority is not required to:

- i. Create new documents. For example, write a new program so that a computer will print information in the preferred format for the applicant.
- ii. Perform research for the applicant.
- iii. Reconstruct any illegible copy of a document for the applicant.

Time Limits

General – The Act sets a time limit of no later than thirty (30) calendar days for a decision to be taken as to whether to disclose the documents requested. In failing to meet the deadline, the Act gives the applicant the right to proceed as if the request has been denied. The Children's Life Fund Authority will diligently try to comply with the time limits but if it appears that processing the request may take longer than the statutory limit, an acknowledgement of the request and a status report will be provided. Since there is a possibility that the request may have been incorrectly sent or misdirected, the applicant should call or write to confirm the receipt of the request and to ascertain its status.

Time Allowed – The Children's Life Fund Authority will, as far as reasonably protocols determine whether to accede to



the request for access of information, as soon as practicable but no later than thirty (30) days from the date the request was received. If it is determined that the applicant is entitled to the information requested, then provision will be made for the inspection of the document requested.

Prior to the commencement of the Act, 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 periods for keeping records before they may be destroyed, for example the Exchequer and Audit Act, Chapter 69:01.

Section 7 (1) (a) (vi)

Statement specifying the officer responsible for processing of requests for access to documents

Officers in the Public Authority Responsible for:

1. The initial receipt of and action upon notices under Section 10 of the Act;
2. Requests for access to documents under Section 13 of the Act; and
3. Applications for corrections of Personal Information under Section 36 of the Act.

To facilitate prompt handling of your request, please address it to the:

Office of the Chief Executive Officer
 Children's Life Fund Authority
 Wendy Fitzwilliam Paediatric Hospital
 Eric Williams Medical Sciences Complex
 Uriah Butler Highway
 Champs Fleurs
 Telephone: 1(868) 225-4673 ext. 3321-24

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (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)

At this time, there is no library or reading room facility at the Authority.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- The Children's Life Fund Act, Chapter 29:01, Act 12 of 2010.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 8 (1) (b)

In enforcing writing 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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

SECTION 9 REPORTS & 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:

- Case Reports (Access is restricted under FOIA due to the personal, medical, and confidential information contained therein.)

Section 9 (1) (b)

A report, or a statement containing 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:



At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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 Authority:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (f)

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

- Review of selected cash transactions

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (h)

A report on the performance or efficiency on 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:

- Social Sector Initiative Performance (SSIP) Report
- Children's Life Fund Authority Quarterly Report for the Ministry of Health.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (j)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (k)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority:



At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (m)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

The categories of documents listed herein reflect the types of records maintained by the Children's Life Fund Authority in the course of its statutory functions. Access to specific documents is subject to the exemptions and provisions of the Freedom of Information Act, Chap. 22:02.



Public Statement of the Children's Life Fund Authority in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 for the year 2020.

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act Chapter 22:02 (the Act), the Children's Life Fund Authority is required by law to publish the various categories of documents and information available for public scrutiny.

The Act gives the public:

1. A legal right for each person to access information held by the Public Authority;
2. A legal right for each person to have personal information 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 Act; 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 Act.

Section 7 Statements

Section 7(1) (a)(i)

Function and Structure of the Authority

VISION STATEMENT OF THE AUTHORITY

For every child, an extraordinary journey into tomorrow; life in its fullness.

MISSION STATEMENT OF THE AUTHORITY

To provide funding and support for children with life-threatening medical conditions, while enriching families with hope and strength.

The Authority

The Authority is a body corporate established in the Republic of Trinidad and Tobago, by operation of the Children's Life Fund Act, and is vested with a function to facilitate the provision of specialist medical treatment to children suffering from life-threatening illnesses for which the required treatment is unavailable at a local medical institution. The functions of the Authority are more specifically set out at section 4(2) of the Act as follows:

- (2) The functions of the Authority are to -
- a) operate, manage and administer the Children's Life Fund;

- b) facilitate the provision of specialist medical treatment to children suffering from life-threatening illnesses for which the required treatment is unavailable at a local medical institution;
- c) manage the life unit; and
- d) collect and invest funds.

Composition of the Board of Management

By Sections 5(1) and (2) of the Children's Life Fund Act, the President shall appoint a Board of Management for the purposes of general administration and management of the affairs of the Authority. The Board shall comprise nine members as follows:

- a) a medical practitioner who is a senior public officer nominated by the Minister;
- b) a senior public officer nominated by the Minister with responsibility for finance;
- c) a senior public officer nominated by the Minister with responsibility for Tobago affairs;
- d) a senior public officer nominated by the Tobago House of Assembly
- e) four individuals who are not public officers nominated by the Minister;
- f) the Chief Executive Officer of the Authority, who shall be an ex officio member.

Location:

Children's Life Fund Authority
Building 16, Wendy Fitzwilliam Paediatric Hospital
Eric Williams Medical Sciences Complex
Uriah Butler Highway, Champs Fleurs
Trinidad and Tobago

Contact Information

Tel: +1 (868)-225-4673/645-3232 Ext. 3321-7
Website: www.childrenslifefund.org.tt
Email: clfa@health.gov.tt

Organizational Structure of the Children's Life Fund Authority (CLFA)

The Authority is headed by the Chief Executive Officer (CEO), who is responsible for the overall management and administration of the CLFA and reports directly to the Board of Management.

The operational structure consists of two main units:

1. Life Unit



- Responsible for case management, assessment of applications for grants, development of best care plans, and reporting to the CEO.
- Oversees the clinical and financial assessment of applications, including evaluation of chances of survival without treatment, care plan suitability, prognosis, and financial need.

2. Operations Unit

- Responsible for finance, administration, procurement, and general operational support to ensure the smooth functioning of the Authority.

The Authority is supported by medical and non-medical volunteers. Volunteers do not hold formal management authority and operate under the supervision of unit staff.

By Section 17(1) of the Children's Life Fund Act, a Life Unit was established to provide the case management services of the Authority in respect of applications for grants for medical treatment under this Act.

By Section 18 of the Children's Life Fund Act, the functions of the Life Unit are to:

- a) receive applications for grants from a parent, legal guardian or medical social worker;
- b) undertake clinical and financial assessment of applications;
- c) develop a best care plan for the beneficiary;
- d) provide logistical support for the beneficiary where feasible; and
- e) report to the Chief Executive Officer on its functions and operations.

By Section 21 of the Children's Life Fund Act, the Life Unit shall undertake the clinical and financial assessment of applications based on:

- a) the chances of survival of the applicant without treatment;
- b) the best care plan;
- c) the expected improvement in the quality of life and overall prognosis; and
- d) assessment of the income and expenditure statement.

Effect of functions on members of the Public

Eligibility

By Section 19 of the Children's Life Fund Act, a person is eligible for a grant where he or she-

- a) is a citizen of Trinidad and Tobago and is ordinarily resident in Trinidad and Tobago;
- b) is unmarried and under the age of eighteen years at the time of the application;
- c) has been referred by a medical specialist in the particular field of treatment required;
- d) requires treatment that is unavailable at a local medical institution;
- e) has been diagnosed with a life-threatening illness; and
- f) has medical expenses that exceed twenty five percent of the income of his or her family.

Application requirements

A person who is eligible may apply to the Life Unit for a grant through his or her parent, legal guardian or a medical social worker. His or her application shall include-

- a) an income and expenditure statement which provides the monthly family income and expenditure;
- b) receipts of all sources of revenue received or pending to address the medical expenses relating to the application;
- c) a medical report from the referring specialist indicating that the treatment is not available locally; and
- d) a statement of medical insurance coverage of the beneficiary where such coverage exists.

Where a beneficiary has received a grant, no further application shall be made on his or her behalf in respect of the same medical condition, for a period of two years from the date of the grant, save in exceptional circumstances.

Grant funding

No grant shall exceed one million dollars (TTD).

Decision-Making Powers Affecting Members of the Public

By Section 9 of the Children's Life Fund Act, the Board shall-



- a) authorize the payment of medical and related expenses of beneficiaries;
 - b) ensure that the Children's Life Fund is prudentially managed based on best practices used for investments of a similar nature;
 - c) review from time to time, the performance of the Children's Life Fund and make appropriate recommendations;
 - d) establish procedures for applying to the Children's Life Fund, determining the eligibility for the payment of reimbursement of medical expenses for beneficiaries and processing claim disputes;
 - e) set and administer rules for qualification of beneficiaries in accordance with prescribed policies established by the government;
 - f) review and where appropriate, approve applications processed by the Life Unit;
 - g) make payments from the Children's Life Fund on behalf of the beneficiaries;
 - h) disseminate information on the Children's Life Fund and the programme to the public;
 - i) authorize the annual operating expenses including the administrative costs of the Authority, with the approval of the Minister;
 - j) establish and develop strategic partnerships with local and foreign institutions to facilitate the execution of best care plans for beneficiaries; and
 - k) perform such other duties as may be necessary to achieve the purposes of the Authority.
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Section 7 (1) (a) (ii)

Categories of documents in the Possession of the Children's Life Fund Authority (CLFA):

- a) Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, leave, vacation, etc
- b) Files dealing with the accounting and financial management function of the Authority

Section 7 (1) (a) (iii)

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Section 7 (1) (a) (iv)

A statement listing the literature available by way of subscription services

The Authority does not have any documents or literature available by subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Children's Life Fund

Authority

General Procedure

In order to have the rights given to you by the Act (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the Office of the Children's Life Fund Authority, which is located at Building 16, Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs, for information that is not readily available in the public domain.

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To facilitate prompt handling, please address all requests to the Chief Executive Officer, CLFA.

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Applicants should provide details that shall allow for ready identification and retrieval of the records being requested. If insufficient information is provided, clarification shall 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

A request under the FOIA shall not be processed to the extent that it requests the provision of information already available to the public. This may include, but not limited to, the posting on the CLFA's website, another public authority or from brochures, pamphlets and other forms of media.

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Retrieving Documents

The Authority is required to furnish copies of documents only when they are in our possession or easily retrievable from storage.

Furnishing Documents

The Children's Life Authority is required to:

- i. Furnish copies of information in its possession, custody or power.
- ii. Furnish only one copy of a document.
- iii. Furnish the best copy possible and note its quality in replying.

The Children's Life Fund Authority is not required to:

- i. Create new documents. For example, write a new program so that a computer will print information in the preferred format for the applicant.
- ii. Perform research for the applicant.
- iii. Reconstruct any illegible copy of a document for the applicant.

Time Limits

General – The Act sets a time limit of no later than thirty (30) calendar days for a decision to be taken as to whether to disclose the documents requested. In failing to meet the deadline, the Act gives the applicant the right to proceed as if the request has been denied. The Children's Life Fund Authority will diligently try to comply with the time limits but if it appears that processing the request may take longer than the statutory limit, an acknowledgement of the request and a status report will be provided. Since there is a possibility that the request may have been incorrectly sent or misdirected, the applicant should call or write to confirm the receipt of the request and to ascertain its status.

Time Allowed – The Children's Life Fund Authority will, as far as reasonably protocols determine whether to accede to the request for access of information, as soon as practicable but no later than thirty (30) days from the date the request was received. If it is determined that the applicant is entitled to the



information requested, then provision will be made for the inspection of the document requested.

Prior to the commencement of the Act, 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 periods for keeping records before they may be destroyed, for example the Exchequer and Audit Act, Chapter 69:01.

Section 7 (1) (a) (vi)

Statement specifying the officer responsible for processing of requests for access to documents

Officers in the Public Authority Responsible for:

1. The initial receipt of and action upon notices under Section 10 of the Act;
2. Requests for access to documents under Section 13 of the Act: and
3. Applications for corrections of Personal Information under Section 36 of the Act.

To facilitate prompt handling of your request, please address it to the:

Office of the Chief Executive Officer
Children's Life Fund Authority
Wendy Fitzwilliam Paediatric Hospital
Eric Williams Medical Sciences Complex
Uriah Butler Highway
Champs Fleurs
Telephone: 1(868) 225-4673 ext. 3321-24

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (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)

At this time, there is no library or reading room facility at the Authority.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- The Children's Life Fund Act, Chapter 29:01, Act 12 of 2010.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 8 (1) (b)

In enforcing writing 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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

SECTION 9 REPORTS & 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:

- Case Reports (Access is restricted under FOIA due to the personal, medical, and confidential information contained therein.)

Section 9 (1) (b)

A report, or a statement containing 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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

**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 Authority:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (f)

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

- Review of selected cash transactions
- Financial Statements— Children's Life Fund Authority & Children's Life Fund 2014-2017

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (h)

A report on the performance or efficiency on 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:

- Social Sector Initiative Performance (SSIP) Report
- Children's Life Fund Authority Quarterly Report for the Ministry of Health.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (j)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (k)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority:



At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (m)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

The categories of documents listed herein reflect the types of records maintained by the Children's Life Fund Authority in the course of its statutory functions. Access to specific documents is subject to the exemptions and provisions of the Freedom of Information Act, Chap. 22:02.



Public Statement of the Children's Life Fund Authority in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 for the year 2021.

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act Chapter 22:02 (the Act), the Children's Life Fund Authority is required by law to publish the various categories of documents and information available for public scrutiny.

The Act gives the public:

1. A legal right for each person to access information held by the Public Authority;
2. A legal right for each person to have personal information 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 Act; 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 Act.

Section 7 Statements

Section 7(1) (a)(i)

Function and Structure of the Authority

VISION STATEMENT OF THE AUTHORITY

For every child, an extraordinary journey into tomorrow; life in its fullness.

MISSION STATEMENT OF THE AUTHORITY

To provide funding and support for children with life-threatening medical conditions, while enriching families with hope and strength.

The Authority

The Authority is a body corporate established in the Republic of Trinidad and Tobago, by operation of the Children's Life Fund Act, and is vested with a function to facilitate the provision of specialist medical treatment to children suffering from life-threatening illnesses for which the required treatment is unavailable at a local medical institution. The functions of the Authority are more specifically set out at section 4(2) of the Act as follows:

- (2) The functions of the Authority are to -
- a) operate, manage and administer the Children's Life Fund;

- b) facilitate the provision of specialist medical treatment to children suffering from life-threatening illnesses for which the required treatment is unavailable at a local medical institution;
- c) manage the life unit; and
- d) collect and invest funds.

Composition of the Board of Management

By Sections 5(1) and (2) of the Children's Life Fund Act, the President shall appoint a Board of Management for the purposes of general administration and management of the affairs of the Authority. The Board shall comprise nine members as follows:

- a) a medical practitioner who is a senior public officer nominated by the Minister;
- b) a senior public officer nominated by the Minister with responsibility for finance;
- c) a senior public officer nominated by the Minister with responsibility for Tobago affairs;
- d) a senior public officer nominated by the Tobago House of Assembly
- e) four individuals who are not public officers nominated by the Minister;
- f) the Chief Executive Officer of the Authority, who shall be an ex officio member.

Location:

Children's Life Fund Authority
Building 16, Wendy Fitzwilliam Paediatric Hospital
Eric Williams Medical Sciences Complex
Uriah Butler Highway, Champs Fleurs
Trinidad and Tobago

Contact Information

Tel: +1 (868)-225-4673/645-3232 Ext. 3321-7
Website: www.childrenslifefund.org.tt
Email: clfa@health.gov.tt

Organizational Structure of the Children's Life Fund Authority (CLFA)

The Authority is headed by the Chief Executive Officer (CEO), who is responsible for the overall management and administration of the CLFA and reports directly to the Board of Management.

The operational structure consists of two main units:

1. Life Unit



- Responsible for case management, assessment of applications for grants, development of best care plans, and reporting to the CEO.
- Oversees the clinical and financial assessment of applications, including evaluation of chances of survival without treatment, care plan suitability, prognosis, and financial need.

2. Operations Unit

- Responsible for finance, administration, procurement, and general operational support to ensure the smooth functioning of the Authority.

The Authority is supported by medical and non-medical volunteers. Volunteers do not hold formal management authority and operate under the supervision of unit staff.

By Section 17(1) of the Children's Life Fund Act, a Life Unit was established to provide the case management services of the Authority in respect of applications for grants for medical treatment under this Act.

By Section 18 of the Children's Life Fund Act, the functions of the Life Unit are to:

- a) receive applications for grants from a parent, legal guardian or medical social worker;
- b) undertake clinical and financial assessment of applications;
- c) develop a best care plan for the beneficiary;
- d) provide logistical support for the beneficiary where feasible; and
- e) report to the Chief Executive Officer on its functions and operations.

By Section 21 of the Children's Life Fund Act, the Life Unit shall undertake the clinical and financial assessment of applications based on:

- a) the chances of survival of the applicant without treatment;
- b) the best care plan;
- c) the expected improvement in the quality of life and overall prognosis; and
- d) assessment of the income and expenditure statement.

Effect of functions on members of the Public

Eligibility

By Section 19 of the Children's Life Fund Act, a person is eligible for a grant where he or she-

- a) is a citizen of Trinidad and Tobago and is ordinarily resident in Trinidad and Tobago;
- b) is unmarried and under the age of eighteen years at the time of the application;
- c) has been referred by a medical specialist in the particular field of treatment required;
- d) requires treatment that is unavailable at a local medical institution;
- e) has been diagnosed with a life-threatening illness; and
- f) has medical expenses that exceed twenty five percent of the income of his or her family.

Application requirements

A person who is eligible may apply to the Life Unit for a grant through his or her parent, legal guardian or a medical social worker. His or her application shall include-

- a) an income and expenditure statement which provides the monthly family income and expenditure;
- b) receipts of all sources of revenue received or pending to address the medical expenses relating to the application;
- c) a medical report from the referring specialist indicating that the treatment is not available locally; and
- d) a statement of medical insurance coverage of the beneficiary where such coverage exists.

Where a beneficiary has received a grant, no further application shall be made on his or her behalf in respect of the same medical condition, for a period of two years from the date of the grant, save in exceptional circumstances.

Grant funding

No grant shall exceed one million dollars (TTD).

Decision-Making Powers Affecting Members of the Public

By Section 9 of the Children's Life Fund Act, the Board shall-



- | | |
|---|--|
| <ul style="list-style-type: none"> a) authorize the payment of medical and related expenses of beneficiaries; b) ensure that the Children's Life Fund is prudentially managed based on best practices used for investments of a similar nature; c) review from time to time, the performance of the Children's Life Fund and make appropriate recommendations; d) establish procedures for applying to the Children's Life Fund, determining the eligibility for the payment of reimbursement of medical expenses for beneficiaries and processing claim disputes; e) set and administer rules for qualification of beneficiaries in accordance with prescribed policies established by the government; f) review and where appropriate, approve applications processed by the Life Unit; g) make payments from the Children's Life Fund on behalf of the beneficiaries; h) disseminate information on the Children's Life Fund and the programme to the public; i) authorize the annual operating expenses including the administrative costs of the Authority, with the approval of the Minister; j) establish and develop strategic partnerships with local and foreign institutions to facilitate the execution of best care plans for beneficiaries; and k) perform such other duties as may be necessary to achieve the purposes of the Authority. | <ul style="list-style-type: none"> c) Financial records (cheques, vouchers, receipts, expenses, and other financial documents) d) Files dealing with Cabinet documents e) Annual Report (prepared in 2026) f) Files dealing with matters relating to the procurement of supplies, services, and equipment. g) Charts, photographs, compact discs, and catalogues h) Policy and procedure documents i) Internal and external correspondence files j) Documents relating to the strategic and operational plans of the Authority k) Legislation and legal instruments l) Legal opinions and related matters m) Files dealing with the training of staff n) Minutes and agenda of board meetings o) File dealing with circulars, memoranda, notices, bulletins p) Newspaper clippings, publications, and advertisements q) Reports r) Books, booklets, leaflets, pamphlets, brochures, posters, and directories s) Files on official conferences and events hosted and attended by the Authority t) Inventories u) Forms v) Certificates w) Financial Statements - Children's Life Fund and Children's Life Fund Authority (prepared in 2023) x) Administrative case files relating to beneficiary applications and assistance provided under the Children's Life Fund Act, including supporting documentation, assessments, decisions, and logistical arrangements, subject to applicable exemptions under the Freedom of Information Act. |
|---|--|

Section 7 (1) (a) (ii)

Categories of documents in the Possession of the Children's Life Fund Authority (CLFA):

- a) Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, leave, vacation, etc
- b) Files dealing with the accounting and financial management function of the Authority

Section 7 (1) (a) (iii)

Materials prepared for publication or inspection by members of the public and the places at which persons may inspect or obtain the material:



- Application forms
- Checklist
- Enquiry forms

These materials are available for inspection or copies between the hours of 8:00 a.m. and 4:00 p.m. on normal working days at:

The office of the Children's Life Fund Authority, located at Building 16, Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs.

Section 7 (1) (a) (iv)

A statement listing the literature available by way of subscription services

The Authority does not have any documents or literature available by subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Children's Life Fund

Authority

General Procedure

In order to have the rights given to you by the Act (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the Office of the Children's Life Fund Authority, which is located at Building 16, Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs, for information that is not readily available in the public domain.

Addressing Requests

To facilitate prompt handling, please address all requests to the Chief Executive Officer, CLFA.

Details in the Request

Applicants should provide details that shall allow for ready identification and retrieval of the records being requested. If insufficient information is provided, clarification shall 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

A request under the FOIA shall not be processed to the extent that it requests the provision of information already available to the public. This may include, but not limited to, the posting on the CLFA's website, another public authority or from brochures, pamphlets and other forms of media.

Responding to your requests:

Retrieving Documents

The Authority is required to furnish copies of documents only when they are in our possession or easily retrievable from storage.

Furnishing Documents

The Children's Life Authority is required to:

- i. Furnish copies of information in its possession, custody or power.
- ii. Furnish only one copy of a document.
- iii. Furnish the best copy possible and note its quality in replying.

The Children's Life Fund Authority is not required to:

- i. Create new documents. For example, write a new program so that a computer will print information in the preferred format for the applicant.
- ii. Perform research for the applicant.
- iii. Reconstruct any illegible copy of a document for the applicant.

Time Limits

General – The Act sets a time limit of no later than thirty (30) calendar days for a decision to be taken as to whether to disclose the documents requested. In failing to meet the deadline, the Act gives the applicant the right to proceed as if the request has been denied. The Children's Life Fund Authority will diligently try to comply with the time limits but if it appears that processing the request may take longer than the statutory limit, an acknowledgement of the request and a status report will be provided. Since there is a possibility that the request may have been incorrectly sent or misdirected, the applicant should call or write to confirm the receipt of the request and to ascertain its status.

Time Allowed – The Children's Life Fund Authority will, as far as reasonably protocols determine whether to accede to the request for access of information, as soon as practicable but no later than thirty (30) days from the date the request was received. If it is determined that the applicant is entitled to the



information requested, then provision will be made for the inspection of the document requested.

Prior to the commencement of the Act, 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 periods for keeping records before they may be destroyed, for example the Exchequer and Audit Act, Chapter 69:01.

Section 7 (1) (a) (vi)

Statement specifying the officer responsible for processing of requests for access to documents

Officers in the Public Authority Responsible for:

1. The initial receipt of and action upon notices under Section 10 of the Act;
2. Requests for access to documents under Section 13 of the Act; and
3. Applications for corrections of Personal Information under Section 36 of the Act.

To facilitate prompt handling of your request, please address it to the:

Office of the Chief Executive Officer
Children's Life Fund Authority
Wendy Fitzwilliam Paediatric Hospital
Eric Williams Medical Sciences Complex
Uriah Butler Highway
Champs Fleurs
Telephone: 1(868) 225-4673 ext. 3321-24

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (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)

At this time, there is no library or reading room facility at the Authority.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- The Children's Life Fund Act, Chapter 29:01, Act 12 of 2010.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 8 (1) (b)

In enforcing writing 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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

SECTION 9 REPORTS & 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:

- Case Reports (Access is restricted under FOIA due to the personal, medical, and confidential information contained therein.)

Section 9 (1) (b)

A report, or a statement containing 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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

**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 Authority:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (f)

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

- Review of selected cash transactions
- Financial Statements— Children's Life Fund Authority & Children's Life Fund 2014-2017

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (h)

A report on the performance or efficiency on 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:

- Social Sector Initiative Performance (SSIP) Report
- Children's Life Fund Authority Quarterly Report for the Ministry of Health.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (j)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (k)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority:



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Section 9 (1) (m)

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

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Section 7(1) (a)(i)

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Contact Information

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- c) the expected improvement in the quality of life and overall prognosis; and
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A person who is eligible may apply to the Life Unit for a grant through his or her parent, legal guardian or a medical social worker. His or her application shall include-

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- c) a medical report from the referring specialist indicating that the treatment is not available locally; and
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Where a beneficiary has received a grant, no further application shall be made on his or her behalf in respect of the same medical condition, for a period of two years from the date of the grant, save in exceptional circumstances.

Grant funding

No grant shall exceed one million dollars (TTD).

Decision-Making Powers Affecting Members of the Public

By Section 9 of the Children's Life Fund Act, the Board shall-

- a) authorize the payment of medical and related expenses of beneficiaries;



- b) ensure that the Children's Life Fund is prudentially managed based on best practices used for investments of a similar nature;
- c) review from time to time, the performance of the Children's Life Fund and make appropriate recommendations;
- d) establish procedures for applying to the Children's Life Fund, determining the eligibility for the payment of reimbursement of medical expenses for beneficiaries and processing claim disputes;
- e) set and administer rules for qualification of beneficiaries in accordance with prescribed policies established by the government;
- f) review and where appropriate, approve applications processed by the Life Unit;
- g) make payments from the Children's Life Fund on behalf of the beneficiaries;
- h) disseminate information on the Children's Life Fund and the programme to the public;
- i) authorize the annual operating expenses including the administrative costs of the Authority, with the approval of the Minister;
- j) establish and develop strategic partnerships with local and foreign institutions to facilitate the execution of best care plans for beneficiaries; and
- k) perform such other duties as may be necessary to achieve the purposes of the Authority.
- e) Annual Reports
- f) Files dealing with matters relating to the procurement of supplies, services, and equipment.
- g) Charts, photographs, compact discs, and catalogues
- h) Policy and procedure documents
- i) Internal and external correspondence files
- j) Documents relating to the strategic and operational plans of the Authority
- k) Legislation and legal instruments
- l) Legal opinions and related matters
- m) Files dealing with the training of staff
- n) Minutes and agenda of board meetings
- o) File dealing with circulars, memoranda, notices, bulletins
- p) Newspaper clippings, publications, and advertisements
- q) Reports
- r) Books, booklets, leaflets, pamphlets, brochures, posters, and directories
- s) Files on official conferences and events hosted and attended by the Authority
- t) Inventories
- u) Forms
- v) Certificates
- w) Financial Statements - Children's Life Fund and Children's Life Fund Authority (prepared in 2023)
- x) Administrative case files relating to beneficiary applications and assistance provided under the Children's Life Fund Act, including supporting documentation, assessments, decisions, and logistical arrangements, subject to applicable exemptions under the Freedom of Information Act.

Section 7 (1) (a) (ii)

Categories of documents in the Possession of the Children's Life Fund Authority (CLFA):

- a) Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, leave, vacation, etc
- b) Files dealing with the accounting and financial management function of the Authority
- c) Financial records (cheques, vouchers, receipts, expenses, and other financial documents)
- d) Files dealing with Cabinet documents

Section 7 (1) (a) (iii)

Materials prepared for publication or inspection by members of the public and the places at which persons may inspect or obtain the material:

- Application forms
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The office of the Children's Life Fund Authority, located at Building 16, Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs.

Section 7 (1) (a) (iv)

A statement listing the literature available by way of subscription services

The Authority does not have any documents or literature available by subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Children's Life Fund

Authority

General Procedure

In order to have the rights given to you by the Act (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the Office of the Children's Life Fund Authority, which is located at Building 16, Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs, for information that is not readily available in the public domain.

Addressing Requests

To facilitate prompt handling, please address all requests to the Chief Executive Officer, CLFA.

Details in the Request

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Requests not handled under the FOIA

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Retrieving Documents

The Authority is required to furnish copies of documents only when they are in our possession or easily retrievable from storage.

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- i. Furnish copies of information in its possession, custody or power.
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- i. Create new documents. For example, write a new program so that a computer will print information in the preferred format for the applicant.
- ii. Perform research for the applicant.
- iii. Reconstruct any illegible copy of a document for the applicant.

Time Limits

General – The Act sets a time limit of no later than thirty (30) calendar days for a decision to be taken as to whether to disclose the documents requested. In failing to meet the deadline, the Act gives the applicant the right to proceed as if the request has been denied. The Children's Life Fund Authority will diligently try to comply with the time limits but if it appears that processing the request may take longer than the statutory limit, an acknowledgement of the request and a status report will be provided. Since there is a possibility that the request may have been incorrectly sent or misdirected, the applicant should call or write to confirm the receipt of the request and to ascertain its status.

Time Allowed – The Children's Life Fund Authority will, as far as reasonably protocols determine whether to accede to the request for access of information, as soon as practicable but no later than thirty (30) days from the date the request was received. If it is determined that the applicant is entitled to the information requested, then provision will be made for the inspection of the document requested.



Prior to the commencement of the Act, 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 periods for keeping records before they may be destroyed, for example the Exchequer and Audit Act, Chapter 69:01.

Section 7 (1) (a) (vi)

Statement specifying the officer responsible for processing of requests for access to documents

Officers in the Public Authority Responsible for:

1. The initial receipt of and action upon notices under Section 10 of the Act;
2. Requests for access to documents under Section 13 of the Act: and
3. Applications for corrections of Personal Information under Section 36 of the Act.

To facilitate prompt handling of your request, please address it to the:

Office of the Chief Executive Officer
Children's Life Fund Authority
Wendy Fitzwilliam Paediatric Hospital
Eric Williams Medical Sciences Complex
Uriah Butler Highway
Champs Fleurs
Telephone: 1(868) 225-4673 ext. 3321-24

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (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)

At this time, there is no library or reading room facility at the Authority.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- The Children's Life Fund Act, Chapter 29:01, Act 12 of 2010.

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:

- Children's Life Fund Authority Employee Handbook
- Children's Life Fund Authority Standard Operating Procedures
- Guidelines for Approval of Medical Institutions/Hospitals

Section 8 (1) (b)

In enforcing writing 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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

SECTION 9 REPORTS & 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:

- Case Reports (Access is restricted under FOIA due to the personal, medical, and confidential information contained therein.)

Section 9 (1) (b)

A report, or a statement containing 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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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 Authority:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (f)

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

- Review of selected cash transactions
- Financial Statements— Children's Life Fund Authority & Children's Life Fund 2014-2017
- Financial Statements – Children's Life Fund Authority 2018 & 2019
- Evaluation of Internal Financial Controls
- Financial Statements – Children's Life Fund 2018-2022
- Financial Statements— Children's Life Fund Authority 2020-2022
- Financial Statements— Children's Life Fund Authority & Children's Life Fund 2023

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (h)

A report on the performance or efficiency on 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:

- Social Sector Initiative Performance (SSIP) Report
- Children's Life Fund Authority Quarterly Report for the Ministry of Health.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (j)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (k)

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



At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (m)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

The categories of documents listed herein reflect the types of records maintained by the Children's Life Fund Authority in the course of its statutory functions. Access to specific documents is subject to the exemptions and provisions of the Freedom of Information Act, Chap. 22:02.



Public Statement of the Children's Life Fund Authority in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 for the year 2024.

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act Chapter 22:02 (the Act), the Children's Life Fund Authority is required by law to publish the various categories of documents and information available for public scrutiny.

The Act gives the public:

1. A legal right for each person to access information held by the Public Authority;
2. A legal right for each person to have personal information 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 Act; 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 Act.

Section 7 Statements

Section 7(1) (a)(i)

Function and Structure of the Authority

VISION STATEMENT OF THE AUTHORITY

For every child, an extraordinary journey into tomorrow; life in its fullness.

MISSION STATEMENT OF THE AUTHORITY

To provide funding and support for children with life-threatening medical conditions, while enriching families with hope and strength.

CORE VALUES

Integrity, Compassion, Client-Centric Care.

The Authority

The Authority is a body corporate established in the Republic of Trinidad and Tobago, by operation of the Children's Life Fund Act, and is vested with a function to facilitate the provision of specialist medical treatment to children suffering from life-threatening illnesses for which the required treatment is unavailable at a local medical institution. The functions of the Authority are more specifically set out at section 4(2) of the Act as follows:

(2) The functions of the Authority are to -

- a) operate, manage and administer the Children's Life Fund;
- b) facilitate the provision of specialist medical treatment to children suffering from life-threatening illnesses for which the required treatment is unavailable at a local medical institution;
- c) manage the life unit; and
- d) collect and invest funds.

Composition of the Board of Management

By Sections 5(1) and (2) of the Children's Life Fund Act, the President shall appoint a Board of Management for the purposes of general administration and management of the affairs of the Authority. The Board shall comprise nine members as follows:

- a) a medical practitioner who is a senior public officer nominated by the Minister;
- b) a senior public officer nominated by the Minister with responsibility for finance;
- c) a senior public officer nominated by the Minister with responsibility for Tobago affairs;
- d) a senior public officer nominated by the Tobago House of Assembly
- e) four individuals who are not public officers nominated by the Minister;
- f) the Chief Executive Officer of the Authority, who shall be an ex officio member.

Location:

Children's Life Fund Authority
Building 16, Wendy Fitzwilliam Paediatric Hospital
Eric Williams Medical Sciences Complex
Uriah Butler Highway, Champs Fleurs
Trinidad and Tobago

Contact Information

Tel: +1 (868)-225-4673/645-3232 Ext. 3321-7
Website: www.childrenslifefund.org.tt
Email: clfa@health.gov.tt

Organizational Structure of the Children's Life Fund Authority (CLFA)

The Authority is headed by the Chief Executive Officer (CEO), who is responsible for the overall management and administration of the CLFA and reports directly to the Board of Management.

The operational structure consists of two main units:



1. Life Unit
 - Responsible for case management, assessment of applications for grants, development of best care plans, and reporting to the CEO.
 - Oversees the clinical and financial assessment of applications, including evaluation of chances of survival without treatment, care plan suitability, prognosis, and financial need.
2. Operations Unit
 - Responsible for finance, administration, procurement, and general operational support to ensure the smooth functioning of the Authority.

The Authority is supported by medical and non-medical volunteers. Volunteers do not hold formal management authority and operate under the supervision of unit staff.

By Section 17(1) of the Children's Life Fund Act, a Life Unit was established to provide the case management services of the Authority in respect of applications for grants for medical treatment under this Act.

By Section 18 of the Children's Life Fund Act, the functions of the Life Unit are to:

- a) receive applications for grants from a parent, legal guardian or medical social worker;
- b) undertake clinical and financial assessment of applications;
- c) develop a best care plan for the beneficiary;
- d) provide logistical support for the beneficiary where feasible; and
- e) report to the Chief Executive Officer on its functions and operations.

By Section 21 of the Children's Life Fund Act, the Life Unit shall undertake the clinical and financial assessment of applications based on:

- a) the chances of survival of the applicant without treatment;
- b) the best care plan;
- c) the expected improvement in the quality of life and overall prognosis; and
- d) assessment of the income and expenditure statement.

Effect of functions on members of the Public

Eligibility

By Section 19 of the Children's Life Fund Act, a person is eligible for a grant where he or she-

- a) is a citizen of Trinidad and Tobago and is ordinarily resident in Trinidad and Tobago;
- b) is unmarried and under the age of eighteen years at the time of the application;
- c) has been referred by a medical specialist in the particular field of treatment required;
- d) requires treatment that is unavailable at a local medical institution;
- e) has been diagnosed with a life-threatening illness; and
- f) has medical expenses that exceed twenty five percent of the income of his or her family.

Application requirements

A person who is eligible may apply to the Life Unit for a grant through his or her parent, legal guardian or a medical social worker. His or her application shall include-

- a) an income and expenditure statement which provides the monthly family income and expenditure;
- b) receipts of all sources of revenue received or pending to address the medical expenses relating to the application;
- c) a medical report from the referring specialist indicating that the treatment is not available locally; and
- d) a statement of medical insurance coverage of the beneficiary where such coverage exists.

Where a beneficiary has received a grant, no further application shall be made on his or her behalf in respect of the same medical condition, for a period of two years from the date of the grant, save in exceptional circumstances.

Grant funding

No grant shall exceed one million dollars (TTD).

Decision-Making Powers Affecting Members of the Public

By Section 9 of the Children's Life Fund Act, the Board shall-

- a) authorize the payment of medical and related expenses of beneficiaries;



- b) ensure that the Children's Life Fund is prudentially managed based on best practices used for investments of a similar nature;
- c) review from time to time, the performance of the Children's Life Fund and make appropriate recommendations;
- d) establish procedures for applying to the Children's Life Fund, determining the eligibility for the payment of reimbursement of medical expenses for beneficiaries and processing claim disputes;
- e) set and administer rules for qualification of beneficiaries in accordance with prescribed policies established by the government;
- f) review and where appropriate, approve applications processed by the Life Unit;
- g) make payments from the Children's Life Fund on behalf of the beneficiaries;
- h) disseminate information on the Children's Life Fund and the programme to the public;
- i) authorize the annual operating expenses including the administrative costs of the Authority, with the approval of the Minister;
- j) establish and develop strategic partnerships with local and foreign institutions to facilitate the execution of best care plans for beneficiaries; and
- k) perform such other duties as may be necessary to achieve the purposes of the Authority.
- e) Annual Report
- f) Files dealing with matters relating to the procurement of supplies, services, and equipment.
- g) Charts, photographs, compact discs, and catalogues
- h) Policy and procedure documents
- i) Internal and external correspondence files
- j) Documents relating to the strategic and operational plans of the Authority
- k) Legislation and legal instruments
- l) Legal opinions and related matters
- m) Files dealing with the training of staff
- n) Minutes and agenda of board meetings
- o) File dealing with circulars, memoranda, notices, bulletins
- p) Newspaper clippings, publications, and advertisements
- q) Reports
- r) Books, booklets, leaflets, pamphlets, brochures, posters, and directories
- s) Files on official conferences and events hosted and attended by the Authority
- t) Inventories
- u) Forms
- v) Certificates
- w) Financial Statements - Children's Life Fund and Children's Life Fund Authority (prepared in 2025)
- x) Administrative case files relating to beneficiary applications and assistance provided under the Children's Life Fund Act, including supporting documentation, assessments, decisions, and logistical arrangements, subject to applicable exemptions under the Freedom of Information Act.

Section 7 (1) (a) (ii)

Categories of documents in the Possession of the Children's Life Fund Authority (CLFA):

- a) Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, leave, vacation, etc
- b) Files dealing with the accounting and financial management function of the Authority
- c) Financial records (cheques, vouchers, receipts, expenses, and other financial documents)
- d) Files dealing with Cabinet documents

Section 7 (1) (a) (iii)

Materials prepared for publication or inspection by members of the public and the places at which persons may inspect or obtain the material:

- Application forms
- Checklist
- Enquiry forms



These materials are available for inspection or copies between the hours of 8:00 a.m. and 4:00 p.m. on normal working days at:

The office of the Children's Life Fund Authority, located at Building 16, Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs.

Section 7 (1) (a) (iv)

A statement listing the literature available by way of subscription services

The Authority does not have any documents or literature available by subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Children's Life Fund

Authority

General Procedure

In order to have the rights given to you by the Act (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the Office of the Children's Life Fund Authority, which is located at Building 16, Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs, for information that is not readily available in the public domain.

Addressing Requests

To facilitate prompt handling, please address all requests to the Chief Executive Officer, CLFA.

Details in the Request

Applicants should provide details that shall allow for ready identification and retrieval of the records being requested. If insufficient information is provided, clarification shall 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

A request under the FOIA shall not be processed to the extent that it requests the provision of information already available to the public. This may include, but not limited to, the posting

on the CLFA's website, another public authority or from brochures, pamphlets and other forms of media.

Responding to your requests:

Retrieving Documents

The Authority is required to furnish copies of documents only when they are in our possession or easily retrievable from storage.

Furnishing Documents

The Children's Life Authority is required to:

- i. Furnish copies of information in its possession, custody or power.
- ii. Furnish only one copy of a document.
- iii. Furnish the best copy possible and note its quality in replying.

The Children's Life Fund Authority is not required to:

- i. Create new documents. For example, write a new program so that a computer will print information in the preferred format for the applicant.
- ii. Perform research for the applicant.
- iii. Reconstruct any illegible copy of a document for the applicant.

Time Limits

General – The Act sets a time limit of no later than thirty (30) calendar days for a decision to be taken as to whether to disclose the documents requested. In failing to meet the deadline, the Act gives the applicant the right to proceed as if the request has been denied. The Children's Life Fund Authority will diligently try to comply with the time limits but if it appears that processing the request may take longer than the statutory limit, an acknowledgement of the request and a status report will be provided. Since there is a possibility that the request may have been incorrectly sent or misdirected, the applicant should call or write to confirm the receipt of the request and to ascertain its status.

Time Allowed – The Children's Life Fund Authority will, as far as reasonably protocols determine whether to accede to the request for access of information, as soon as practicable but no later than thirty (30) days from the date the request was received. If it is determined that the applicant is entitled to the information requested, then provision will be made for the inspection of the document requested.



Prior to the commencement of the Act, 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 periods for keeping records before they may be destroyed, for example the Exchequer and Audit Act, Chapter 69:01.

Section 7 (1) (a) (vi)

Statement specifying the officer responsible for processing of requests for access to documents

Officers in the Public Authority Responsible for:

1. The initial receipt of and action upon notices under Section 10 of the Act;
2. Requests for access to documents under Section 13 of the Act: and
3. Applications for corrections of Personal Information under Section 36 of the Act.

To facilitate prompt handling of your request, please address it to the:

Office of the Chief Executive Officer
Children's Life Fund Authority
Wendy Fitzwilliam Paediatric Hospital
Eric Williams Medical Sciences Complex
Uriah Butler Highway
Champs Fleurs
Telephone: 1(868) 225-4673 ext. 3321-24

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (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)

At this time, there is no library or reading room facility at the Authority.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- The Children's Life Fund Act, Chapter 29:01, Act 12 of 2010.

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:

- Children's Life Fund Authority Employee Handbook
- Children's Life Fund Authority Standard Operating Procedures
- Guidelines for Approval of Medical Institutions/Hospitals
- Children's Life Fund Authority Policy on Reimbursement
- Policy position on the use of the Paria Fund for payment of Grant-Funding Expenditure
- Digital and Social Media Policy and Guidelines
- Policy and Procedure for the Payment of Extra Duty Allowance

Section 8 (1) (b)

In enforcing writing 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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

SECTION 9 REPORTS & 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:

- Case Reports (Access is restricted under FOIA due to the personal, medical, and confidential information contained therein.)

Section 9 (1) (b)

A report, or a statement containing 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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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 Authority:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (f)

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

- Review of selected cash transactions
- Financial Statements— Children's Life Fund Authority & Children's Life Fund 2014-2017

- Financial Statements – Children's Life Fund Authority 2018 & 2019
- Evaluation of Internal Financial Controls
- Financial Statements – Children's Life Fund 2018-2022
- Financial Statements— Children's Life Fund Authority 2020-2022
- Financial Statements— Children's Life Fund Authority & Children's Life Fund 2023

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (h)

A report on the performance or efficiency on 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:

- Social Sector Initiative Performance (SSIP) Report
- Children's Life Fund Authority Quarterly Report for the Ministry of Health.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (j)

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



At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (k)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (m)

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

The categories of documents listed herein reflect the types of records maintained by the Children's Life Fund Authority in the course of its statutory functions. Access to specific documents is subject to the exemptions and provisions of the Freedom of Information Act, Chap. 22:02.



Public Statement of the Children's Life Fund Authority in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 for the year 2025.

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act Chapter 22:02 (the Act), the Children's Life Fund Authority is required by law to publish the various categories of documents and information available for public scrutiny.

The Act gives the public:

1. A legal right for each person to access information held by the Public Authority;
2. A legal right for each person to have personal information where it is incomplete, incorrect or misleading;
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Section 7 Statements

Section 7(1) (a)(i)

Function and Structure of the Authority

VISION STATEMENT OF THE AUTHORITY

For every child, an extraordinary journey into tomorrow; life in its fullness.

MISSION STATEMENT OF THE AUTHORITY

To provide funding and support for children with life-limiting illnesses, while enriching families with hope and strength.

CORE VALUES

Integrity, Compassion, Client-Centric Care.

The Authority

The Children's Life Fund Authority (hereafter referred to as "the Authority") is a body corporate established in the Republic of Trinidad and Tobago by operation of the Children's Life Fund Act 12 of 2010 with Amendments to the Act in 2025 (hereafter referred to as "the Act"). It is vested with a function to facilitate the provision of specialist medical treatment to children suffering from life-limiting illnesses for which the required treatment is unavailable at a local medical institution. The functions of the Authority are more specifically set out at section 4(2) of the Act as follows:

(2) The functions of the Authority are to -

- a) operate, manage and administer the Children's Life Fund;
- b) facilitate the provision of specialist medical treatment to children suffering from life-limiting illnesses for which the required treatment is unavailable at a local medical institution;
- c) manage the life unit; and
- d) collect and invest funds.

Composition of the Board of Management

By Sections 5(1) and (2) of the Children's Life Fund Act, the President shall appoint a Board of Management for the purposes of general administration and management of the affairs of the Authority. The Board shall comprise nine members as follows:

- a) a medical practitioner who is a senior public officer nominated by the Minister;
- b) a senior public officer nominated by the Minister with responsibility for finance;
- c) a senior public officer nominated by the Minister with responsibility for Tobago affairs;
- d) a senior public officer nominated by the Tobago House of Assembly
- e) four individuals who are not public officers nominated by the Minister;
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Location:

Children's Life Fund Authority
Building 16, Wendy Fitzwilliam Paediatric Hospital
Eric Williams Medical Sciences Complex
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Trinidad and Tobago

Contact Information

Tel: +1 (868)-225-4673/645-3232 Ext. 3321-7
Website: www.childrenslifefund.org.tt
Email: clfa@health.gov.tt

Organizational Structure of the Children's Life Fund Authority (CLFA)

The Authority is headed by the Chief Executive Officer (CEO), who is responsible for the overall management and administration of the CLFA and reports directly to the Board of Management.



The operational structure consists of two main units:

1. Life Unit
 - Responsible for case management, assessment of applications for grants, development of best care plans, and reporting to the CEO.
 - Oversees the clinical and financial assessment of applications, including evaluation of chances of survival without treatment, care plan suitability, prognosis, and financial need.
2. Operations Unit
 - Responsible for finance, administration, procurement, communications and general operational support to ensure the smooth functioning of the Authority.

The Authority is supported by medical and non-medical volunteers. Volunteers do not hold formal management authority and operate under the supervision of unit staff.

By Section 17(1) of the Children's Life Fund Act, a Life Unit was established to provide the case management services of the Authority in respect of applications for grants for medical treatment under this Act.

By Section 18 of the Children's Life Fund Act, the functions of the Life Unit are to:

- a) receive applications for grants from a parent, legal guardian or medical social worker;
- b) undertake clinical and financial assessment of applications;
- c) develop a best care plan for the beneficiary;
- d) provide logistical support for the beneficiary where feasible; and
- e) report to the Chief Executive Officer on its functions and operations.

By Section 21 of the Children's Life Fund Act, the Life Unit shall undertake the clinical and financial assessment of applications based on:

- a) the chances of survival of the applicant without treatment;
- b) the best care plan;
- c) the expected improvement in the quality of life and overall prognosis; and

d) assessment of the income and expenditure statement.

Effect of functions on members of the Public

Eligibility

By Section 19 of the Children's Life Fund Act, a person is eligible for a grant where he or she-

- a) is a citizen of Trinidad and Tobago and is ordinarily resident in Trinidad and Tobago;
- b) is unmarried and under the age of eighteen years at the time of the application;
- c) has been referred by a medical specialist in the particular field of treatment required;
- d) requires treatment that is unavailable at a local medical institution;
- e) has been diagnosed with a life-limiting illness; and
- f) has medical expenses that exceed twenty five percent of the income of his or her family.

Application requirements

A person who is eligible may apply to the Life Unit for a grant through his or her parent, legal guardian or a medical social worker. His or her application shall include-

- a) an income and expenditure statement which provides the monthly family income and expenditure;
- b) receipts of all sources of revenue received or pending to address the medical expenses relating to the application;
- c) a medical report from the referring specialist indicating that the treatment is not available locally; and
- d) a statement of medical insurance coverage of the beneficiary where such coverage exists.

Where a beneficiary has received a grant, no further application shall be made on his or her behalf in respect of the same medical condition, for a period of two years from the date of the grant, save in exceptional circumstances.

Grant funding

No grant shall exceed one million dollars (TTD). In exceptional circumstances, the Minister of Health, on the recommendation of the Children's Life Fund Authority's Board of Management, may approve a grant not exceeding one million, five hundred thousand dollars (TTD).



Decision-Making Powers Affecting Members of the Public

By Section 9 of the Children's Life Fund Act, the Board shall-

- | | |
|---|--|
| <ul style="list-style-type: none"> a) authorize the payment of medical and related expenses of beneficiaries; b) ensure that the Children's Life Fund is prudentially managed based on best practices used for investments of a similar nature; c) review from time to time, the performance of the Children's Life Fund and make appropriate recommendations; d) establish procedures for applying to the Children's Life Fund, determining the eligibility for the payment of reimbursement of medical expenses for beneficiaries and processing claim disputes; e) set and administer rules for qualification of beneficiaries in accordance with prescribed policies established by the government; f) review and where appropriate, approve applications processed by the Life Unit; g) make payments from the Children's Life Fund on behalf of the beneficiaries; h) disseminate information on the Children's Life Fund and the programme to the public; i) authorize the annual operating expenses including the administrative costs of the Authority, with the approval of the Minister; j) establish and develop strategic partnerships with local and foreign institutions to facilitate the execution of best care plans for beneficiaries; and k) perform such other duties as may be necessary to achieve the purposes of the Authority. | <p>promotions, transfers, resignations, leave, vacation, etc</p> <ul style="list-style-type: none"> b) Files dealing with the accounting and financial management function of the Authority c) Financial records (cheques, vouchers, receipts, expenses, and other financial documents) d) Files dealing with Cabinet documents e) Annual Reports f) Files dealing with matters relating to the procurement of supplies, services, and equipment. g) Charts, photographs, compact discs, and catalogues h) Policy and procedure documents i) Internal and external correspondence files j) Documents relating to the strategic and operational plans of the Authority k) Legislation and legal instruments l) Legal opinions and related matters m) Files dealing with the training of staff n) Minutes and agenda of board meetings o) File dealing with circulars, memoranda, notices, bulletins p) Newspaper clippings, publications, and advertisements q) Reports r) Books, booklets, leaflets, pamphlets, brochures, posters, and directories s) Files on official conferences and events hosted and attended by the Authority t) Inventories u) Forms v) Certificates w) Administrative case files relating to beneficiary applications and assistance provided under the Children's Life Fund Act, including supporting documentation, assessments, decisions, and logistical arrangements, subject to applicable exemptions under the Freedom of Information Act. x) Financial Statements- Children's Life Fund and Children's Life Fund Authority |
|---|--|

Section 7 (1) (a) (ii)

Categories of documents in the Possession of the Children's Life Fund Authority (CLFA):

- a) Personnel files, which detail all staff appointments, job applications, job specifications,

Section 7 (1) (a) (iii)



Materials prepared for publication or inspection by members of the public and the places at which persons may inspect or obtain the material:

- Application forms
- Checklist
- Enquiry forms

These materials are available for inspection or copies between the hours of 8:00 a.m. and 4:00 p.m. on normal working days at:

The office of the Children's Life Fund Authority, located at Building 16, Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs.

Section 7 (1) (a) (iv)

A statement listing the literature available by way of subscription services

The Authority does not have any documents or literature available by subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Children's Life Fund

Authority

General Procedure

In order to have the rights given to you by the Act (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the Office of the Children's Life Fund Authority, which is located at Building 16, Wendy Fitzwilliam Paediatric Hospital, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs, for information that is not readily available in the public domain.

Addressing Requests

To facilitate prompt handling, please address all requests to the Chief Executive Officer, CLFA.

Details in the Request

Applicants should provide details that shall allow for ready identification and retrieval of the records being requested. If insufficient information is provided, clarification shall 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

A request under the FOIA shall not be processed to the extent that it requests the provision of information already available to the public. This may include, but not limited to, the posting on the CLFA's website, another public authority or from brochures, pamphlets and other forms of media.

Responding to your requests:

Retrieving Documents

The Authority is required to furnish copies of documents only when they are in our possession or easily retrievable from storage.

Furnishing Documents

The Children's Life Authority is required to:

- i. Furnish copies of information in its possession, custody or power.
- ii. Furnish only one copy of a document.
- iii. Furnish the best copy possible and note its quality in replying.

The Children's Life Fund Authority is not required to:

- i. Create new documents. For example, write a new program so that a computer will print information in the preferred format for the applicant.
- ii. Perform research for the applicant.
- iii. Reconstruct any illegible copy of a document for the applicant.

Time Limits

General – The Act sets a time limit of no later than thirty (30) calendar days for a decision to be taken as to whether to disclose the documents requested. In failing to meet the deadline, the Act gives the applicant the right to proceed as if the request has been denied. The Children's Life Fund Authority will diligently try to comply with the time limits but if it appears that processing the request may take longer than the statutory limit, an acknowledgement of the request and a status report will be provided. Since there is a possibility that the request may have been incorrectly sent or misdirected, the applicant should call or write to confirm the receipt of the request and to ascertain its status.

Time Allowed – The Children's Life Fund Authority will, as far as reasonably protocols determine whether to accede to



the request for access of information, as soon as practicable but no later than thirty (30) days from the date the request was received. If it is determined that the applicant is entitled to the information requested, then provision will be made for the inspection of the document requested.

Prior to the commencement of the Act, 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 periods for keeping records before they may be destroyed, for example the Exchequer and Audit Act, Chapter 69:01.

Section 7 (1) (a) (vi)

Statement specifying the officer responsible for processing of requests for access to documents

Officers in the Public Authority Responsible for:

1. The initial receipt of and action upon notices under Section 10 of the Act;
2. Requests for access to documents under Section 13 of the Act; and
3. Applications for corrections of Personal Information under Section 36 of the Act.

To facilitate prompt handling of your request, please address it to the:

Office of the Chief Executive Officer
Children's Life Fund Authority
Wendy Fitzwilliam Paediatric Hospital
Eric Williams Medical Sciences Complex
Uriah Butler Highway
Champs Fleurs
Telephone: 1(868) 225-4673 ext. 3321-24

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (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)

At this time, there is no library or reading room facility at the Authority.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- The Children's Life Fund Act, Chapter 29:01, Act 12 of 2010, with Amendments to the Act in 2025.

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:

- Guidelines for Approval of Medical Institutions/Hospitals
- Children's Life Fund Authority Standard Operating Procedures
- Children's Life Fund Authority Policy on Reimbursement
- Policy position on the use of the Paria Fund for payment of Grant-Funding Expenditure
- Children's Life Fund Authority Employee Handbook
- Digital and Social Media Policy and Guidelines
- Policy and Procedure for the Payment of Extra Duty Allowance

Section 8 (1) (b)

In enforcing writing 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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

SECTION 9 REPORTS & 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:

- Case Reports (Access is restricted under FOIA due to the personal, medical, and confidential information contained therein.)

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

A report, or a statement containing 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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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 Authority:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (f)

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

- Review of selected cash transactions
- Financial Statements— Children's Life Fund Authority & Children's Life Fund 2014-2017
- Financial Statements – Children's Life Fund Authority 2018 & 2019
- Evaluation of Internal Financial Controls
- Financial Statements – Children's Life Fund 2018-2022
- Financial Statements— Children's Life Fund Authority 2020-2022
- Financial Statements— Children's Life Fund Authority & Children's Life Fund 2023
- Financial Statements – Children's Life Fund Authority & Children's Life Fund 2024

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (h)

A report on the performance or efficiency on 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:

- Social Sector Initiative Performance (SSIP) Report
- Children's Life Fund Authority Quarterly Report for the Ministry of Health.

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:

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

Section 9 (1) (l)**An environmental impact statement prepared within the public authority:**

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

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

At this time, no documents that fall within the meaning of this section of this Act are lodged at the Children's Life Fund Authority.

The categories of documents listed herein reflect the types of records maintained by the Children's Life Fund Authority in the course of its statutory functions. Access to specific documents is subject to the exemptions and provisions of the Freedom of Information Act, Chap. 22:02.

**Government of the Republic of Trinidad and Tobago
Public Statement of the Children's Life Fund Authority
As at 19th January 2026**

In Compliance with Section 7 (4) of The Freedom of Information Act, 1999

Section 7 (4)

Reasons for the failure to publish statements as required under Section 7 for the periods 2016–2021 and 2023–2025

The Children's Life Fund Authority ("the Authority") regrets to advise that for the periods 2016 - 2021 and 2023 - 2025, it was unable to publish its statements as required under Section 7 of the Freedom of Information Act, 1999 ("the Act"). The outstanding statements have now been prepared. The delay in publication was due to the following reasons:

1. Operational and Staffing Constraints, including the Absence of In-House Legal Capacity

Limited staffing capacity, including turnover in key administrative positions, affected the collation of records and preparation of statements. The Authority did not have an in-house Legal Officer to provide guidance and ensure statutory compliance. Furthermore, during these years, the Authority did not always have a Chief Executive Officer. As such, the Authority's core mandate - processing and managing applications for medical funding for children with life-threatening conditions - required prioritisation of resources toward essential service delivery.

2. Impact of the COVID-19 Pandemic

The Authority's operations were further constrained by the Coronavirus Disease 2019 (COVID-19) pandemic. In compliance with Government directives, the Authority operated at reduced capacity due to office closures, staff rotations, quarantine requirements, and other public health measures, which also affected the timely preparation and publication of the statements.

3. Pending Judicial Review

Based on advice received, the Authority published a statement in 2022 to cover its outstanding years of non-publication. However, this led to a Judicial review regarding the legality of this approach. The delay in publishing statements for the period 2016–2021 was in part due to matters directly related to the Judicial Review regarding the publication of the outstanding statements. Publication was deferred to avoid prejudice to the proceedings and to ensure that any information published would be accurate and consistent with the eventual judgment, which was delivered on 15th December 2025.

The Authority sincerely apologises for any inconvenience caused by the non-publication of its statements for the periods 2016–2021 and 2023–2025 and assures the public that the outstanding statements will be published in the Gazette. The statements have already been published in one daily newspaper.

**Dr Kevon Dindial
Chairman of the Board of Management
Children's Life Fund Authority**

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

BOROUGH OF ARIMA

NOTICE is hereby given that in pursuance of the provisions of the Liquor Licences Act, Chap. 84:10, the Liquor Licensing Committee for the Borough of Arima has appointed WEDNESDAY THE 11TH DAY OF MARCH, 2026 at 1.00 o'clock in the afternoon by way of Virtual Hearing as the day and hour at which a Session will be held for granting of the Certificates for the issue of New and Renewal of Liquor Licences in the Borough of Arima for the period ending 31st March, 2027.

Applications for New Liquor Licences must be completed on the prescribed form and accompanied by the following:

1. Copy of Trinidad and Tobago Identification Card/Driver's Permit;
2. Town and Country approval letter for the type of licence;
3. Three (3) labelled copies of the floor plan of the premises to be licensed;
4. Board of Inland Revenue File Number;
5. Certificate of Character for the Applicant;
6. Prescribed fee of forty dollars (\$40.00) (To be advised on method of payment);
7. Tax Clearance Certificate (persons desirous of having amusement machines);
8. Proof of Ownership of Premises/Lease Agreement;
9. Telephone Contact Number; and
10. Email Address.

Applications for Renewals of liquor licences must be completed on the prescribed form and accompanied by the following:

1. Copy of Previous Licence (2025–2026);
2. Copy of Identification Card/Driver's Permit;
3. BIR Certificate;
4. Telephone Contact Number; and
5. Email Address.

Applications for New Licences should be filed on or before WEDNESDAY 18TH FEBRUARY, 2026 and applications for Renewals of Licences should be filed on or before WEDNESDAY 25TH FEBRUARY, 2025.

All applications must be filed electronically. Applications must be emailed to licensing.arima@ttlawcourts.org. For further information, please call 362–1792.

Dated this 8th day of January, 2025.

K. TOOLARAM
*Secretary Licensing Committee
Borough of Arima*

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REGION OF PENAL/DEBE

NOTICE is hereby given that in pursuance of the provisions of the Liquor Licences Act, Chap. 84:10, the Liquor Licensing Committee for the Region of Penal/Debe has appointed WEDNESDAY THE 11TH DAY OF MARCH, 2026 at 9.00 a.m., by way of Virtual Hearing as the day and hour at which a Session will be held for granting of the Certificates for the Issue and Renewal of Liquor Licences for the period ending 31st March, 2027.

Applications for New Liquor Licences must be completed on the prescribed form and accompanied by the following:

1. Copy of National Identification Card, Passport or Driver's Permit;
2. Town and Country approval letter for the type of licence being applied for;
3. Copy of the Floor Plan of the premises sought to be licenced;
4. Board of Inland Revenue File Number;
5. Police Certificate of Character for the Applicant;
6. Tax Clearance Certificate (Form C together with BIR Assignment Number);
7. Prescribed fee of forty dollars (\$40.00);
8. Telephone Contact Number and E-mail Address; and
9. Deed and/or permission letter and/or lease agreement accompanied by the Landlords valid form of Identification card, Driver's Permit or Passport.

Applications for Renewals of Liquor Licences must be completed on the prescribed form and accompanied by the following:

1. Copy of Liquor Licence expiring 31st March, 2026;
2. Copy of National Identification Card, Passport or Driver's Permit; and
3. Telephone Contact Number and E-mail Address.

All applications must be filed electronically. Applications must be emailed to licensing.penaldebe@ttlawcourts.org in PDF format.

Applications should be filed on or before the 4TH MARCH, 2026.

Dated this 26th day of January, 2026 at the Trinidad South District Court, San Fernando.

F. HOSEIN
*Secretary Licensing Committee
Region of Penal/Debe*

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TRANSFER OF LICENCE
(*Liquor Licences Act, Chap. 84:10*)

BOROUGH OF CHAGUANAS

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Borough of Chaguanas, by Randy Joseph of No. 9 Robert Trace, Warrenville, Cunupia, that it is his intention to apply to the Licensing Committee, c/o Trinidad North District Court, Chaguanas, on MONDAY THE 9TH DAY OF FEBRUARY, 2026 at 8.30 a.m. for a transfer of a Spirit Retailer's Licence now held by Shiyong Jia, in respect of premises situate at Light Pole No. 225, Warrenville Main Road, Cunupia, in the said Borough.

Dated this 16th day of January, 2026.

S. NANAN
*Secretary, Licensing Committee
Borough of Chaguanas*