



# TRINIDAD AND TOBAGO GAZETTE

VOL. 65

Caroni, Trinidad, Thursday 22nd January, 2026—Price \$1.00

No. 9

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THE FOLLOWING HAS BEEN ISSUED:

Act No. 1 of 2026—“An Act to amend the Tobago House of Assembly Act, Chap. 25:03”—(90*ℓ*).

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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 A—*

Act No. 1 of 2026—“An Act to amend the Tobago House of Assembly Act, Chap. 25:03”

*Legal Supplement Part B—*

Special Event Order, 2026—(Legal Notice No. 17 of 2026).

Public Festivals (Carnival) Order, 2026—(Legal Notice No. 18 of 2026).

Carnival Regulations, 2026—(Legal Notice No. 19 of 2026).

Carnival (Prohibition of Glass Bottles) Regulations, 2026—(Legal Notice No. 20 of 2026).

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## ASSENT TO ACT

THE UNDERMENTIONED ACT enacted by Her Excellency the President with the advice and consent of the Senate and House of Representatives has been assented to by Her Excellency and is published as a Supplement to this *Trinidad and Tobago Gazette*:

<i>Number of Act</i>	<i>Short Title of Act</i>	<i>Date of Assent</i>
1 of 2026 ... ..	The Tobago House of Assembly (Amendment) Act, 2026	21st January, 2026

22nd January, 2026.

B. CAESAR  
*Clerk of the House*

## ADDRESSES OF THE POLICE COMPLAINTS AUTHORITY

It is HEREBY NOTIFY in accordance with section 15(1) of the Police Complaints Authority Act, Chap. 15:05, that addresses of the Police Complaints Authority are as follows:

## TRINIDAD OFFICE

Police Complaints Authority  
Level 24, Tower D  
International Waterfront Centre  
No. 1 Wrightson Road  
Port-of-Spain  
Trinidad

## TOBAGO OFFICE

Police Complaints Authority  
First Floor, Lot B  
Caribana Building  
Bacolet Street  
Scarborough  
Tobago

## 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:

**ABASS, ASZIM**: LETTERS OF ADMINISTRATION of the estate of **ASZIM ABASS** of 12, Butler Village, Waterloo, Carapichaima, Chaguanas, Trinidad, who died on the 4th day of December, 2024, by **Sadia Abass** of the same place, his lawful widow and relict;

**BAILEY-COLLINS, VALERIE**: LETTERS OF ADMINISTRATION of the estate of **VALERIE BAILEY-COLLINS** of 29, Augustus Drive, Cap-de-Ville, Point Fortin, La Brea, Trinidad, who died on the 17th day of September, 2022, by **Kafi Claudian Collins** of the same place, her lawful daughter and one of the persons entitled to share in the estate;

**BERNARD, ROSE**: PROBATE of the Will dated the 3rd day of February, 2017, of **ROSE BERNARD** of 50–51, Prevatt Street, Marabella, Naparima, Trinidad, who died on the 26th day of July, 2019, by **Marva Bernard-Gordon** of 5–6, Main Road, Cap-de-Ville, Point Fortin, La Brea, Trinidad, the sole executrix named in the Will;

**BLACKMAN, RICK**: LETTERS OF ADMINISTRATION of the estate of **RICK BLACKMAN** otherwise **RICK VICTOR BLACKMAN** of 121, Parrylands Road, Guapo, Point Fortin, La Brea, Trinidad, who died on the 29th day of April, 2025, by **Janice Blackman** of the same place, his lawful widow and relict;

**COOPER, HOLLISTER**: LETTERS OF ADMINISTRATION of the estate of **HOLLISTER COOPER** of 13, New Colonial Road, Central Barrackpore, Naparima, Trinidad, who died on the 14th day of July, 2022, by **Mc Vaughn Clint Ovid** of the same place, his son and one of the persons entitled to share in the estate;

**CROMARTY, CHRISTOPHER SEYMOUND**: LETTERS OF ADMINISTRATION of the estate of **CHRISTOPHER SEYMOUND CROMARTY** of 110, Cut Hill Trace, Golden Lane, Tobago, who died on the 4th day of March, 2021, by **Dinicia Anastasia Daleann Benjamin** of 14, Thackorie Street, Marabella, Naparima, Trinidad, the lawfully appointed attorney of **Mauricia Benjamin-Cromarty**;

**CYRUS, RYAN PAUL**: LETTERS OF ADMINISTRATION of the estate of **RYAN PAUL CYRUS** of 75, Dunveygan Road, Whim, Tobago, who died on the 11th day of August, 2024, by **Rayann Cyrus** of the same place, his daughter and the only person entitled to the estate;

**DE BANCE, ARJOON**: LETTERS OF ADMINISTRATION of the estate of **ARJOON DE BANCE** of 79, Sunflower Drive, Farm Road, St. Joseph, Tacarigua, Trinidad, who died on the 7th day of February, 2019, by **Parbattie De Bance** of the same place, his daughter and one of the persons entitled to share in the estate;

**ELLIOTT, KOSSMIE**: LETTERS OF ADMINISTRATION of the estate of **KOSSMIE ELLIOTT** otherwise **KOSSMIE PATRICK** otherwise **KOSSIMIE PATRICK** otherwise **CASSMIE ELLIOTT** of 6, Hingoo Lane, Boundary Road, El Socorro, San Juan, St. Ann's, Trinidad, who died on the 26th day of January, 2010, by **Catherine Keturah Elliott** of 74, Windward Main Road, Speyside, Tobago, her daughter and one of the persons entitled to her estate;

**GARCIA, LEONORA**: PROBATE of the Will dated the 17th day of December, 2009, of **LEONORA GARCIA** of 14, Moonstone Drive, Diamond Vale, Diego Martin, Trinidad, who died on the 10th day of April, 2020, by **Anna Maria Garcia-Brooks** of 2, Beaumont Ridge, Maraval, Diego Martin, Trinidad and **Finbar Garcia** of Lot No. 16, Jennah Park West, Matna Drive, Endeavour Road, Chaguanas, Trinidad, the executors named in the Will;

**GOBERDHAN SINGH, DOREEN**: LETTERS OF ADMINISTRATION of the estate of **DOREEN GOBERDHAN SINGH** of 42, Rio Claro-Mayaro Road, Ecclesville, Rio Claro, Charuma, Trinidad, who died on the 21st day of December, 2021, by **Cintra Goberdhan Singh** of the same place, her daughter and one of the persons entitled to the estate;

**HOSEIN, ISHMAEL**: LETTERS OF ADMINISTRATION of the estate of **ISHMAEL HOSEIN** of Pole No. 27, Centre Street, Canaan, Tobago, who died on the 21st day of January, 2022, by **Sandra Hosein** of 65, Rockly Vale, Scarborough, Tobago, his lawful widow and relict;

**HUGGINS, ROMA**: LETTERS OF ADMINISTRATION of the estate of **ROMA HUGGINS** of Apartment 2–4, Building 1, Harpe Place, East Dry River, Port-of-Spain, Trinidad, who died on the 24th day of June, 2024, by **Kelvin Huggins** of the same place, her lawful husband;

**JUMAN, MADATH**: PROBATE of the Will dated the 28th day of December, 2022, of **MADATH JUMAN** of 60A, Capriata Road, La Pastora Land Settlement, Santa Cruz, San Juan, St. Ann's, Trinidad, who died on the 10th day of January, 2024, by **Jamilah Juman-Babwah** of 6, Ishmael Drive, Akaloo Street, Charlieville, Chaguanas, Trinidad, the sole executrix named in the Will;

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## PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- KOONGE, CHRISTOPHER:** PROBATE of the Will dated the 13th day of July, 2012, of **CHRISTOPHER KOONGE** of 1, Windsor Road, Valsayn North, Valsayn, Trinidad, who died on the 14th day of February, 2025, by **Chandra Koonge** of the same place, the sole executrix named on the Will;
- LALCHAN, BEEKHAM:** LETTERS OF ADMINISTRATION of the estate of **BEEKHAM LALCHAN** of 99, Warren Road, Bejucal, Cunupia, Trinidad, who died on the 11th day of January, 2022, by **Lynette Lalchan** of the same place, his lawful widow and relict;
- LEE, WILFRED ALFRED:** PROBATE of the Will dated the 10th day of August, 2015, of **WILFRED ALFRED LEE** otherwise **WILFRED LEE** of 56, Paradise Drive, Paradise Gardens, Tacarigua, Trinidad, who died on the 31st day of July, 2024, by **Anne Hoford** otherwise **Ann Hoford** otherwise **Winifred Ann** otherwise **Winifred Anne Hoford** of 39, Realspring Avenue, Valsayn, Tacarigua, Trinidad and **Robert Lee** of 3, Holder Drive, West Vale Park, Glencoe, Diego Martin, Trinidad, the executors named in the Will;
- LIVERPOOL, VERNA:** LETTERS OF ADMINISTRATION with Will dated the 9th day of January, 2002, annexed of the estate of **VERNA LIVERPOOL** otherwise **VERNA MARY NINA LIVERPOOL** otherwise **VERNA MARY LIVERPOOL** of 110, Rambin Crescent, South Point d'Or, La Brea, Trinidad, who died on the 26th day of August, 2022, by **Dianne Liverpool** of the same place, the residuary devisees and/or legatees named in the Will;
- LOOK, KENNETH:** PROBATE of the Will dated the 9th day of June, 2016, of **KENNETH LOOK** of 7, Gardenia Drive, Union Hall, Cross Crossing, San Fernando, Trinidad, who died on the 26th day of September, 2025, by **Yuk Hing Look** of the same place and **Carolina Mack** of 72, Hubert Rance Street, Vistabella, San Fernando, Trinidad, the executrices named in the Will;
- MAHADEO, BASDAYE:** LETTERS OF ADMINISTRATION of the estate of **BASDAYE MAHADEO** of 186, Woodland Main Road, Woodland, La Romain, Naparima, Trinidad, who died on the 9th day of August, 2003, by **Permanand Persad** of 71, Tennant Trace, Penal, Siparia, Trinidad, her son and one of the persons entitled to share in the estate;
- MANICK, JAGDIS:** LETTERS OF ADMINISTRATION of the estate of **JAGDIS MANICK** of 230, San Francique Road, Penal, Siparia, Trinidad, who died on the 16th day of March, 2025, by **Pamela Manick** of the same place, his lawful widow and relict;
- MARK, AMELIA:** LETTERS OF ADMINISTRATION of the estate of **AMELIA MARK** of 52, Chenette Drive, Apartment 5, El Socorro, San Juan, St. Ann's, Trinidad, who died on the 28th day of September, 2024, by **Meyricka Karlean Haynes** otherwise **Meyricka Haynes** of the same place, her daughter and one of the persons entitled to share in the estate;
- MILLER, EMMANUEL:** LETTERS OF ADMINISTRATION of the estate of **EMMANUEL MILLER** otherwise **ALFA EMMANUEL MILLER** of Corner La Chance Road and Subero Road, Malabar, Arima, Trinidad, who died on the 24th day of December, 2013, by **Natasha Tynisa Joseph-Corbin** of 6, Bobb Street, La Romain, Naparima, Trinidad, his lawful daughter and one of the persons entitled to share in the estate;
- MILLER, VALERIE MARIE:** LETTERS OF ADMINISTRATION of the estate of **VALERIE MARIE MILLER** of 49, Tamarix Drive, La Florissante Gardens, d'Abadie, Arima, Trinidad, who died on the 5th day of April, 2025, by **Dion Marc Miller** of the same place, her son and one of the persons entitled to share in the estate;
- MOHAMMED, COURTNEY:** PROBATE of the Will dated the 16th day of April, 2020, of **COURTNEY MOHAMMED** otherwise **COURTNEY NADIR MOHAMMED** otherwise **COTNE** of 309, Avocat Village, Fyzabad, Siparia, Trinidad, who died on the 29th day of January, 2023, by **Shaheed Pradip Singh** of 43, Sunset Ridge, La Romain, Naparima, Trinidad, the sole executor named in the Will;
- MOHAMMED, LATIFF:** LETTERS OF ADMINISTRATION of the estate of **LATIFF MOHAMMED** of Light Pole No. 71, Church Street, La Romain, Naparima, Trinidad, who died on the 25th day of April, 2014, by **Hassimoon Mohammed** of 135, Mohess Road, Penal, Siparia, Trinidad, his lawful widow and relict;
- MOOTILAL, RAMROOP PETER:** PROBATE of the Will dated the 26th day of March, 2018, of **RAMROOP PETER MOOTILAL** otherwise **RAMROOP MOOTILAL** of 41, Mandarin Circle, Santa Rosa Heights, Arima, Trinidad, who died on the 30th day of October, 2019, by **Shawn Mootilal** of the same place, the other executor named in the Will;
- MOSES, JANE:** LETTERS OF ADMINISTRATION of the estate of **JANE MOSES** of 12D, Clarke Trace Branch Road, Bethany, Mt. Pleasant, Tobago, who died on the 28th day of December, 2015, by **Bernadette Sharon Irvine** of 12D, Clarke Trace, Bethany, Mt. Pleasant, Tobago, her daughter and one of the persons entitled to share in the estate;
- NAIPAUL SINGH, LALCHAN:** LETTERS OF ADMINISTRATION of the estate of **LALCHAN NAIPAUL SINGH** otherwise **LALCHAN NAIPAULSINGH** of Light Pole No. 7, Pasa Main Road, Tunapuna, Tacarigua, Trinidad, who died on the 26th day of August, 2022, by **Debra Anestia Moosai-Naipaulsingh** otherwise **Debra Moosai-Naipaulsingh** otherwise **Debra Moosai** otherwise **Debra Anestia Moosai** otherwise **Debra Naipaulsingh** of the same place, his lawful widow and relict;
- NELSON, FRANK CUTHBERT:** LETTERS OF ADMINISTRATION of the estate of **FRANK CUTHBERT NELSON** of 50, Yorke Avenue, Adventure Estate, Plymouth, Tobago, who died on the 25th day of March, 2025, by **Jennifer Suzanna Francis Nelson** of the same place, his lawful widow and relict;
- NORIEGA, ANTONIO:** PROBATE of the Will dated the 19th day of August, 2024, of **ANTONIO NORIEGA** otherwise **ANTONIO NOREIGA** of 4-6, Peyton Place, Longdenville Old Road, Chaguanas, Trinidad, who died on the 6th day of August, 2025, by **Sharina Ramkissoon** of the same place, the sole executrix named in the Will;

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## PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

**NURSE, JOAN SUMINTRA**: PROBATE of the Will dated the 25th day of July, 2023, of **JOAN SUMINTRA NURSE** otherwise **JOAN NURSE** of 2, Bevan Street, San Fernando, Trinidad, who died on the 26th day of September, 2023, by **Lesley Bobbi Nurse-Ali** otherwise **Lesley Nurse Ali** of 72, Lvistona Drive, Phase Five, Roystonia, Couva, Trinidad, the sole executrix named in the Will;

**O'CONNOR, HERMAN**: LETTERS OF ADMINISTRATION of the estate of **HERMAN O'CONNOR** of 1148, Troy Avenue, Brooklyn, New York, 11203, United States of America, who died on the 18th day of July, 2016, by **Sean Alexander** of 52, Aboud Circular Road, St. James, Port-of-Spain, Trinidad, the lawfully appointed attorney of **Pamela O'Connor**;

**PATRICK, THEOPHILUS**: LETTERS OF ADMINISTRATION of the estate of **THEOPHILUS PATRICK** of 3, Maxwell Lane, Calvary Hill, East Dry River, Port-of-Spain, Trinidad, who died on the 24th day of June, 2019, by **Trevor Patrick** of the same place, his son and the only person entitled to the estate;

**RAMOUTAR, SIEWAH**: LETTERS OF ADMINISTRATION *de bonis non* with Will dated the 30th day of November, 1994, annexed of the estate of **SIEWAH RAMOUTAR** otherwise **SIEWAH** otherwise **SIEW RAMOUTAR** of 1, Kassie Street, Caura Road, El Dorado Village, Tunapuna, Trinidad, who died on the 15th day of March, 1995, by **Rajpaul Ramoutar** of the same place, his son and one of the residuary devisees and/or legatees named in the Will;

**RAMPERSAD, SEETA**: LETTERS OF ADMINISTRATION of the estate of **SEETA RAMPERSAD** of Light Pole No. 8, Stella Street, Curepe, Tacarigua, Trinidad, who died on the 30th day of October, 2021, by **Tara Rampersadsingh-Hosein** of 73, Boorbal Road, Brasso Piedra, Montserrat, Trinidad, her sister and one of the persons entitled to share in the estate;

**RAMTAHAL, SYLVESTER**: LETTERS OF ADMINISTRATION of the estate of **SYLVESTER RAMTAHAL** of 18, Kumarsingh Street, Gordon Village, Tortuga, Pointe-a-Pierre, Trinidad, who died on the 7th day of March, 2025, by **Anna Ramtahal** of the same place, his lawful widow and relict;

**RATTAN, ROLAND**: LETTERS OF ADMINISTRATION of the estate of **ROLAND RATTAN** of Light Pole No. 69, Richplain Road, Diego Martin, Trinidad, who died on the 24th day of August, 2017, by **Rhonda Rattan** of the same place, his lawful widow and relict;

**SALICKRAM, DHANMATIE**: LETTERS OF ADMINISTRATION of the estate of **DHANMATIE SALICKRAM** otherwise **DHANMATIE BHUMATIE SALICKRAM** of 5 1/4, Mile Mark, North Oropouche Road, Sangre Grande, Manzanilla, Trinidad, who died on the 19th day of April, 2009, by **Chuby Saickram** of the same place, her daughter and one of the persons entitled to share in the estate;

**SCOTT, HUGH**: LETTERS OF ADMINISTRATION of the estate of **HUGH SCOTT** otherwise **HUGH DANIEL SCOTT** otherwise **ARNOLD SCOTT** of 7, Roach Trace, Mt. Pleasant, Tobago, who died on the 14th day of March, 1991, by **Adora Scott-Quamina** otherwise **Satyra Adora Scott** of 21, Robert Branch Trace, Bethany, Mt. Pleasant, Tobago, his daughter and one of the persons entitled to share in the estate;

**SOOKLALSINGH, DALE DARRYL**: LETTERS OF ADMINISTRATION of the estate of **DALE DARRYL SOOKLALSINGH** otherwise **DALE SOOKLALSINGH** of 9, Vistabella Street, San Fernando, Trinidad, who died on the 28th day of September, 2022, by **Amealia Nadia Sooklalsingh** of 523C, Fifth Company Village, Indian Walk, Moruga Road, Princes Town, Savana Grande, Trinidad, his daughter and the only person entitled to share in the estate;

**THOMPSON, PATRICK**: LETTERS OF ADMINISTRATION of the estate of **PATRICK THOMPSON** of 78B, Mapp Trace, Mc Shine Lane, East Dry River, Port-of-Spain, Trinidad, who died on the 31st day of October, 2018, by **Gwendolyn Straker** of the same place, the statutory guardian for **Elijah Jordan Thompson**;

**WILSON, ROSE**: LETTERS OF ADMINISTRATION with an exemplified copy of Will dated the 7th day of June, 2013, annexed of the estate of **ROSE WILSON** otherwise **ROSE VERDEN WILSON** otherwise **ROSE VERDEN WILSON-ALEXANDER** otherwise **ROSE V. WILSON** of 737, Gresham Place, N W Washington D C, United States of America who died on the 4th day of October, 2091, by **Margaret Louise Henry** of 67, Augustus Village, Granville, Cedros, Trinidad, the legal personal representative of the said deceased;

and unless, Caveat is lodged within twenty-one days from 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 Letters of Administration, as the case may be, in respect of the said applications will be granted accordingly.

Dated the 22nd day of January, 2026.

K. PRESCOTT  
Acting Registrar, Supreme Court of Judicature

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## CENTRAL BANK OF TRINIDAD AND TOBAGO

## WEEKLY STATEMENT OF ACCOUNT AS AT 14TH JANUARY, 2026

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	<b>External Assets:</b>	
30,356,830	Balances, Investments, etc. ... ..	29,563,425
4,327,999	Subscriptions to I.M.F. ... ..	4,332,829
7,230,306	I.M.F.—S.D.R. Holdings ... ..	7,238,375
41,915,135		41,134,629
	<b>Trinidad and Tobago Government Securities:</b>	
235,244	Treasury Bills (Face Value) ... ..	119,575
22	Marketable Securities ... ..	22
235,266		119,597
	<b>Other Assets:</b>	
3,500	Trinidad and Tobago Dollar Securities ... ..	3,500
2,584,689	Other Assets .... ..	2,650,752
2,588,189		2,654,252
83,845	<b>Fixed Assets:</b>	83,335
44,822,435		43,991,813
	<i>Liabilities and Capital Account</i>	
	<b>Currency in Circulation:</b>	
8,866,477	Notes ... ..	8,651,057
280,971	Coins ... ..	281,050
9,147,448		8,932,107
	<b>Demand Liabilities:</b>	
14,227,454	Commercial Banks ... ..	13,256,831
753,335	Financial Institutions (Non-Banking) ... ..	753,629
(6,446,418)	Government and Governmental Organisations ... ..	(5,994,393)
172,154	International Organisations ... ..	172,155
1,935,192	Foreign Currency ... ..	1,952,948
531,650	Other ... ..	539,554
11,173,367		10,680,724
	<b>Other Liabilities:</b>	
7,106,626	Government S.D.R. Allocations ... ..	7,114,556
9,740,062	Other Liabilities ... ..	9,615,808
6,054,932	Specific Provisions ... ..	6,048,618
22,901,620		22,778,982
	<b>Capital and Reserves:</b>	
800,000	Capital Paid-up ... ..	800,000
800,000	General Reserve Fund ... ..	800,000
1,600,000		1,600,000
44,822,435		43,991,813

G. BACHAN-SAHADEO  
Senior Accountant  
Finance and Accounting



## NOTICES

Persons with information regarding the below listed, please contact  
TATIL Life Assurance Limited Client Services Department within 30 days of this notification at:  
**62TATIL (628-2845) Ext. 3441 or Email: [lifecclaims@tatil.co.tt](mailto:lifecclaims@tatil.co.tt)**  **TATIL Life**



### STATEMENT OF UNCLAIMED MATURITY PROCEEDS FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER 2025

POLICY #	NAME OF POLICYOWNER	LAST KNOWN ADDRESS	MATURITY DATE
C00120508	Ann Premala Phoolo Ali-Phillip	268 La Puerta Avenue, Diego Martin	21/08/2018
C00107435	Annarude Jagbir	Corier Village, Jagbir Street, Chaguanas	07/09/2018
C00123274	David Williams	11 Alvarado Avenue, Charlo Village, Penal	19/03/2018
U0043817	Deborah Christiana De Rosia	62 Back Street, Tunapuna	20/09/2028
C0040248	Derek Iriton Michael Le Gendre	6 Pinder Street, Dinsley Gardens, Tacarigua	15/05/2018
C00127782	Erica Stephanie Farfan	LP 56 Sixth Company, Circular Road, Indian Walk	28/11/2018
C0038237	Harthy Martin Brewster	21 Newbold Street, San Fernando	28/11/2018
C0099386	Ira Roselyn Wright	LP 55 La Canoa Road, Lower Santa Cruz	28/03/2018
C0037973	Janice Patricia Hackshaw	12, 3rd Street West, De Lamarre Avenue, Trincity	28/10/2018
C0044609	Joseph Anthony Murray	Southern Main Road, Enterprise, Chaguanas	15/07/2018
C00124901	Khemchand Mungalsingh	54 Boodram Street, Enterprise, Chaguanas	11/03/2018
C00106318	Kirwyn Patrick Marin	5 Getwell Avenue, Pinto Road, Arima	12/06/2018
C0043516	Krishna Krishenlal Jagroop	Derrick Road, Chase Village, Carapichaima	15/12/2018
U0037756	Louis Glenn John-Williams	231 Pinard Court Block 2, Palmiste, San Fernando	01/11/2018
U0062444	Marion Johnson	C/O Maude Davidson, Mason Hall, Tobago	05/12/2018
C0036589	Peter Quinin	34 De Nobriga Street Ext, Victory Gardens, Arima	01/06/2018
C00133980	Shasmin Punch	Ganeesingh Street Ext, Balmain Village, Couva	12/09/2018
C00107291	Stephen Harris	81A Mucurapo Road, Port Of Spain	28/11/2018
U0081708	Tensing Gewan Ramlakhan	16 Hayes, Cul De Sac, Beaucarro Road, Freeport	01/06/2018
C0061389	Yashmid Karamath	17 Fazarali Street, Aranguez	28/10/2018

Persons with information regarding the above listed, please contact TATIL Life Assurance Limited  
Client Services Department within 30 days of this notification at: **62TATIL (628-2845) Ext. 3441**  
or Email: [lifecclaims@tatil.co.tt](mailto:lifecclaims@tatil.co.tt)  **TATIL Life**



## NOTICES

Persons with information regarding the below listed, please contact  
TATIL Life Assurance Limited Client Services Department within 30 days of this notification at:  
**62TATIL (628-2845) Ext. 3441 or Email: [lifecclaims@tatil.co.tt](mailto:lifecclaims@tatil.co.tt)**  **TATIL Life**



### STATEMENT OF UNCLAIMED DEATH CLAIM PROCEEDS AS AT 31<sup>ST</sup> DECEMBER 2025

POLICY #	NAME OF INSURED	LAST KNOWN ADDRESS	DATE OF DEATH
C00166634	Ashram Dass	#6 Razack Trace, Calcutta #2, Freeport	01/01/2021
T0012878	Baldath Ramberran	Longdenville Old Road, Longdenville	01/05/2021
C0086338	Balraj Soomarie	56 Richplain Road, Diego Martin	07/11/2020
T0099178	Barran Singh	28 Lower Stella Street, Curepe	10/06/2021
N0761940	Carlton Watson	5 Cromwell Road, Cascade	21/03/2021
T0045244	Charlemont Rowe	2 Moonstone Drive, Diamond Vale, Diego Martin	22/12/2020
U00134463	Deon Thomas	Cuthill Trace, Golden Lane, Tobago	04/07/2021
U0091699	Desmond Lewis	Belmont Farm Road, C/O Mason Hall P.O. , Mason Hall, Tobago	03/09/2021
N1119483	Errol Gordon	35-37 Duncan Street, Port of Spain	18/03/2021
N0772786	Harri-Ashadatt Tewarie	#4 Mc Inroy Street, Curepe	26/02/2016
C00171725	Jane George	Zion Hill, Belle Garden, Tobago	14/12/2021
G27090	Kerwin Enile	C/O Caribbean Development Company Limited, Eastern Main Road, Champs Fleurs	29/10/2021
U00124675	Kerwyn Procope	#69 Glen Road, Scarborough, Tobago	22/08/2021
R0062951	Larry Caruth	9 Community B, Trace m, Mt Pleasant, Tobago	26/12/2020
U00135070	Marvin Peruzza	3 <sup>rd</sup> Avenue Kachan Trace, Barataria	28/10/2021
U00107288			
C00111881			
U0068855	Mary Nanan	68A Eastern Main Road, Nanan Street, San Juan	23/05/2021
N1116737	Pearl Moore	Mausica Road, D'abadie	24/01/2021
E00164992	Phyllis Mc Eachnie-Archer	Main Street, Scarborough, Tobago	20/10/2020
C00157211	Pooran Narine	LP #52 Oxford Street, Sangre Grande	04/06/2021
N0786173	Ronald Baroo	Cor. Zephyr Drive & Gulf View Drive, Carenage	01/02/2021
T00111628	Roopnarine Persad	LP #54 Ramsingh Street, Monroe Road, Cunupia	17/06/2021
U00165002	Sandra Joefiled-Hector	PI 20 Mt Grace, Providence Br Road, Scarborough, Tobago	16/11/2020
R00175845	Sohanee Sahadeo	LP #3 Assaraff Road, Chaguanas	12/07/2021
U0062960	Voldine Lezama	69 Cornel Rock, Signal Hill, Tobago	04/12/2021
T0021536	Wazir Mohammed	#102 Xavier Street Ext, Chaguanas	29/08/2021
T0015760			
U0091036	Wendy Arneaud	23 Carlos Street, Woodbrook	24/11/2020

**Persons with information regarding the above listed, please contact TATIL Life Assurance Limited  
Client Services Department within 30 days of this notification at: 62TATIL (628-2845) Ext. 3441  
or Email: [lifecclaims@tatil.co.tt](mailto:lifecclaims@tatil.co.tt)**  **TATIL Life**



## LAW ASSOCIATION OF TRINIDAD AND TOBAGO

LEGAL PROFESSION ACT NO. 21 OF 1986 CONSOLIDATED 2000

95-97 Frederick Street, Port-of-Spain

Tel/Fax: 1-(868)-625-9350/225-8715/6/7

E-mail: [admin@lawassociationtt.com](mailto:admin@lawassociationtt.com)

Website: [www.lawassociationtt.com](http://www.lawassociationtt.com)

### CLOSING DATE FOR NOMINATION OF CANDIDATES FOR ELECTION TO THE 40<sup>TH</sup> COUNCIL

All Attorneys at Law are advised that:

1. The Closing Date for Nomination of Candidates for election of Officers and Ordinary Members of Council is **Friday 13<sup>th</sup> February 2026 at 12:00 noon.**
2. The Annual General Meeting of the Law Association of Trinidad and Tobago will be held in a hybrid format on **Friday 13<sup>th</sup> March 2026 at 3:00 p.m.**
3. Nominations for the position of President, Vice President, Treasurer, Ten (10) Senior Ordinary Members and Five (5) Junior Ordinary members must be made in writing on the prescribed Nomination Form. A separate nomination form is required for each position.
4. Nomination Forms can be obtained from the Office of the Law Association located at 2<sup>nd</sup> Floor 95-97 Frederick Street, Port of Spain and can be downloaded from the Law Association of Trinidad and Tobago's website <https://www.lawassociationtt.com>.
5. Pursuant to paragraph 9(2) of Part II of the Legal Profession Act 1986 only practitioner members who hold a valid Practising Certificate for the law term 2025-2026 or who produce a receipt for payments of Annual Subscriptions and contributions to the Compensation Fund for the 2025-2026 law term with a 2024-2025 Practising Certificate are eligible: -(a) to nominate candidates (b) to attend and vote at a general meeting or at an election of members of the Council; and (c) to be elected to the Council.
6. Every Nomination Form of a candidate for election to the Council shall be signed by not less than five (5) practitioner members who hold a valid Practising Certificate for the law term 2025-2026 or who produce a receipt for payments of Annual Subscriptions and contributions to the Compensation Fund for the 2025-2026 law term with a 2024-2025 Practising Certificate and endorsed by the candidate.
7. Nominations in the prescribed form shall be submitted on or before **Friday 13<sup>th</sup> February 2026 at 12:00 noon** in nomination boxes located at the following venues:
  - a. **Port of Spain** – 2<sup>nd</sup> Floor, 95-97 Frederick Street, Port-of-Spain
  - b. **Arima** – Messrs L.K. Doodnath and Company, Attorneys-at-Law and Notary Public, No 9 Anglican Street, Arima
  - c. **San Fernando** – Harrikissoon & Co., Chancery House, 3 Lewis Street, San Fernando
  - d. **Tobago** – Suite 4, Ground Floor, Triangle Building, Carrington Street, Scarborough, Tobago
  - e. **Chaguanas** – Gaston Court, Chaguanas

Dated this 22<sup>nd</sup> day of January 2026

**Rionne Boyke**  
Secretary

**Law Association of Trinidad and Tobago**



**2025 Public Statement of the Trinidad and Tobago Trade and Investment Promotion Agency Limited  
trading as 'Global Trinidad & Tobago' in compliance with Sections 7, 8 and 9 of the Freedom of  
Information Act, Chap 22:02**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap 22:02 ("FOIA"), Global Trinidad & Tobago ("Global TT") is required to publish and annually update the following statement which lists the documents and information generally available to the public.

The FOIA gives the public a general right of access to official documents held by Global TT, namely, a legal right:

- For each person to access information held by Global TT;
- For each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
- To obtain reasons for adverse decisions made by Global TT regarding an applicant's request for information under the FOIA; and
- 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)**

#### **FUNCTION AND STRUCTURE OF GLOBAL TT**

##### **Particulars of Global TT**

On 16 July 2024, exporTT Limited ("exporTT"), InvesTT Limited ("InvesTT") and the Trinidad and Tobago Creative Industries Company Limited ("CreativeTT") were amalgamated to form Global TT. Caribbean Leasing Company Limited ("CLCL") is a subsidiary of exporTT. Trinidad and Tobago Fashion Company Limited ("FashionTT"), Trinidad and Tobago Film Company Limited ("FilmTT") and Trinidad and Tobago Music Company Limited ("MusicTT") are subsidiaries of CreativeTT. FashionTT and MusicTT are currently undergoing the administrative processes to be realigned with CreativeTT under Global TT. While exporTT is exempt from the application of the FOIA by virtue of its predecessor, the Business Development Company Limited (formerly the Small Business Development Company Limited) being exempt, the Corporate Secretary will respond to requests related to export activities in accordance with the exemption provided in the FOIA on a case by case basis

##### **Vision Statement**

To be one of the top ten (10) trade and investment promotion agencies globally.

##### **Mission Statement**

To empower businesses to compete globally.

**Mandate**

To develop an enhanced environment for investment and trade for Trinidad and Tobago in accordance with the Trinidad and Tobago Revitalization Blueprint.

**Functions**

To advance the Government's strategy to boost trade, attract investment, and drive sustainable growth and development for Trinidad and Tobago through enhancing Trinidad and Tobago's trade relations, simplifying investment processes, and fostering economic opportunities.

**Structure and Management**

Global TT is governed by a Board of Directors consisting of a Chairman, Deputy Chairman and a maximum of nine (9) other Directors, who are appointed by the Ministry of Finance ("MOF"). The Board of Directors reports to Global TT's line Ministry, the Ministry of Trade, Investment and Tourism ("MTTI"). The Chief Executive Officer ("CEO"), Corporate Secretary and Manager, Internal Audit report to the Board of Directors. The last Board was disbanded in May, 2025 and the appointment of a new Board is currently pending.

The Management Team is led by the CEO with the assistance of the Deputy CEO. The respective Heads of the Department of Strategy, Research & Partnerships, Export Development, Promotion & Market Access, Investment Promotion & Facilitation, Marketing & Communications and Procurement report to the CEO. The Heads of Talent Management, Finance & Corporate Services, Digital & Innovation, , Risk & Compliance also constitute the Management Team and report directly to the Deputy CEO.

The Board Sub-Committees of Global TT traditionally are:

- Audit Committee
- Finance and Investments Committee
- Human Resource Committee
- Creative Committee
- Export Committee
- Investment Committee
- Marketing Committee

**Chief Executive Officer (CEO)**

The CEO is responsible for providing strategic, financial, and operational leadership for Global TT and will closely coordinate and work with the Board of Directors and senior leadership team. Work involves providing leadership for all aspects of Global TT's operations with an emphasis on long-term goals, growth, profit, and return on investment. The CEO develops and effectively implements Global TT's vision ensuring the appropriate programmes, plans and support mechanisms are in place to achieve its strategic mandate. Work also involves providing guidance and support on the implementation of strategies and policies approved by the Board. The CEO is also responsible for the financial performance of Global TT through the



efficient use of financial and human capital resources to conduct operations. The CEO also represents Global TT at various meetings, committees and events.

#### **Deputy Chief Executive Officer (Deputy CEO)**

The Deputy CEO is responsible for planning, directing, coordinating, and overseeing the operations and administrative activities of Global TT. Work involves ensuring the development and implementation of efficient operations and cost-effective systems to meet current and future needs. The Deputy CEO will provide support to the CEO in the overall leadership and strategic direction of Global TT and creating the management practices that enable a high performing and effective Management Team.

#### **The Corporate Secretary**

The Corporate Secretary is responsible for the provision of corporate secretarial service to the Board and Executives, and provides support and advice on key matters of compliance with legal, statutory, and regulatory requirements, and corporate governance. The incumbent also provides legal services and advice to Global TT in accordance with local and international best practice standards relating to Global TT's contractual agreements and other business-related transactions.

#### **Manager, Internal Audit**

The Manager, Internal Audit, is responsible for planning and conducting audit programmes to evaluate the operations of Global TT for compliance and adherence to established operating systems, policies, procedures and practices. The incumbent assesses risks, analyses opportunities, recommends improvements, promotes ethics, ensures accuracy of records and financial statements, and provides information and guidance to senior management and the Board on critical issues. Work also involves contributions to the development of staff, and improving existing and new policies and procedures. The incumbent manages independent, objective assurance and consulting activities such as financial, compliance and operational audits, investigations, internal control structures, accountability, and use of resources.

#### **Head - Strategy, Research & Partnerships**

The Head - Strategy, Research & Partnerships is responsible for driving research, policy development and strategic development for Global TT, in order to provide the relevant quantity and quality of services in support of the national development agenda. Work involves policy development and advocacy, participating in planning activities at the national level as well as leveraging business intelligence and data analysis in order to provide relevant guidance and advice on strategy. The role is responsible for championing the establishment of strategic partnerships and relationships with relevant national and professional associations within the trade and investment ecosystem. By leveraging these networks, the position seeks to develop alternative funding sources and harness supplementary expertise in alignment with identified opportunities. Additionally, the role advocates and undertakes proactive outreach initiatives aimed at securing broad-based support for competitive incentive frameworks designed to enhance the country's attractiveness, expand market reach and penetration, and drive increased uptake of its offerings as both an investment location and an export hub.



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### **Head - Export Development, Promotion & Market Access**

The Head - Export Development, Promotion & Market Access develops, leads and oversees execution of strategies to address the key market access barriers and regulatory issues, with the aim of improving market access for Trinidad and Tobago businesses. The position monitors the policy environment and advises on matters of trade policy, international trade and market access. The role is responsible for establishing and maintaining good business relations with business associations and regional and international trade bodies in order to drive export promotion strategies. Work also involves leading product development, business development, capacity building initiatives and export acceleration programmes to drive growth in export markets.

### **Head - Investment Promotion & Facilitation**

The Head - Investment Promotion & Facilitation is responsible for leading, directing and overseeing the local and foreign investment promotion and facilitation for Global TT as well as developing strategies for enhancing overall investor experience. This is primarily done through collaborating with the key stakeholders, devising country branding strategies and plans as well as policy advocacy towards the development of an enabling environment for investment.

### **Head - Marketing & Communications**

The Head - Marketing & Communications is at the forefront of developing and executing innovative marketing, branding, promotion and communication strategies that drive export growth, attract foreign investment, and bolster Global TT's reputation as a premier facilitator of regional and global business opportunities. The role is critical in positioning Trinidad and Tobago as a prime location for export and investment and in promoting its value proposition in regional and international markets.

### **Manager, Procurement**

The Manager, Procurement is responsible for directing and overseeing the purchasing function and supplier relations for Global TT, while ensuring compliance with the relevant national laws and regulations. Work involves managing the sourcing and acquisition of goods and services, granting approvals for procurement of fleet, contributing to the development of procurement policies and budget, analysing supply chain data and reporting on compliance with Global TT's procurement guidelines and objectives to support Global TT's strategic focus.

### **Head - Talent Management**

The Head - Talent Management strategically manages Global TT's human capital to drive performance and achieve business objectives. This involves attracting, developing, and retaining top talent and fostering a high performance culture. This position is responsible for leadership development, succession planning, change management, and collaboration with stakeholders to optimise Global TT's workforce and enhance overall success. The incumbent ensures compliance and implementation of Global TT's talent management function.

### **Head - Finance & Corporate Services**

The Head - Finance & Corporate Services is responsible for overseeing the investment, financial performance and corporate services portfolio of Global TT and for ensuring that internal controls are in



place to maintain financial viability and efficient corporate services to support work plan implementation and that systems are effective and efficient to meet financial goals. Work involves overseeing the formulation of accounting-based policies, participating in strategic planning for the organisation, staff development, providing technical advice and performing strategic, technical and administrative work related to finance and corporate services.

#### **Head - Digital & Innovation**

The Head - Digital & Innovation is responsible for leading and delivering the Agency-wide digital Information and Communications Technology (ICT) strategy. The incumbent is required to plan, direct and lead the development, operations and maintenance of the ICT resources and infrastructure of Global TT and lead the delivery of its ICT programmes and projects. The role promotes optimised and innovative business processes and practices both internally and customer-facing and ensures that information and communication systems are optimised to support strategic goals. Work involves developing and executing a roadmap of end-to-end digital experiences, building the capabilities and connections necessary to enhance Global TT's business model into one of building solid investment partnerships and products in a digitally enabled, data-driven world.

#### **Manager, Risk & Compliance**

The Manager, Risk & Compliance is responsible for leading and directing Global TT's risk management and organisational effectiveness through continuous monitoring, evaluation, assessment and reporting of key performance indicators against targets, as well as alignment of initiatives against objectives. The incumbent will develop, implement and maintain a formal, comprehensive, regulatory compliance programme and oversee an effective operational Risk & Compliance management framework that aligns with Global TT's strategy and goals and mitigates risks. Work also involves developing and managing initiatives to drive continuous improvement and growth.



### Organisational Chart of Global TT

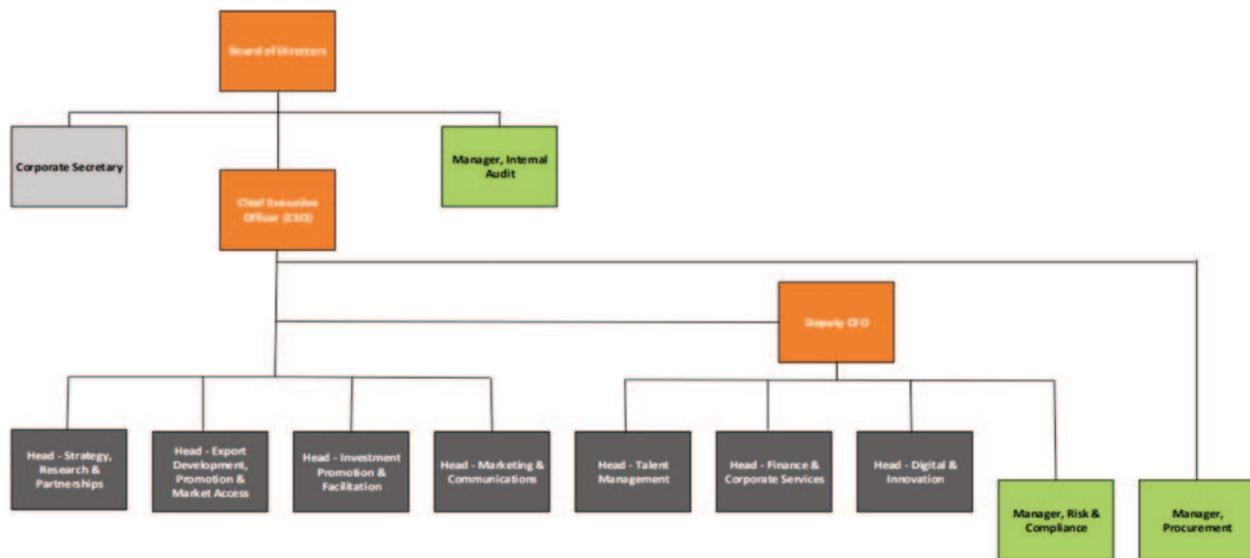


Image 1: Organisational Chart of Global Trinidad and Tobago showing the Heads of Departments and their corresponding Departments

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

Categories of Documents maintained by Global TT

Files, Records, Manuals, and Documents: -

Files dealing with:-

1. General administrative documents for the routine functions of Global TT
2. Personnel, which detail all staff appointments, job applications, job specifications, etc.
3. Accounting and financial management of Global TT
4. Financial Records (e.g. cheques, vouchers, receipts, journals, salary records etc.)
5. Circulars, memoranda, notices, bulletins
6. Official functions, workshops and events hosted by Global TT
7. Matters relating to the procurement of supplies, services and equipment
8. Internal and external correspondence
9. Complaint/suggestion
10. Inventory records
11. Contracts, memoranda of agreement, service level agreements, legal opinions and related matters
12. Memberships
13. Minutes/Agenda of meetings
14. Annual and Quarterly Reports
15. Archival documents
16. Policy and Procedure Documents



17. Relevant Acts and Legal notices

18. Manuals

**Section 7(1)(a)(iii)**

Material prepared for publication or inspection will be available on the company website at [www.globaltrinidadandtobago.com](http://www.globaltrinidadandtobago.com), which will be launched on January 15, 2026.

**Section 7(1)(a)(iv)**

**Literature available by subscription**

There is no literature available by way of subscription services at this time.

**Section 7(1)(a)(v)**

**Procedure to be followed when a request for access to a document is made to Global TT**

**General Procedure**

In order to have the rights given to applicants under the FOIA, an applicant must make their request in writing by submitting:

1. A completed Request for Access to Official Documents Form, which can be accessed from the Freedom of Information Unit's website at <http://www.foia.gov.tt>.
2. The relevant information that must be provided to Global TT includes the following:
  - Name of the Applicant (full name)
  - Contact information for the Applicant
  - The information requested and the format in which the information is to be provided
  - Date of request
  - Signature of Applicant

**Addressing Requests**

To facilitate the prompt handling of a request, please contact or write to the Designated Officer of Global TT (see section 7(1)(a)(vi)).

**Details in the Request**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If the applicant is unsure how to write his/her request or what details to include, the applicant should inquire from Global TT's Designated Officer.

**Requests not handled under the Act**

A request under the FOIA may not be processed to the extent that the applicant requests access to documents which are classified as exempt under Part IV of the FOIA, documents falling under Section 12 of the FOIA, or for any other reason further to the prescriptions of the FOIA.



### ***Responding to Requests***

Global TT is only required to furnish copies of documents that it has in its possession or can be retrieved from storage.

### ***Furnishing Documents***

An applicant is entitled to access copies of information which Global TT has in its possession, custody or power. Global TT is required to furnish only one (1) copy of a document. If Global TT cannot make a legible copy of a document to be released, Global TT is not obliged to reconstruct it. Instead, Global TT will furnish the best copy possible and note its quality in its reply.

Please note Global TT is not compelled to do the following:

- a. Create new documents; or
- b. Perform research for the public.

### ***Time Limits***

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received to notify the applicant of the approval or refusal of the request for access to documents. Where Global TT fails to meet the thirty (30) day deadline, the FOIA gives the applicant the right to proceed as though his/her request has been denied. If it is determined that the request cannot be disclosed (refusal) then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be provided with copies, or if so requested will be permitted to inspect the document/s as soon as reasonably practicable thereafter.

The possibility exists that requests may be incorrectly addressed or misdirected. Applicants are asked to call or write to confirm that Global TT has received the request, and to ascertain its status.

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

The Designated Officers at Global TT are responsible for:

- 1) The initial receipt of, and action upon notices under section 10 of the FOIA;
- 2) Processing requests for access to documents under section 13 of the FOIA; and
- 3) Correction of personal information under section 36 of the FOIA.

All Requests for Access to Information should be submitted on the prescribed form addressed to:

Designated Officer for Global TT:

Ms. Athena Ryan-Abbott  
Corporate Secretary  
Trinidad and Tobago Trade and Investment Promotion Agency Limited  
151B Charlotte Street



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Port of Spain  
Telephone: (868) 612-3988  
Email: [athena.ryan-abbott@globaltnt.com](mailto:athena.ryan-abbott@globaltnt.com)

**Section 7(1)(a)(vii)**

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

There are no bodies that fall within the meaning of this section at this time.

**Section 7(1)(a)(viii)**

**Library/Reading Room Facilities**

There is no library or reading room facility maintained by Global TT for public use at this time.

**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.**

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

**Section 8(1)(a)(ii)**

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

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

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

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

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



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**SECTION 9 – STATEMENTS UNDER SECTION 9 OF THE FOIA****Statement of Possession of certain documents to be published****Section 9(1)(a)**

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

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

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

**A report or a statement containing the advice or recommendations, (1) of a body or entity established outside Global TT by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to Global TT.**

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

**Section 9(1)(c)**

**A report or statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of Global TT.**

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

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

**A report or a statement containing the advice or recommendations of a committee established within Global TT to submit a report, provide advice or make recommendations to the responsible Minister of Trade and Industry.**

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

**Section 9(1)(e)**

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

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

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

**A report prepared for Global TT by a consultant who was paid for preparing the report.**

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

**Section 9(1)(g)**

**A report prepared within Global TT and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.**

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

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

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

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

**Section 9(1)(i)**

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

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

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

**A statement prepared within Global TT and containing policy directions for the drafting of legislation.**

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

**Section 9(1)(k)**

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



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

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

**An environmental impact statement prepared within Global TT.**

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

**Section 9(1)(m)**

**A valuation report prepared for Global TT by a valuator, whether or not the valuator is an officer of Global TT.**

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

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

### **PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS FREEDOM OF INFORMATION STATEMENT 2016 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA), 1999 (CHAP 22:02)**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), 1999 (Chap 22:02), the **Ministry of Foreign and CARICOM Affairs**, being a public authority, is required by law to publish the following statements which list the documents and information generally available to the public.

**The FOIA gives members of the public:**

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

## **SECTION 7**

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

#### **FUNCTION AND STRUCTURE OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS**

The Ministry of Foreign and CARICOM Affairs, established in 1962, serves as the external arm of the Government of the Republic of Trinidad and Tobago and conducts the country's foreign relations with other states and international entities mainly through diplomatic initiatives and representation. The foreign policy of the country is pursued through the activities of the Ministry's Headquarters, Overseas Missions and Honorary Consulates. The Ministry name changed from Ministry of Foreign Affairs to Ministry of Foreign and CARICOM Affairs in September 2016.

The Ministry is responsible for the following:

- Caribbean Community (CARICOM) Affairs (wider Caribbean)
- Consular and Protocol Services
- External Relations
- Overseas Missions
- Treaties

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2016—CONTINUED

### **Headquarters**

The Ministry's Headquarters comprise:

- Minister's Secretariat
- Permanent Secretary's Secretariat
- Deputy Permanent Secretary Secretariat
  - Corporate Communications Unit
  - Finance and Accounts Unit
  - Human Resource Services Division
  - Information Technology Unit
  - Library
  - Office Management Section
  - Property Management Unit
  - Registry Section
  - Records Management Section
- Africa, Asia, Middle East and the Pacific Division
- Americas Division
- CARICOM and Caribbean Affairs Division (of which the CARICOM Single Market and Economy [CSME] Unit is a sub-unit)
- Consular Affairs Division
- European Affairs Division
- Missions Inspectorate
- Multilateral Relations Division
- Policy and Planning Division
- Protocol Division
- Treaties, International Agreements and Legal Division

### **Overseas Missions**

At present, there are twenty (19) Overseas Missions that are charged with protecting and promoting the interests of Trinidad and Tobago in the international arena. The newest Mission was officially opened in February 2014 in Beijing, China, and the Mission in Kampala, Uganda was closed in December 2016. The Overseas Missions are as follows:

- The Embassies in Beijing, Brasilia, Brussels, Caracas, Havana, San José, Panama City, Washington D.C. (Permanent Mission to the Organization of American States);
- The High Commissions in Abuja, Kingston, London, New Delhi, Ottawa, and Pretoria;
- The Permanent Missions to the United Nations in Geneva and New York; and
- The Consulates General in Miami, New York and Toronto.

### **Honorary Consuls**

The Ministry has engaged the services of Honorary Consuls to represent the interests of Trinidad and Tobago where there is no diplomatic or consular representation. These Honorary Consuls are located in:

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2016—CONTINUED

- The Americas: Bolivia [La Paz], Brazil [Goias, São Paulo, Minas Gerais, Pará], Canada [Manitoba, Saskatchewan], Colombia [Bogotá], Dominica [Roseau], Dominican Republic [Santo Domingo], Ecuador [Quito], Grenada [St. George's], Guatemala [Guatemala City], Paraguay [Asunción], Peru [Lima], Puerto Rico, Saint Kitts and Nevis [Basseterre], Suriname [Paramaribo], United States of America [Texas and California];
- Europe: Denmark [Copenhagen], Finland [Helsinki], France [Paris], Germany [Bonn, Hamburg], Italy [Rome], Norway [Oslo], Russian Federation [Moscow], Slovak Republic, and Turkey [Istanbul];
- Africa: Ghana [Tema];
- Asia: People's Republic of China [Hong Kong], the Republic of Korea [Seoul], and Singapore [Pulau Ujong]; and
- The Middle East: Lebanon [Tripoli].

**Section 7 (1) (a) (ii)****CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE MINISTRY**

- Files dealing with administrative support and general administrative documents for the operations of the Ministry
- Policy and procedure documents
- Documents relating to the strategic review of the Ministry
- Cabinet documents
- Personnel files detailing, *inter alia*, staff appointments, job specifications, promotions, transfers and leave
- Files dealing with training and technical cooperation as well as training plans
- Files dealing with accounting and financial matters
- Financial records such as cheques, vouchers, receipts and journals
- Files relating to the procurement of supplies, services and equipment
- Inventories
- Media releases and speeches originating in the Ministry
- Files dealing with official functions, conferences and events hosted and attended by the Ministry
- Internal and external correspondence files
- Complaint and suggestion files
- Registers and certificates
- Legislation, legal instruments and legal opinions
- Briefing documents
- Diplomatic lists
- Reports: annual, audit, consultants' and technical, among others
- Minutes and agenda of meetings
- Books, periodicals, publications, leaflets, pamphlets, brochures, posters, newspaper clippings, notices and bulletins

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2016—CONTINUED

- Maps, charts, photographs, compact discs, usb flash drives, diskettes, abstracts, tapes and catalogues,

**Section 7 (1) (a) (iii)**

**MATERIAL PREPARED FOR PUBLICATION OR INSPECTION**

The public may inspect and/or obtain copies of the following material from the Designated Officer (please refer to Section 7 [1] [a] [vi]) between the hours of 8:15 a.m. to 4:30 p.m. from Monday to Thursday and 8:15 a.m. to 4:15 p.m. on Friday:

- Addresses/statements by the Honourable Minister of Foreign and CARICOM Affairs
- Addresses/statements by the Permanent Secretary of the Ministry
- Statements by Heads of Mission
- Press releases
- Communiqués from: Conferences of the Heads of Government of CARICOM and meetings, conferences of United Nations bodies and meetings of regional and hemispheric bodies (e.g. OAS, ACS).
- Guidelines on the movement of professionals within CARICOM
- Newsletters produced by Headquarters and by the High Commissions in New Delhi, London and Ottawa

The public can also access the **Ministry's website** at [www.foreign.gov.tt](http://www.foreign.gov.tt).

**Section 7 (1) (a) (iv)**

**LITERATURE AVAILABLE BY SUBSCRIPTION**

The Ministry has no literature available by way of subscription.

**Section 7 (1) (a) (v)**

**PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE MINISTRY**

**Requesting Information**

***General Procedure***

The policy of the Ministry is to answer all requests for information, both oral and written. However, in order to have the rights given to the public under the FOIA (for example the right to challenge a decision if a request for information is refused), one must make a request in writing. The applicant must complete the appropriate form (*Request for Access to Official Documents*) available online at [http://www.foia.gov.tt/sites/default/files/FOIA\\_Request\\_Form.pdf](http://www.foia.gov.tt/sites/default/files/FOIA_Request_Form.pdf) for information that is not readily available to the public.

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2016—CONTINUED

### ***Addressing Requests***

To facilitate prompt handling of requests, applications must be addressed to the Designated Officer (please refer to Section 7 [1] [a] [vi]).

### ***Details in the Request***

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought. If the applicant is not sure how to write the request or what details to include, he/she must communicate with the Designated Officer.

### **Requests Not Handled under the FOIA**

A request under the FOIA will not be processed to the extent that it asks for information that is readily available to the public, either from this Ministry or from another public authority. These may include, *inter alia*, brochures, pamphlets and reports.

### **How the Ministry Responds to Requests**

#### ***Retrieving Documents***

The Ministry is required to furnish copies of documents only when these are in its possession or can be retrieved from storage. Information stored in the National Archives or at another storage centre will be retrieved in order to process your request.

#### ***Furnishing Documents***

An applicant is entitled to copies of documents that are in the possession, custody or power of the Ministry. The Ministry is required to furnish only one copy of a document. If a legible copy of an original document cannot be made, no attempt will be made to reconstruct it. In such circumstances, the best copy possible will be furnished with its quality being noted in the Ministry's reply.

Please note that the Ministry is **not** compelled to do the following:

- 1) Create new documents. For example, a new programme will not be written so that a computer will print information in the format preferred by the applicant.
- 2) Perform research for an applicant.

### **Time Limits**

The FOIA sets a time limit of thirty (30) calendar days for the determination of a request for access to documents. If this deadline cannot be reached, the FOIA gives you the right to proceed as though the request has been denied. The Ministry will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the request will be acknowledged and the applicant will be advised of its status.

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2016—CONTINUED

Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

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

**OFFICERS IN THE MINISTRY RESPONSIBLE FOR \*(1) THE INITIAL RECEIPT OF AND ACTION UPON NOTICES UNDER SECTION 10 OF THE FOIA, \*(2) REQUESTS FOR ACCESS TO DOCUMENTS UNDER SECTION 13 OF THE FOIA, AND \*(3) APPLICATIONS FOR CORRECTIONS OF PERSONAL INFORMATION UNDER SECTION 36 OF THE FOIA**

**Designated Officer**

Name: Mr. Atiba X. Johnson  
 Job Title: Policy and Planning Officer  
 Address: Ministry of Foreign and CARICOM Affairs, Levels 10-14, Tower C, International Waterfront Complex, 1A Wrightson Road, POS  
 Tel. no.: 623-6894 ext. 2032  
 Fax no.: 623-5853  
 Email address: [johnsonxa@foreign.gov.tt](mailto:johnsonxa@foreign.gov.tt)

**Secondary Designated Officer**

Name: Ms. Lisa Daniel-Charles  
 Job Title: Manager Corporate Communications  
 Address: Ministry of Foreign and CARICOM Affairs, Levels 10-14, Tower C, International Waterfront Complex, 1A Wrightson Road, POS  
 Tel. no.: 285-5029; 623-6894 ext. 2520  
 Fax no.: 623-5853  
 Email address: [charlesdl@foreign.gov.tt](mailto:charlesdl@foreign.gov.tt)

**Section 7 (1) (a) (vii)**

**ADVISORY BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES WHERE MEETINGS/MINUTES ARE OPEN TO THE PUBLIC**

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

**Section 7 (1) (a) (viii)**

**LIBRARY/READING ROOM FACILITIES**

The Library is available for reading documents, journals, articles and books.

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2016—CONTINUED

## SECTION 8

### Section 8 (1) (a) (i)

DOCUMENTS CONTAINING INTERPRETATIONS OR PARTICULARS OF WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY, NOT BEING PARTICULARS CONTAINED IN ANOTHER WRITTEN LAW

- Treaties
- Conventions
- Memoranda

### Section 8 (1) (a) (ii)

MANUALS, RULES OF PROCEDURE, STATEMENTS OF POLICY, RECORDS OF DECISIONS, LETTERS OF ADVICE TO PERSONS OUTSIDE THE MINISTRY, OR SIMILAR DOCUMENTS CONTAINING RULES, POLICIES, GUIDELINES, PRACTICES OR PRECEDENTS

The following internal documents can be made available for inspection only upon request to the Designated Officer (see Section 7 [1] [a] [vi]):

- Organizational Handbook
- Handbook for Officers on Transfer

### Section 8 (1) (b)

DOCUMENTS OUTLINING THE PROCEDURES TO BE EMPLOYED OR THE OBJECTIVES TO BE PURSUED IN ENFORCING WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY WHERE THE PUBLIC MIGHT BE DIRECTLY AFFECTED BY THAT ENFORCEMENT

- Information documents prepared with respect to the Caribbean Community (CARICOM) Free Movement of Persons Act, 1997

## SECTION 9

### Section 9 (1) (a) – (b)

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

### Section 9 (1) (c)

A REPORT OR STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS OF AN INTERDEPARTMENTAL COMMITTEE WHOSE MEMBERSHIP INCLUDES AN OFFICER OF THE MINISTRY

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2016—CONTINUED

- Submission to the Commission on the Limits of the Continental Shelf
- Report by the Marine Scientific Research Sub-Committee
- Reports of the Inter-sectoral Committee on a Marine Pollution Prevention and Compensation Regime for Trinidad and Tobago
- Reports of the Working Group to Determine the Implications of Global Warming, Climate Change and Sea Level Rise
- Report of the Bilateral Oil Spill Committee
- Report by the Inter-Ministerial International Humanitarian Law Committee
- Report of the Trade Negotiations Committee
- Reports of the Inter-Ministerial Consultative Committee on the CARICOM Single Market and Economy
- Report of the CARICOM Trade Support Programme of Trinidad and Tobago
- Reports of the Business and Labour Advisory Committee
- Report of the Bilingual Steering Committee
- Minutes of Meetings of the National Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO)

**Sections 9 (1) (d) – (g)**

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

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

A REPORT ON THE PERFORMANCE OR EFFICIENCY OF THE MINISTRY, OR OF AN OFFICE, DIVISION OR BRANCH OF THE MINISTRY, WHETHER THE REPORT IS OF A GENERAL NATURE OR CONCERNS A PARTICULAR POLICY, PROGRAMME OR PROJECT

- Report by Auditor General on the Ministry
- Annual Reports of the departments at Headquarters and of the Overseas Missions
- Reports on the Major Achievements of the departments at Headquarters and of the Overseas Missions
- Ministerial Performance Management Framework Report of the Ministry

**Section 9 (1) (i)**

A REPORT CONTAINING FINAL PLANS OR PROPOSALS FOR \*(1) THE RE-ORGANIZATION OF THE FUNCTIONS OF THE MINISTRY, \*(2) THE ESTABLISHMENT OF A NEW POLICY, PROGRAMME OR PROJECT TO BE ADMINISTERED BY THE MINISTRY, OR \*(3) THE ALTERATION OF AN EXISTING POLICY, PROGRAMME OR PROJECT ADMINISTERED BY THE MINISTRY, WHETHER OR NOT THE PLANS OR PROPOSALS ARE SUBJECT TO APPROVAL BY AN OFFICER OF THE MINISTRY, ANOTHER PUBLIC AUTHORITY, THE RESPONSIBLE MINISTER OR CABINET

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

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

A STATEMENT PREPARED WITHIN THE MINISTRY AND CONTAINING POLICY DIRECTIONS FOR THE DRAFTING OF LEGISLATION

- Report on the establishment of the CARICOM Single Market and Economy
- Report on the establishment of the Caribbean Court of Justice

**Section 9 (1) (k) – (m)**

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

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

### **PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS FREEDOM OF INFORMATION STATEMENT UPDATE 2017 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA), 1999 (CHAP 22:02)**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), 1999 (Chap 22:02), the **Ministry of Foreign and CARICOM Affairs**, being a public authority, is required by law to publish the following statements which list the documents and information generally available to the public.

The FOIA gives members of the public:

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

## SECTION 7

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

#### FUNCTION AND STRUCTURE OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS

The Ministry of Foreign and CARICOM Affairs, established in 1962, serves as the external arm of the Government of the Republic of Trinidad and Tobago and conducts the country's foreign relations with other states and international entities mainly through diplomatic initiatives and representation. The foreign policy of the country is pursued through the activities of the Ministry's Headquarters, Overseas Missions and Honorary Consulates. The Ministry name changed from Ministry of Foreign Affairs to Ministry of Foreign and CARICOM Affairs in September 2016.

The Ministry is responsible for the following:

- Caribbean Community (CARICOM) Affairs (wider Caribbean)
- Consular and Protocol Services
- External Relations
- Overseas Missions
- Treaties

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2017—CONTINUED

### **Headquarters**

The Ministry's Headquarters comprise:

- Minister's Secretariat
- Permanent Secretary's Secretariat
- Deputy Permanent Secretary Secretariat
  - Corporate Communications Unit
  - Finance and Accounts Unit
  - Human Resource Services Division
  - Information Technology Unit
  - Library
  - Office Management Section
  - Property Management Unit
  - Registry Section
  - Records Management Section
- Africa, Asia, Middle East and the Pacific Division
- Americas Division
- CARICOM and Caribbean Affairs Division (of which the CARICOM Single Market and Economy [CSME] Unit is a sub-unit)
- Consular Affairs Division
- European Affairs Division
- Missions Inspectorate
- Multilateral Relations Division
- Policy and Planning Division
- Protocol Division
- Treaties, International Agreements and Legal Division

### **Overseas Missions**

At present, there are twenty (19) Overseas Missions that are charged with protecting and promoting the interests of Trinidad and Tobago in the international arena. The newest Mission was officially opened in February 2014 in Beijing, China, and the Mission in Kampala, Uganda was closed in December 2016. The Overseas Missions are as follows:

- The Embassies in Beijing, Brasilia, Brussels, Caracas, Havana, San José, Panama City, Washington D.C. (Permanent Mission to the Organization of American States);
- The High Commissions in Abuja, Kingston, London, New Delhi, Ottawa, and Pretoria;
- The Permanent Missions to the United Nations in Geneva and New York; and
- The Consulates General in Miami, New York and Toronto.

### **Honorary Consuls**

The Ministry has engaged the services of Honorary Consuls to represent the interests of Trinidad and Tobago where there is no diplomatic or consular representation. These Honorary Consuls are located in:

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2017—CONTINUED

- The Americas: Bolivia [La Paz], Brazil [Goias, São Paulo, Minas Gerais, Pará], Canada [Manitoba, Saskatchewan], Colombia [Bogotá], Dominica [Roseau], Dominican Republic [Santo Domingo], Ecuador [Quito], Grenada [St. George's], Guatemala [Guatemala City], Paraguay [Asunción], Peru [Lima], Puerto Rico, Saint Kitts and Nevis [Basseterre], Suriname [Paramaribo], United States of America [Texas and California];
- Europe: Denmark [Copenhagen], Finland [Helsinki], France [Paris], Germany [Bonn, Hamburg], Italy [Rome], Norway [Oslo], Russian Federation [Moscow], Slovak Republic, and Turkey [Istanbul];
- Africa: Ghana [Tema];
- Asia: People's Republic of China [Hong Kong], the Republic of Korea [Seoul], and Singapore [Pulau Ujong]; and
- The Middle East: Lebanon [Tripoli].

**Section 7 (1) (a) (ii)****CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE MINISTRY**

- Files dealing with administrative support and general administrative documents for the operations of the Ministry
- Policy and procedure documents
- Documents relating to the strategic review of the Ministry
- Cabinet documents
- Personnel files detailing, *inter alia*, staff appointments, job specifications, promotions, transfers and leave
- Files dealing with training and technical cooperation as well as training plans
- Files dealing with accounting and financial matters
- Financial records such as cheques, vouchers, receipts and journals
- Files relating to the procurement of supplies, services and equipment
- Inventories
- Media releases and speeches originating in the Ministry
- Files dealing with official functions, conferences and events hosted and attended by the Ministry
- Internal and external correspondence files
- Complaint and suggestion files
- Registers and certificates
- Legislation, legal instruments and legal opinions
- Briefing documents
- Diplomatic lists
- Reports: annual, audit, consultants' and technical, among others
- Minutes and agenda of meetings
- Books, periodicals, publications, leaflets, pamphlets, brochures, posters, newspaper clippings, notices and bulletins

64—Continued

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2017—CONTINUED

- Maps, charts, photographs, compact discs, usb flash drives, diskettes, abstracts, tapes and catalogues,

**Section 7 (1) (a) (iii)**

**MATERIAL PREPARED FOR PUBLICATION OR INSPECTION**

The public may inspect and/or obtain copies of the following material from the Designated Officer (please refer to Section 7 [1] [a] [vi]) between the hours of 8:15 a.m. to 4:30 p.m. from Monday to Thursday and 8:15 a.m. to 4:15 p.m. on Friday:

- Addresses/statements by the Honourable Minister of Foreign and CARICOM Affairs
- Addresses/statements by the Permanent Secretary of the Ministry
- Statements by Heads of Mission
- Press releases
- Communiqués from: Conferences of the Heads of Government of CARICOM and meetings, conferences of United Nations bodies and meetings of regional and hemispheric bodies (e.g. OAS, ACS).
- Guidelines on the movement of professionals within CARICOM
- Newsletters produced by Headquarters and by the High Commissions in New Delhi, London and Ottawa

The public can also access the **Ministry's website** at [www.foreign.gov.tt](http://www.foreign.gov.tt).

**Section 7 (1) (a) (iv)**

**LITERATURE AVAILABLE BY SUBSCRIPTION**

The Ministry has no literature available by way of subscription.

**Section 7 (1) (a) (v)**

**PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE MINISTRY**

**Requesting Information**

***General Procedure***

The policy of the Ministry is to answer all requests for information, both oral and written. However, in order to have the rights given to the public under the FOIA (for example the right to challenge a decision if a request for information is refused), one must make a request in writing. The applicant must complete the appropriate form (*Request for Access to Official Documents*) available online at [http://www.foia.gov.tt/sites/default/files/FOIA\\_Request\\_Form.pdf](http://www.foia.gov.tt/sites/default/files/FOIA_Request_Form.pdf) for information that is not readily available to the public.

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2017—CONTINUED

### ***Addressing Requests***

To facilitate prompt handling of requests, applications must be addressed to the Designated Officer (please refer to Section 7 [1] [a] [vi]).

### ***Details in the Request***

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought. If the applicant is not sure how to write the request or what details to include, he/she must communicate with the Designated Officer.

### **Requests Not Handled under the FOIA**

A request under the FOIA will not be processed to the extent that it asks for information that is readily available to the public, either from this Ministry or from another public authority. These may include, *inter alia*, brochures, pamphlets and reports.

### **How the Ministry Responds to Requests**

#### ***Retrieving Documents***

The Ministry is required to furnish copies of documents only when these are in its possession or can be retrieved from storage. Information stored in the National Archives or at another storage centre will be retrieved in order to process your request.

#### ***Furnishing Documents***

An applicant is entitled to copies of documents that are in the possession, custody or power of the Ministry. The Ministry is required to furnish only one copy of a document. If a legible copy of an original document cannot be made, no attempt will be made to reconstruct it. In such circumstances, the best copy possible will be furnished with its quality being noted in the Ministry's reply.

Please note that the Ministry is **not** compelled to do the following:

- 1) Create new documents. For example, a new programme will not be written so that a computer will print information in the format preferred by the applicant.
- 2) Perform research for an applicant.

### **Time Limits**

The FOIA sets a time limit of thirty (30) calendar days for the determination of a request for access to documents. If this deadline cannot be reached, the FOIA gives you the right to proceed as though the request has been denied. The Ministry will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the request will be acknowledged and the applicant will be advised of its status.

64—Continued

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2017—CONTINUED

Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

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

**OFFICERS IN THE MINISTRY RESPONSIBLE FOR \*(1) THE INITIAL RECEIPT OF AND ACTION UPON NOTICES UNDER SECTION 10 OF THE FOIA, \*(2) REQUESTS FOR ACCESS TO DOCUMENTS UNDER SECTION 13 OF THE FOIA, AND \*(3) APPLICATIONS FOR CORRECTIONS OF PERSONAL INFORMATION UNDER SECTION 36 OF THE FOIA**

**Designated Officer**

Name: Mr. Atiba X. Johnson  
 Job Title: Policy and Planning Officer  
 Address: Ministry of Foreign and CARICOM Affairs, Levels 10-14, Tower C, International Waterfront Complex, 1A Wrightson Road, POS  
 Tel. no.: 623-6894 ext. 2032  
 Fax no.: 623-5853  
 Email address: [johnsonxa@foreign.gov.tt](mailto:johnsonxa@foreign.gov.tt)

**Secondary Designated Officer**

Name: Ms. Chantelle Edwards  
 Job Title: International Relations Officer  
 Address: Ministry of Foreign and CARICOM Affairs, Levels 10-14, Tower C, International Waterfront Complex, 1A Wrightson Road, POS  
 Tel. no.: 285-5029; 623-6894 ext. 2520  
 Fax no.: 623-5853  
 Email address: [edwardsc@foreign.gov.tt](mailto:edwardsc@foreign.gov.tt)

**Section 7 (1) (a) (vii)**

**ADVISORY BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES WHERE MEETINGS/MINUTES ARE OPEN TO THE PUBLIC**

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

**Section 7 (1) (a) (viii)**

**LIBRARY/READING ROOM FACILITIES**

The Library is available for reading documents, journals, articles and books.

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2017—CONTINUED

## SECTION 8

### Section 8 (1) (a) (i)

DOCUMENTS CONTAINING INTERPRETATIONS OR PARTICULARS OF WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY, NOT BEING PARTICULARS CONTAINED IN ANOTHER WRITTEN LAW

- Treaties
- Conventions
- Memoranda

### Section 8 (1) (a) (ii)

MANUALS, RULES OF PROCEDURE, STATEMENTS OF POLICY, RECORDS OF DECISIONS, LETTERS OF ADVICE TO PERSONS OUTSIDE THE MINISTRY, OR SIMILAR DOCUMENTS CONTAINING RULES, POLICIES, GUIDELINES, PRACTICES OR PRECEDENTS

The following internal documents can be made available for inspection only upon request to the Designated Officer (see Section 7 [1] [a] [vi]):

- Organizational Handbook
- Handbook for Officers on Transfer

### Section 8 (1) (b)

DOCUMENTS OUTLINING THE PROCEDURES TO BE EMPLOYED OR THE OBJECTIVES TO BE PURSUED IN ENFORCING WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY WHERE THE PUBLIC MIGHT BE DIRECTLY AFFECTED BY THAT ENFORCEMENT

- Information documents prepared with respect to the Caribbean Community (CARICOM) Free Movement of Persons Act, 1997

## SECTION 9

### Section 9 (1) (a) – (b)

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

### Section 9 (1) (c)

A REPORT OR STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS OF AN INTERDEPARTMENTAL COMMITTEE WHOSE MEMBERSHIP INCLUDES AN OFFICER OF THE MINISTRY

64—Continued

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2017—CONTINUED

- Submission to the Commission on the Limits of the Continental Shelf
- Report by the Marine Scientific Research Sub-Committee
- Reports of the Inter-sectoral Committee on a Marine Pollution Prevention and Compensation Regime for Trinidad and Tobago
- Reports of the Working Group to Determine the Implications of Global Warming, Climate Change and Sea Level Rise
- Report of the Bilateral Oil Spill Committee
- Report by the Inter-Ministerial International Humanitarian Law Committee
- Report of the Trade Negotiations Committee
- Reports of the Inter-Ministerial Consultative Committee on the CARICOM Single Market and Economy
- Report of the CARICOM Trade Support Programme of Trinidad and Tobago
- Reports of the Business and Labour Advisory Committee
- Report of the Bilingual Steering Committee
- Minutes of Meetings of the National Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO)

**Sections 9 (1) (d) – (g)**

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

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

**A REPORT ON THE PERFORMANCE OR EFFICIENCY OF THE MINISTRY, OR OF AN OFFICE, DIVISION OR BRANCH OF THE MINISTRY, WHETHER THE REPORT IS OF A GENERAL NATURE OR CONCERNS A PARTICULAR POLICY, PROGRAMME OR PROJECT**

- Report by Auditor General on the Ministry
- Annual Reports of the departments at Headquarters and of the Overseas Missions
- Reports on the Major Achievements of the departments at Headquarters and of the Overseas Missions
- Ministerial Performance Management Framework Report of the Ministry

**Section 9 (1) (i)**

**A REPORT CONTAINING FINAL PLANS OR PROPOSALS FOR \*(1) THE RE-ORGANIZATION OF THE FUNCTIONS OF THE MINISTRY, \*(2) THE ESTABLISHMENT OF A NEW POLICY, PROGRAMME OR PROJECT TO BE ADMINISTERED BY THE MINISTRY, OR \*(3) THE ALTERATION OF AN EXISTING POLICY, PROGRAMME OR PROJECT ADMINISTERED BY THE MINISTRY, WHETHER OR NOT THE PLANS OR PROPOSALS ARE SUBJECT TO APPROVAL BY AN OFFICER OF THE MINISTRY, ANOTHER PUBLIC AUTHORITY, THE RESPONSIBLE MINISTER OR CABINET**

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

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

**A STATEMENT PREPARED WITHIN THE MINISTRY AND CONTAINING POLICY DIRECTIONS FOR THE DRAFTING OF LEGISLATION**

- Report on the establishment of the CARICOM Single Market and Economy
- Report on the establishment of the Caribbean Court of Justice

**Section 9 (1) (k) – (m)**

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

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

### **PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS FREEDOM OF INFORMATION STATEMENT UPDATE 2018 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA), 1999 (CHAP 22:02)**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), 1999 (Chap 22:02), the **Ministry of Foreign and CARICOM Affairs**, being a public authority, is required by law to publish the following statements which list the documents and information generally available to the public.

**The FOIA gives members of the public:**

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

## **SECTION 7**

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

#### **FUNCTION AND STRUCTURE OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS**

The Ministry of Foreign and CARICOM Affairs, established in 1962, serves as the external arm of the Government of the Republic of Trinidad and Tobago and conducts the country's foreign relations with other states and international entities mainly through diplomatic initiatives and representation. The foreign policy of the country is pursued through the activities of the Ministry's Headquarters, Overseas Missions and Honorary Consulates. The Ministry name changed from Ministry of Foreign Affairs to Ministry of Foreign and CARICOM Affairs in September 2016.

The Ministry is responsible for the following:

- Caribbean Community (CARICOM) Affairs (wider Caribbean)
- Consular and Protocol Services
- External Relations
- Overseas Missions
- Treaties

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2018—CONTINUED

### **Headquarters**

The Ministry's Headquarters comprise:

- Minister's Secretariat
- Permanent Secretary's Secretariat
- Deputy Permanent Secretary Secretariat
  - Corporate Communications Unit
  - Finance and Accounts Unit
  - Human Resource Services Division
  - Information Technology Unit
  - Library
  - Office Management Section
  - Property Management Unit
  - Registry Section
  - Records Management Section
- Africa, Asia, Middle East and the Pacific Division
- Americas Division
- CARICOM and Caribbean Affairs Division (of which the CARICOM Single Market and Economy [CSME] Unit is a sub-unit)
- Consular Affairs Division
- European Affairs Division
- Missions Inspectorate
- Multilateral Relations Division
- Policy and Planning Division
- Protocol Division
- Treaties, International Agreements and Legal Division

### **Overseas Missions**

At present, there are twenty (19) Overseas Missions that are charged with protecting and promoting the interests of Trinidad and Tobago in the international arena. The newest Mission was officially opened in February 2014 in Beijing, China, and the Mission in Kampala, Uganda was closed in December 2016. The Overseas Missions are as follows:

- The Embassies in Beijing, Brasilia, Brussels, Caracas, Havana, San José, Panama City, Washington D.C. (Permanent Mission to the Organization of American States);
- The High Commissions in Abuja, Kingston, London, New Delhi, Ottawa, and Pretoria;
- The Permanent Missions to the United Nations in Geneva and New York; and
- The Consulates General in Miami, New York and Toronto.

### **Honorary Consuls**

The Ministry has engaged the services of Honorary Consuls to represent the interests of Trinidad and Tobago where there is no diplomatic or consular representation. These Honorary Consuls are located in:

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2018—CONTINUED

- The Americas: Bolivia [La Paz], Brazil [Goias, São Paulo, Minas Gerais, Pará], Canada [Manitoba, Saskatchewan], Colombia [Bogotá], Dominica [Roseau], Dominican Republic [Santo Domingo], Ecuador [Quito], Grenada [St. George's], Guatemala [Guatemala City], Paraguay [Asunción], Peru [Lima], Puerto Rico, Saint Kitts and Nevis [Basseterre], Suriname [Paramaribo], United States of America [Texas and California];
- Europe: Denmark [Copenhagen], Finland [Helsinki], France [Paris], Germany [Bonn, Hamburg], Italy [Rome], Norway [Oslo], Russian Federation [Moscow], Slovak Republic, and Turkey [Istanbul];
- Africa: Ghana [Tema];
- Asia: People's Republic of China [Hong Kong], the Republic of Korea [Seoul], and Singapore [Pulau Ujong]; and
- The Middle East: Lebanon [Tripoli].

**Section 7 (1) (a) (ii)****CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE MINISTRY**

- Files dealing with administrative support and general administrative documents for the operations of the Ministry
- Policy and procedure documents
- Documents relating to the strategic review of the Ministry
- Cabinet documents
- Personnel files detailing, *inter alia*, staff appointments, job specifications, promotions, transfers and leave
- Files dealing with training and technical cooperation as well as training plans
- Files dealing with accounting and financial matters
- Financial records such as cheques, vouchers, receipts and journals
- Files relating to the procurement of supplies, services and equipment
- Inventories
- Media releases and speeches originating in the Ministry
- Files dealing with official functions, conferences and events hosted and attended by the Ministry
- Internal and external correspondence files
- Complaint and suggestion files
- Registers and certificates
- Legislation, legal instruments and legal opinions
- Briefing documents
- Diplomatic lists
- Reports: annual, audit, consultants' and technical, among others
- Minutes and agenda of meetings
- Books, periodicals, publications, leaflets, pamphlets, brochures, posters, newspaper clippings, notices and bulletins
- Maps, charts, photographs, compact discs, usb flash drives, diskettes, abstracts, tapes and catalogues,

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2018—CONTINUED

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

#### **MATERIAL PREPARED FOR PUBLICATION OR INSPECTION**

The public may inspect and/or obtain copies of the following material from the Designated Officer (please refer to Section 7 [1] [a] [vi]) between the hours of 8:15 a.m. to 4:30 p.m. from Monday to Thursday and 8:15 a.m. to 4:15 p.m. on Friday:

- Addresses/statements by the Honourable Minister of Foreign and CARICOM Affairs
- Addresses/statements by the Permanent Secretary of the Ministry
- Statements by Heads of Mission
- Press releases
- Communiqués from: Conferences of the Heads of Government of CARICOM and meetings, conferences of United Nations bodies and meetings of regional and hemispheric bodies (e.g. OAS, ACS).
- Guidelines on the movement of professionals within CARICOM
- Newsletters produced by Headquarters and by the High Commissions in New Delhi, London and Ottawa

The public can also access the **Ministry's website** at [www.foreign.gov.tt](http://www.foreign.gov.tt).

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

#### **LITERATURE AVAILABLE BY SUBSCRIPTION**

The Ministry has no literature available by way of subscription.

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

#### **PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE MINISTRY**

#### **Requesting Information**

##### ***General Procedure***

The policy of the Ministry is to answer all requests for information, both oral and written. However, in order to have the rights given to the public under the FOIA (for example the right to challenge a decision if a request for information is refused), one must make a request in writing. The applicant must complete the appropriate form (*Request for Access to Official Documents*) available online at [http://www.foia.gov.tt/sites/default/files/FOIA\\_Request\\_Form.pdf](http://www.foia.gov.tt/sites/default/files/FOIA_Request_Form.pdf) for information that is not readily available to the public.

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2018—CONTINUED

### ***Addressing Requests***

To facilitate prompt handling of requests, applications must be addressed to the Designated Officer (please refer to Section 7 [1] [a] [vi]).

### ***Details in the Request***

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought. If the applicant is not sure how to write the request or what details to include, he/she must communicate with the Designated Officer.

### **Requests Not Handled under the FOIA**

A request under the FOIA will not be processed to the extent that it asks for information that is readily available to the public, either from this Ministry or from another public authority. These may include, *inter alia*, brochures, pamphlets and reports.

### **How the Ministry Responds to Requests**

#### ***Retrieving Documents***

The Ministry is required to furnish copies of documents only when these are in its possession or can be retrieved from storage. Information stored in the National Archives or at another storage centre will be retrieved in order to process your request.

#### ***Furnishing Documents***

An applicant is entitled to copies of documents that are in the possession, custody or power of the Ministry. The Ministry is required to furnish only one copy of a document. If a legible copy of an original document cannot be made, no attempt will be made to reconstruct it. In such circumstances, the best copy possible will be furnished with its quality being noted in the Ministry's reply.

Please note that the Ministry is **not** compelled to do the following:

- 1) Create new documents. For example, a new programme will not be written so that a computer will print information in the format preferred by the applicant.
- 2) Perform research for an applicant.

### **Time Limits**

The FOIA sets a time limit of thirty (30) calendar days for the determination of a request for access to documents. If this deadline cannot be reached, the FOIA gives you the right to proceed as though the request has been denied. The Ministry will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the request will be acknowledged and the applicant will be advised of its status.

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2018—CONTINUED

Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

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

**OFFICERS IN THE MINISTRY RESPONSIBLE FOR \*(1) THE INITIAL RECEIPT OF AND ACTION UPON NOTICES UNDER SECTION 10 OF THE FOIA, \*(2) REQUESTS FOR ACCESS TO DOCUMENTS UNDER SECTION 13 OF THE FOIA, AND \*(3) APPLICATIONS FOR CORRECTIONS OF PERSONAL INFORMATION UNDER SECTION 36 OF THE FOIA**

**Designated Officer**

Name: Ms. Myrna Huggins  
Job Title: Foreign Service Officer  
Address: Ministry of Foreign and CARICOM Affairs, Levels 10-14, Tower C, International Waterfront Complex, 1A Wrightson Road, POS  
Tel. no.: 623-6894 ext. 2032  
Fax no.: 623-5853  
Email address: [hugginsm@foreign.gov.tt](mailto:hugginsm@foreign.gov.tt)

Name: Ms. Chantelle Edwards  
Job Title: International Relations Officer  
Address: Ministry of Foreign and CARICOM Affairs, Levels 10-14, Tower C, International Waterfront Complex, 1A Wrightson Road, POS  
Tel. no.: 285-5029; 623-6894 ext. 2520  
Fax no.: 623-5853  
Email address: [edwardsc@foreign.gov.tt](mailto:edwardsc@foreign.gov.tt)

**Section 7 (1) (a) (vii)**

**ADVISORY BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES WHERE MEETINGS/MINUTES ARE OPEN TO THE PUBLIC**

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

**Section 7 (1) (a) (viii)**

**LIBRARY/READING ROOM FACILITIES**

The Library is available for reading documents, journals, articles and books.

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2018—CONTINUED

## SECTION 8

### Section 8 (1) (a) (i)

DOCUMENTS CONTAINING INTERPRETATIONS OR PARTICULARS OF WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY, NOT BEING PARTICULARS CONTAINED IN ANOTHER WRITTEN LAW

- Treaties
- Conventions
- Memoranda

### Section 8 (1) (a) (ii)

MANUALS, RULES OF PROCEDURE, STATEMENTS OF POLICY, RECORDS OF DECISIONS, LETTERS OF ADVICE TO PERSONS OUTSIDE THE MINISTRY, OR SIMILAR DOCUMENTS CONTAINING RULES, POLICIES, GUIDELINES, PRACTICES OR PRECEDENTS

The following internal documents can be made available for inspection only upon request to the Designated Officer (see Section 7 [1] [a] [vi]):

- Organizational Handbook
- Handbook for Officers on Transfer

### Section 8 (1) (b)

DOCUMENTS OUTLINING THE PROCEDURES TO BE EMPLOYED OR THE OBJECTIVES TO BE PURSUED IN ENFORCING WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY WHERE THE PUBLIC MIGHT BE DIRECTLY AFFECTED BY THAT ENFORCEMENT

- Information documents prepared with respect to the Caribbean Community (CARICOM) Free Movement of Persons Act, 1997

## SECTION 9

### Section 9 (1) (a) – (b)

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

### Section 9 (1) (c)

A REPORT OR STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS OF AN INTERDEPARTMENTAL COMMITTEE WHOSE MEMBERSHIP INCLUDES AN OFFICER OF THE MINISTRY

- Submission to the Commission on the Limits of the Continental Shelf

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2018—CONTINUED

- Report by the Marine Scientific Research Sub-Committee
- Reports of the Inter-sectoral Committee on a Marine Pollution Prevention and Compensation Regime for Trinidad and Tobago
- Reports of the Working Group to Determine the Implications of Global Warming, Climate Change and Sea Level Rise
- Report of the Bilateral Oil Spill Committee
- Report by the Inter-Ministerial International Humanitarian Law Committee
- Report of the Trade Negotiations Committee
- Reports of the Inter-Ministerial Consultative Committee on the CARICOM Single Market and Economy
- Report of the CARICOM Trade Support Programme of Trinidad and Tobago
- Reports of the Business and Labour Advisory Committee
- Report of the Bilingual Steering Committee
- Minutes of Meetings of the National Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO)

**Sections 9 (1) (d) – (g)**

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

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

**A REPORT ON THE PERFORMANCE OR EFFICIENCY OF THE MINISTRY, OR OF AN OFFICE, DIVISION OR BRANCH OF THE MINISTRY, WHETHER THE REPORT IS OF A GENERAL NATURE OR CONCERNS A PARTICULAR POLICY, PROGRAMME OR PROJECT**

- Report by Auditor General on the Ministry
- Annual Reports of the departments at Headquarters and of the Overseas Missions
- Reports on the Major Achievements of the departments at Headquarters and of the Overseas Missions
- Ministerial Performance Management Framework Report of the Ministry

**Section 9 (1) (i)**

**A REPORT CONTAINING FINAL PLANS OR PROPOSALS FOR \*(1) THE RE-ORGANIZATION OF THE FUNCTIONS OF THE MINISTRY, \*(2) THE ESTABLISHMENT OF A NEW POLICY, PROGRAMME OR PROJECT TO BE ADMINISTERED BY THE MINISTRY, OR \*(3) THE ALTERATION OF AN EXISTING POLICY, PROGRAMME OR PROJECT ADMINISTERED BY THE MINISTRY, WHETHER OR NOT THE PLANS OR PROPOSALS ARE SUBJECT TO APPROVAL BY AN OFFICER OF THE MINISTRY, ANOTHER PUBLIC AUTHORITY, THE RESPONSIBLE MINISTER OR CABINET**

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

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

**A STATEMENT PREPARED WITHIN THE MINISTRY AND CONTAINING POLICY DIRECTIONS FOR THE DRAFTING OF LEGISLATION**

- Report on the establishment of the CARICOM Single Market and Economy
- Report on the establishment of the Caribbean Court of Justice

**Section 9 (1) (k) – (m)**

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

## **GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**

### **PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS FREEDOM OF INFORMATION STATEMENT 2019 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA), 1999 (CHAP 22:02)**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), 1999 (Chap 22:02), the **Ministry of Foreign and CARICOM Affairs**, being a public authority, is required by law to publish the following statements which list the documents and information generally available to the public.

The FOIA gives members of the public:

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

#### **SECTION 7**

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

#### **FUNCTION AND STRUCTURE OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS**

The Ministry of Foreign and CARICOM Affairs, established in 1962, serves as the external arm of the Government of the Republic of Trinidad and Tobago and conducts the country's foreign relations with other states and international entities mainly through diplomatic initiatives and representation. The foreign policy of the country is pursued through the activities of the Ministry's Headquarters, Overseas Missions and Honorary Consulates.

The Ministry is responsible for the following:

- Caribbean Community (CARICOM) Affairs (wider Caribbean)
- Consular and Protocol Services
- External Relations
- Overseas Missions

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2019—CONTINUED

**Headquarters**

The Ministry's Headquarters comprise:

- Minister's Secretariat
- Permanent Secretary's Secretariat
- Deputy Permanent Secretary (I) Secretariat
  - Corporate Communications Unit
  - Finance and Accounts Unit
  - Human Resource Services Division
  - Information Technology Unit
  - Library
  - Office Management Section
  - Property Management Unit
  - Registry Section
  - Records Management Section
- Deputy Permanent Secretary (II)
- Africa, Asia, Middle East and the Pacific Division
- Americas Division
- CARICOM and Caribbean Affairs Division (of which the CARICOM Single Market and Economy [CSME] Unit is a sub-unit)
- Consular Affairs Division
- European Affairs Division
- Missions Inspectorate
- Multilateral Relations Division
- Policy and Planning Division
- Protocol Division
- Treaties, International Agreements and Legal Division

**Overseas Missions**

At present, there are twenty (19) Overseas Missions that are charged with protecting and promoting the interests of Trinidad and Tobago in the international arena. The newest Mission was officially opened in February 2014 in Beijing, China, and the Mission in Kampala, Uganda was closed in December 2016. The Overseas Missions are as follows:

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2019—CONTINUED

- The Embassies in Beijing, Brasilia, Brussels, Caracas, Havana, San José, Panama City, Washington D.C. (Permanent Mission to the Organization of American States);
- The High Commissions in Abuja, Georgetown, Kingston, London, New Delhi, Ottawa, and Pretoria;
- The Permanent Missions to the United Nations in Geneva and New York; and
- The Consulates General in Miami, New York and Toronto.

### Honorary Consuls

The Ministry has engaged the services of Honorary Consuls to represent the interests of Trinidad and Tobago where there is no diplomatic or consular representation. These Honorary Consuls are located in:

- The Americas: Bolivia [La Paz], Brazil [Goias, São Paulo, Minas Gerais, Pará], Canada [Manitoba, Saskatchewan], Colombia [Bogotá], Dominica [Roseau], Dominican Republic [Santo Domingo], Ecuador [Quito], Grenada [St. George's], Guatemala [Guatemala City], Paraguay [Asunción], Peru [Lima], Puerto Rico, Saint Kitts and Nevis [Basseterre], Suriname [Paramaribo], United States of America [Texas and California];
- Europe: Denmark [Copenhagen], Finland [Helsinki], France [Paris], Germany [Bonn, Hamburg], Italy [Rome], Norway [Oslo], Russian Federation [Moscow], Slovak Republic, and Turkey [Istanbul];
- Africa: Ghana [Tema];
- Asia: People's Republic of China [Hong Kong], the Republic of Korea [Seoul], and Singapore [Pulau Ujong]; and
- The Middle East: Lebanon [Tripoli].

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

#### CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE MINISTRY

- Files dealing with administrative support and general administrative documents for the operations of the Ministry
- Policy and procedure documents
- Documents relating to the strategic review of the Ministry
- Cabinet documents
- Personnel files detailing, *inter alia*, staff appointments, job specifications, promotions, transfers and leave
- Files dealing with training and technical cooperation as well as training plans
- Files dealing with accounting and financial matters
- Financial records such as cheques, vouchers, receipts and journals
- Files relating to the procurement of supplies, services and equipment

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2019—CONTINUED

- Inventories
- Media releases and speeches originating in the Ministry
- Files dealing with official functions, conferences and events hosted and attended by the Ministry
- Internal and external correspondence files
- Complaint and suggestion files
- Registers and certificates
- Legislation, legal instruments and legal opinions
- Briefing documents
- Diplomatic lists
- Reports: annual, audit, consultants' and technical, among others
- Minutes and agenda of meetings
- Books, periodicals, publications, leaflets, pamphlets, brochures, posters, newspaper clippings, notices and bulletins
- Maps, charts, photographs, compact discs, usb flash drives, diskettes, abstracts, tapes and catalogues,

**Section 7 (1) (a) (iii)**

**MATERIAL PREPARED FOR PUBLICATION OR INSPECTION**

The public may inspect and/or obtain copies of the following material from the Designated Officer (please refer to Section 7 [1] [a] [vi]) between the hours of 8:15 a.m. to 4:30 p.m. from Monday to Thursday and 8:15 a.m. to 4:15 p.m. on Friday:

- Addresses/statements by the Honourable Minister of Foreign and CARICOM Affairs
- Addresses/statements by the Permanent Secretary of the Ministry
- Statements by Heads of Mission
- Press releases
- Communiqués from: Conferences of the Heads of Government of CARICOM and meetings, conferences of United Nations bodies and meetings of regional and hemispheric bodies (e.g. OAS, ACS).
- Guidelines on the movement of professionals within CARICOM
- Newsletters produced by Headquarters and by the High Commissions in New Delhi, London and Ottawa

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2019—CONTINUED

The public can also access the **Ministry's website** at [www.foreign.gov.tt](http://www.foreign.gov.tt).

**Section 7 (1) (a) (iv)**

**LITERATURE AVAILABLE BY SUBSCRIPTION**

The Ministry has no literature available by way of subscription.

**Section 7 (1) (a) (v)**

**PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE MINISTRY**

**Requesting Information**

***General Procedure***

The policy of the Ministry is to answer all requests for information, both oral and written. However, in order to have the rights given to the public under the FOIA (for example the right to challenge a decision if a request for information is refused), one must make a request in writing. The applicant must complete the appropriate form (*Request for Access to Official Documents*) available online at [http://www.foia.gov.tt/sites/default/files/FOIA\\_Request\\_Form.pdf](http://www.foia.gov.tt/sites/default/files/FOIA_Request_Form.pdf) for information that is not readily available to the public.

***Addressing Requests***

To facilitate prompt handling of requests, applications must be addressed to the Designated Officer (please refer to Section 7 [1] [a] [vi]).

***Details in the Request***

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought. If the applicant is not sure how to write the request or what details to include, he/she must communicate with the Designated Officer.

**Requests Not Handled under the FOIA**

A request under the FOIA will not be processed to the extent that it asks for information that is readily available to the public, either from this Ministry or from another public authority. These may include, *inter alia*, brochures, pamphlets and reports.

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2019—CONTINUED

### **How the Ministry Responds to Requests**

#### ***Retrieving Documents***

The Ministry is required to furnish copies of documents only when these are in its possession or can be retrieved from storage. Information stored in the National Archives or at another storage centre will be retrieved in order to process your request.

#### ***Furnishing Documents***

An applicant is entitled to copies of documents that are in the possession, custody or power of the Ministry. The Ministry is required to furnish only one copy of a document. If a legible copy of an original document cannot be made, no attempt will be made to reconstruct it. In such circumstances, the best copy possible will be furnished with its quality being noted in the Ministry's reply.

Please note that the Ministry is **not** compelled to do the following:

- 1) Create new documents. For example, a new programme will not be written so that a computer will print information in the format preferred by the applicant.
- 2) Perform research for an applicant.

### **Time Limits**

The FOIA sets a time limit of thirty (30) calendar days for the determination of a request for access to documents. If this deadline cannot be reached, the FOIA gives you the right to proceed as though the request has been denied. The Ministry will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the request will be acknowledged and the applicant will be advised of its status.

Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

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

**OFFICERS IN THE MINISTRY RESPONSIBLE FOR \*(1) THE INITIAL RECEIPT OF AND ACTION UPON NOTICES UNDER SECTION 10 OF THE FOIA, \*(2) REQUESTS FOR ACCESS TO DOCUMENTS UNDER SECTION 13 OF THE FOIA, AND \*(3) APPLICATIONS FOR CORRECTIONS OF PERSONAL INFORMATION UNDER SECTION 36 OF THE FOIA**

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2019—CONTINUED

**Designated Officer**

Name: Dr. Lavaughn Pritchard  
Job Title: Policy and Planning Officer  
Address: Ministry of Foreign and CARICOM Affairs, 2 Prada Street, St. Clair, Newtown 190325  
Tel. no.: 623-6894 ext. 2241  
Email address: [pritchardl@foreign.gov.tt](mailto:pritchardl@foreign.gov.tt)

**Secondary Designated Officer**

Name: Ms. Nichole La Rosa  
Job Title: Legal Officer I  
Address: Ministry of Foreign and CARICOM Affairs, 2 Prada Street, St. Clair, Newtown 190325  
Tel. no.: 623-6894 ext. 2146  
Email address: [larosamn@foreign.gov.tt](mailto:larosamn@foreign.gov.tt)

**Section 7 (1) (a) (vii)****ADVISORY BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES WHERE MEETINGS/MINUTES ARE OPEN TO THE PUBLIC**

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

**Section 7 (1) (a) (viii)****LIBRARY/READING ROOM FACILITIES**

The Library is available for reading documents, journals, articles and books.

**SECTION 8****Section 8 (1) (a) (i)****DOCUMENTS CONTAINING INTERPRETATIONS OR PARTICULARS OF WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY, NOT BEING PARTICULARS CONTAINED IN ANOTHER WRITTEN LAW**

- Treaties
- Conventions
- Memoranda

66—Continued

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2019—CONTINUED

**Section 8 (1) (a) (ii)**

MANUALS, RULES OF PROCEDURE, STATEMENTS OF POLICY, RECORDS OF DECISIONS, LETTERS OF ADVICE TO PERSONS OUTSIDE THE MINISTRY, OR SIMILAR DOCUMENTS CONTAINING RULES, POLICIES, GUIDELINES, PRACTICES OR PRECEDENTS

The following internal documents can be made available for inspection only upon request to the Designated Officer (see Section 7 [1] [a] [vi]):

- Organizational Handbook
- Handbook for Officers on Transfer

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

DOCUMENTS OUTLINING THE PROCEDURES TO BE EMPLOYED OR THE OBJECTIVES TO BE PURSUED IN ENFORCING WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY WHERE THE PUBLIC MIGHT BE DIRECTLY AFFECTED BY THAT ENFORCEMENT

- Information documents prepared with respect to the Caribbean Community (CARICOM) Free Movement of Persons Act, 1997

**SECTION 9**

**Section 9 (1) (a) – (b)**

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

**Section 9 (1) (c)**

A REPORT OR STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS OF AN INTERDEPARTMENTAL COMMITTEE WHOSE MEMBERSHIP INCLUDES AN OFFICER OF THE MINISTRY

- Submission to the Commission on the Limits of the Continental Shelf
- Report by the Marine Scientific Research Sub-Committee
- Reports of the Inter-sectoral Committee on a Marine Pollution Prevention and Compensation Regime for Trinidad and Tobago
- Reports of the Working Group to Determine the Implications of Global Warming, Climate Change and Sea Level Rise
- Report of the Bilateral Oil Spill Committee
- Report by the Inter-Ministerial International Humanitarian Law Committee
- Report of the Trade Negotiations Committee
- Reports of the Inter-Ministerial Consultative Committee on the CARICOM Single Market and Economy

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2019—CONTINUED

- Report of the CARICOM Trade Support Programme of Trinidad and Tobago
- Reports of the Business and Labour Advisory Committee
- Report of the Bilingual Steering Committee
- Minutes of Meetings of the National Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO)

**Sections 9 (1) (d) – (g)**

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

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

A REPORT ON THE PERFORMANCE OR EFFICIENCY OF THE MINISTRY, OR OF AN OFFICE, DIVISION OR BRANCH OF THE MINISTRY, WHETHER THE REPORT IS OF A GENERAL NATURE OR CONCERNS A PARTICULAR POLICY, PROGRAMME OR PROJECT

- Report by Auditor General on the Ministry
- Annual Reports of the departments at Headquarters and of the Overseas Missions
- Reports on the Major Achievements of the departments at Headquarters and of the Overseas Missions
- Ministerial Performance Management Framework Report of the Ministry

**Section 9 (1) (i)**

A REPORT CONTAINING FINAL PLANS OR PROPOSALS FOR \*(1) THE RE-ORGANIZATION OF THE FUNCTIONS OF THE MINISTRY, \*(2) THE ESTABLISHMENT OF A NEW POLICY, PROGRAMME OR PROJECT TO BE ADMINISTERED BY THE MINISTRY, OR \*(3) THE ALTERATION OF AN EXISTING POLICY, PROGRAMME OR PROJECT ADMINISTERED BY THE MINISTRY, WHETHER OR NOT THE PLANS OR PROPOSALS ARE SUBJECT TO APPROVAL BY AN OFFICER OF THE MINISTRY, ANOTHER PUBLIC AUTHORITY, THE RESPONSIBLE MINISTER OR CABINET

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

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

A STATEMENT PREPARED WITHIN THE MINISTRY AND CONTAINING POLICY DIRECTIONS FOR THE DRAFTING OF LEGISLATION

- Report on the establishment of the CARICOM Single Market and Economy
- Report on the establishment of the Caribbean Court of Justice

**Section 9 (1) (k) – (m)**

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

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

### **PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS FREEDOM OF INFORMATION STATEMENT 2020 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA), 1999 (CHAP 22:02)**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), 1999 (Chap 22:02), the **Ministry of Foreign and CARICOM Affairs**, being a public authority, is required by law to publish the following statements which list the documents and information generally available to the public.

#### **The FOIA gives members of the public:**

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

#### **SECTION 7**

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

#### **FUNCTION AND STRUCTURE OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS**

The Ministry of Foreign and CARICOM Affairs, established in 1962, serves as the external arm of the Government of the Republic of Trinidad and Tobago and conducts the country's foreign relations with other states and international entities mainly through diplomatic initiatives and representation. The foreign policy of the country is pursued through the activities of the Ministry's Headquarters, Overseas Missions and Honorary Consulates. The Ministry name changed from Ministry of Foreign Affairs to Ministry of Foreign and CARICOM Affairs in September 2016.

The Ministry is responsible for the following:

- Caribbean Community (CARICOM) Affairs (wider Caribbean)
- Consular and Protocol Services
- External Relations
- Overseas Missions
- Treaties

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2020—CONTINUED

### **Headquarters**

The Ministry's Headquarters comprise:

- Minister's Secretariat
- Permanent Secretary's Secretariat
- Deputy Permanent Secretary Secretariat
  - Corporate Communications Unit
  - Finance and Accounts Unit
  - Human Resource Services Division
  - Information Technology Unit
  - Library
  - Office Management Section
  - Property Management Unit
  - Registry Section
- Africa, Asia, Middle East and the Pacific Division
- Americas Division
- CARICOM and Caribbean Affairs Division (of which the CARICOM Single Market and Economy [CSME] Unit is a sub-unit)
- Consular Affairs Division
- European Affairs Division
- Missions Inspectorate
- Multilateral Relations Division
- Policy and Planning Division
- Protocol Division
- Treaties, International Agreements and Legal Division

### **Overseas Missions**

At present, there are twenty (20) Overseas Missions that are charged with protecting and promoting the interests of Trinidad and Tobago in the international arena. The newest Mission was officially opened in February 2020 in Georgetown, Guyana. The Overseas Missions are as follows:

- The Embassies in Beijing, Brasilia, Brussels, Caracas, Havana, San José, Panama City, Washington D.C. (Permanent Mission to the Organization of American States);
- The High Commissions in Abuja, Georgetown, Kingston, London, New Delhi, Ottawa, and Pretoria;
- The Permanent Missions to the United Nations in New York and Geneva; and
- The Consulates General in Miami, New York and Toronto.

### **Honorary Consuls**

The Ministry has engaged the services of Honorary Consuls to represent the interests of Trinidad and Tobago where there is no diplomatic or consular representation. These Honorary Consuls are located in:

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2020—CONTINUED

- The Americas: Bolivia [La Paz], Brazil [Goias, São Paulo, Minas Gerais, Pará], Canada [Manitoba, Saskatchewan], Colombia [Bogotá], Dominica [Roseau], Dominican Republic [Santo Domingo], Ecuador [Quito], Grenada [St. George's], Guatemala [Guatemala City], Paraguay [Asunción], Peru [Lima], Puerto Rico, Saint Kitts and Nevis [Basseterre], Suriname [Paramaribo], United States of America [Texas and California];
- Europe: Denmark [Copenhagen], Finland [Helsinki], France [Paris], Germany [Bonn, Hamburg], Italy [Rome], Norway [Oslo], Russian Federation [Moscow], Slovak Republic, and Turkey [Istanbul];
- Africa: Ghana [Tema];
- Asia: People's Republic of China [Hong Kong], the Republic of Korea [Seoul], and Singapore [Pulau Ujong]; and
- The Middle East: Lebanon [Tripoli].

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

#### CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE MINISTRY

- Files dealing with administrative support and general administrative documents for the operations of the Ministry
- Policy and procedure documents
- Documents relating to the strategic review of the Ministry
- Cabinet documents
- Personnel files detailing, *inter alia*, staff appointments, job specifications, promotions, transfers and leave
- Files dealing with training and technical cooperation as well as training plans
- Files dealing with accounting and financial matters
- Financial records such as cheques, vouchers, receipts and journals
- Files relating to the procurement of supplies, services and equipment
- Inventories
- Media releases and speeches originating in the Ministry
- Files dealing with official functions, conferences and events hosted and attended by the Ministry
- Internal and external correspondence files
- Complaint and suggestion files
- Registers and certificates
- Legislation, legal instruments and legal opinions
- Briefing documents
- Diplomatic lists
- Reports: annual, audit, consultants' and technical, among others
- Minutes and agenda of meetings
- Books, periodicals, publications, leaflets, pamphlets, brochures, posters, newspaper clippings, notices and bulletins
- Maps, charts, photographs, compact discs, usb flash drives, diskettes, abstracts, tapes and catalogues,

67—Continued

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2020—CONTINUED

**Section 7 (1) (a) (iii)**

**MATERIAL PREPARED FOR PUBLICATION OR INSPECTION**

The public may inspect and/or obtain copies of the following material from the Designated Officer (please refer to Section 7 [1] [a] [vi]) between the hours of 8:15 a.m. to 4:30 p.m. from Monday to Thursday and 8:15 a.m. to 4:15 p.m. on Friday:

- Addresses/statements by the Honourable Minister of Foreign and CARICOM Affairs
- Addresses/statements by the Permanent Secretary of the Ministry
- Statements by Heads of Mission
- Press releases
- Communiqués from: Conferences of the Heads of Government of CARICOM and meetings, conferences of United Nations bodies and meetings of regional and hemispheric bodies (e.g. OAS, ACS).
- Guidelines on the movement of professionals within CARICOM
- Newsletters produced by Headquarters and by the High Commissions in New Delhi, London and Ottawa

The public can also access the **Ministry's website** at [www.foreign.gov.tt](http://www.foreign.gov.tt).

**Section 7 (1) (a) (iv)**

**LITERATURE AVAILABLE BY SUBSCRIPTION**

The Ministry has no literature available by way of subscription.

**Section 7 (1) (a) (v)**

**PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE MINISTRY**

**Requesting Information**

***General Procedure***

The policy of the Ministry is to answer all requests for information, both oral and written. However, in order to have the rights given to the public under the FOIA (for example the right to challenge a decision if a request for information is refused), one must make a request in writing. The applicant must complete the appropriate form (*Request for Access to Official Documents*) available online at [http://www.foia.gov.tt/sites/default/files/FOIA\\_Request\\_Form.pdf](http://www.foia.gov.tt/sites/default/files/FOIA_Request_Form.pdf) for information that is not readily available to the public.

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2020—CONTINUED

### **Addressing Requests**

To facilitate prompt handling of requests, applications must be addressed to the Designated Officer (please refer to Section 7 [1] [a] [vi]).

### **Details in the Request**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought. If the applicant is not sure how to write the request or what details to include, he/she must communicate with the Designated Officer.

### **Requests Not Handled under the FOIA**

A request under the FOIA will not be processed to the extent that it asks for information that is readily available to the public, either from this Ministry or from another public authority. These may include, *inter alia*, brochures, pamphlets and reports.

### **How the Ministry Responds to Requests**

#### **Retrieving Documents**

The Ministry is required to furnish copies of documents only when these are in its possession or can be retrieved from storage. Information stored in the National Archives or at another storage centre will be retrieved in order to process your request.

#### **Furnishing Documents**

An applicant is entitled to copies of documents that are in the possession, custody or power of the Ministry. The Ministry is required to furnish only one copy of a document. If a legible copy of an original document cannot be made, no attempt will be made to reconstruct it. In such circumstances, the best copy possible will be furnished with its quality being noted in the Ministry's reply.

Please note that the Ministry is **not** compelled to do the following:

- 1) Create new documents. For example, a new programme will not be written so that a computer will print information in the format preferred by the applicant.
- 2) Perform research for an applicant.

### **Time Limits**

The FOIA sets a time limit of thirty (30) calendar days for the determination of a request for access to documents. If this deadline cannot be reached, the FOIA gives you the right to proceed as though the request has been denied. The Ministry will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the request will be acknowledged and the applicant will be advised of its status.

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2020—CONTINUED

Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

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

OFFICERS IN THE MINISTRY RESPONSIBLE FOR \*(1) THE INITIAL RECEIPT OF AND ACTION UPON NOTICES UNDER SECTION 10 OF THE FOIA, \*(2) REQUESTS FOR ACCESS TO DOCUMENTS UNDER SECTION 13 OF THE FOIA, AND \*(3) APPLICATIONS FOR CORRECTIONS OF PERSONAL INFORMATION UNDER SECTION 36 OF THE FOIA

**Designated Officer**

Name: Dr. Lavaughn Pritchard  
Job Title: Policy and Planning Officer  
Address: Ministry of Foreign and CARICOM Affairs, 2 Prada Street, St. Clair, Newtown 190325  
Tel. no.: 623-6894 ext. 2241  
Email address: [pritchardl@foreign.gov.tt](mailto:pritchardl@foreign.gov.tt)

**Secondary Designated Officer**

Name: Ms. Nichole La Rosa  
Job Title: Legal Officer I  
Address: Ministry of Foreign and CARICOM Affairs, 2 Prada Street, St. Clair, Newtown 190325  
Tel. no.: 285-5029; 623-6894 ext. 2146  
Email address: [larosamn@foreign.gov.tt](mailto:larosamn@foreign.gov.tt)

**Section 7 (1) (a) (vii)**

ADVISORY BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES WHERE MEETINGS/MINUTES ARE OPEN TO THE PUBLIC

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

**Section 7 (1) (a) (viii)**

**LIBRARY/READING ROOM FACILITIES**

The Library is available for reading documents, journals, articles and books.

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2020—CONTINUED

## SECTION 8

### Section 8 (1) (a) (i)

DOCUMENTS CONTAINING INTERPRETATIONS OR PARTICULARS OF WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY, NOT BEING PARTICULARS CONTAINED IN ANOTHER WRITTEN LAW

- Treaties
- Conventions
- Memoranda

### Section 8 (1) (a) (ii)

MANUALS, RULES OF PROCEDURE, STATEMENTS OF POLICY, RECORDS OF DECISIONS, LETTERS OF ADVICE TO PERSONS OUTSIDE THE MINISTRY, OR SIMILAR DOCUMENTS CONTAINING RULES, POLICIES, GUIDELINES, PRACTICES OR PRECEDENTS

The following internal documents can be made available for inspection only upon request to the Designated Officer (see Section 7 [1] [a] [vi]):

- Organizational Handbook
- Handbook for Officers on Transfer

### Section 8 (1) (b)

DOCUMENTS OUTLINING THE PROCEDURES TO BE EMPLOYED OR THE OBJECTIVES TO BE PURSUED IN ENFORCING WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY WHERE THE PUBLIC MIGHT BE DIRECTLY AFFECTED BY THAT ENFORCEMENT

- Information documents prepared with respect to the Caribbean Community (CARICOM) Free Movement of Persons Act, 1997

## SECTION 9

### Section 9 (1) (a) – (b)

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

### Section 9 (1) (c)

A REPORT OR STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS OF AN INTERDEPARTMENTAL COMMITTEE WHOSE MEMBERSHIP INCLUDES AN OFFICER OF THE MINISTRY

- Submission to the Commission on the Limits of the Continental Shelf
- Report by the Marine Scientific Research Sub-Committee
- Reports of the Inter-sectoral Committee on a Marine Pollution Prevention and Compensation Regime for Trinidad and Tobago

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2020—CONTINUED

- Reports of the Working Group to Determine the Implications of Global Warming, Climate Change and Sea Level Rise
- Report of the Bilateral Oil Spill Committee
- Report by the Inter-Ministerial International Humanitarian Law Committee
- Report of the Trade Negotiations Committee
- Reports of the Inter-Ministerial Consultative Committee on the CARICOM Single Market and Economy
- Report of the CARICOM Trade Support Programme of Trinidad and Tobago
- Reports of the Business and Labour Advisory Committee
- Report of the Bilingual Steering Committee
- Minutes of Meetings of the National Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO)

**Sections 9 (1) (d) – (g)**

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

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

A REPORT ON THE PERFORMANCE OR EFFICIENCY OF THE MINISTRY, OR OF AN OFFICE, DIVISION OR BRANCH OF THE MINISTRY, WHETHER THE REPORT IS OF A GENERAL NATURE OR CONCERNS A PARTICULAR POLICY, PROGRAMME OR PROJECT

- Report by Auditor General on the Ministry
- Annual Reports of the departments at Headquarters and of the Overseas Missions
- Reports on the Major Achievements of the departments at Headquarters and of the Overseas Missions
- Ministerial Performance Management Framework Report of the Ministry

**Section 9 (1) (i)**

A REPORT CONTAINING FINAL PLANS OR PROPOSALS FOR \*(1) THE RE-ORGANIZATION OF THE FUNCTIONS OF THE MINISTRY, \*(2) THE ESTABLISHMENT OF A NEW POLICY, PROGRAMME OR PROJECT TO BE ADMINISTERED BY THE MINISTRY, OR \*(3) THE ALTERATION OF AN EXISTING POLICY, PROGRAMME OR PROJECT ADMINISTERED BY THE MINISTRY, WHETHER OR NOT THE PLANS OR PROPOSALS ARE SUBJECT TO APPROVAL BY AN OFFICER OF THE MINISTRY, ANOTHER PUBLIC AUTHORITY, THE RESPONSIBLE MINISTER OR CABINET

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

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

A STATEMENT PREPARED WITHIN THE MINISTRY AND CONTAINING POLICY DIRECTIONS FOR THE DRAFTING OF LEGISLATION

- Report on the establishment of the CARICOM Single Market and Economy
- Report on the establishment of the Caribbean Court of Justice

**Section 9 (1) (k) – (m)**

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

## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

### **PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS FREEDOM OF INFORMATION STATEMENT UPDATE 2021 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA), 1999 (CHAP 22:02)**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), 1999 (Chap 22:02), the **Ministry of Foreign and CARICOM Affairs**, being a public authority, is required by law to publish the following statements which list the documents and information generally available to the public.

#### **The FOIA gives members of the public:**

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

## **SECTION 7**

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

#### **FUNCTION AND STRUCTURE OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS**

The Ministry of Foreign and CARICOM Affairs, established in 1962, serves as the external arm of the Government of the Republic of Trinidad and Tobago and conducts the country's foreign relations with other states and international entities mainly through diplomatic initiatives and representation. The foreign policy of the country is pursued through the activities of the Ministry's Headquarters, Overseas Missions and Honorary Consulates. The Ministry name changed from Ministry of Foreign Affairs to Ministry of Foreign and CARICOM Affairs in September 2016.

The Ministry is responsible for the following:

- Caribbean Community (CARICOM) Affairs (wider Caribbean)
- Consular and Protocol Services
- External Relations
- Overseas Missions
- Treaties

#### **Headquarters**

The Ministry's Headquarters comprise:

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2021—CONTINUED

- Minister's Secretariat
- Permanent Secretary's Secretariat
- Deputy Permanent Secretary Secretariat
  - Corporate Communications Unit
  - Finance and Accounts Unit
  - Human Resource Services Division
  - Information Technology Unit
  - Library
  - Office Management Section
  - Property Management Unit
  - Registry Section
  
- Africa, Asia, Middle East and the Pacific Division
- Americas Division
- CARICOM and Caribbean Affairs Division (of which the CARICOM Single Market and Economy [CSME] Unit is a sub-unit)
- Consular Affairs Division
- European Affairs Division
- Missions Inspectorate
- Multilateral Relations Division
- Policy and Planning Division
- Protocol Division
- Treaties, International Agreements and Legal Division

**Overseas Missions**

At present, there are twenty (20) Overseas Missions that are charged with protecting and promoting the interests of Trinidad and Tobago in the international arena. The newest Mission was officially opened in February 2020 in Georgetown, Guyana. The Overseas Missions are as follows:

- The Embassies in Beijing, Brasilia, Brussels, Caracas, Havana, San José, Panama City, Washington D.C. (Permanent Mission to the Organization of American States);
- The High Commissions in Abuja, Georgetown, Kingston, London, New Delhi, Ottawa, and Pretoria;
- The Permanent Missions to the United Nations in New York and Geneva; and
- The Consulates General in Miami, New York and Toronto.

**Honorary Consuls**

The Ministry has engaged the services of Honorary Consuls to represent the interests of Trinidad and Tobago where there is no diplomatic or consular representation. These Honorary Consuls are located in:

- The Americas: Bolivia [La Paz], Brazil [Goias, São Paulo, Minas Gerais, Pará], Canada [Manitoba, Saskatchewan], Colombia [Bogotá], Dominica [Roseau], Dominican Republic [Santo Domingo], Ecuador [Quito], Grenada [St. George's], Guatemala [Guatemala City], Paraguay [Asunción], Peru

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2021—CONTINUED

- [Lima], Puerto Rico, Saint Kitts and Nevis [Basseterre], Suriname [Paramaribo], United States of America [Texas and California];
- Europe: Denmark [Copenhagen], Finland [Helsinki], France [Paris], Germany [Bonn, Hamburg], Italy [Rome], Norway [Oslo], Russian Federation [Moscow], Slovak Republic, and Turkey [Istanbul];
  - Africa: Ghana [Tema];
  - Asia: People's Republic of China [Hong Kong], the Republic of Korea [Seoul], and Singapore [Pulau Ujong]; and
  - The Middle East: Lebanon [Tripoli].

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

#### CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE MINISTRY

- Files dealing with administrative support and general administrative documents for the operations of the Ministry
- Policy and procedure documents
- Documents relating to the strategic review of the Ministry
- Cabinet documents
- Personnel files detailing, *inter alia*, staff appointments, job specifications, promotions, transfers and leave
- Files dealing with training and technical cooperation as well as training plans
- Files dealing with accounting and financial matters
- Financial records such as cheques, vouchers, receipts and journals
- Files relating to the procurement of supplies, services and equipment
- Inventories
- Media releases and speeches originating in the Ministry
- Files dealing with official functions, conferences and events hosted and attended by the Ministry
- Internal and external correspondence files
- Complaint and suggestion files
- Registers and certificates
- Legislation, legal instruments and legal opinions
- Briefing documents
- Diplomatic lists
- Reports: annual, audit, consultants' and technical, among others
- Minutes and agenda of meetings
- Books, periodicals, publications, leaflets, pamphlets, brochures, posters, newspaper clippings, notices and bulletins
- Maps, charts, photographs, compact discs, usb flash drives, diskettes, abstracts, tapes and catalogues,

68—Continued

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2021—CONTINUED**Section 7 (1) (a) (iii)****MATERIAL PREPARED FOR PUBLICATION OR INSPECTION**

The public may inspect and/or obtain copies of the following material from the Designated Officer (please refer to Section 7 [1] [a] [vi]) between the hours of 8:15 a.m. to 4:30 p.m. from Monday to Thursday and 8:15 a.m. to 4:15 p.m. on Friday:

- Addresses/statements by the Honourable Minister of Foreign and CARICOM Affairs
- Addresses/statements by the Permanent Secretary of the Ministry
- Statements by Heads of Mission
- Press releases
- Communiqués from: Conferences of the Heads of Government of CARICOM and meetings, conferences of United Nations bodies and meetings of regional and hemispheric bodies (e.g. OAS, ACS).
- Guidelines on the movement of professionals within CARICOM
- Newsletters produced by Headquarters and by the High Commissions in New Delhi, London and Ottawa

The public can also access the **Ministry's website** at [www.foreign.gov.tt](http://www.foreign.gov.tt).

**Section 7 (1) (a) (iv)****LITERATURE AVAILABLE BY SUBSCRIPTION**

The Ministry has no literature available by way of subscription.

**Section 7 (1) (a) (v)****PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE MINISTRY****Requesting Information*****General Procedure***

The policy of the Ministry is to answer all requests for information, both oral and written. However, in order to have the rights given to the public under the FOIA (for example the right to challenge a decision if a request for information is refused), one must make a request in writing. The applicant must complete the appropriate form (*Request for Access to Official Documents*) available online at [http://www.foia.gov.tt/sites/default/files/FOIA\\_Request\\_Form.pdf](http://www.foia.gov.tt/sites/default/files/FOIA_Request_Form.pdf) for information that is not readily available to the public.

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2021—CONTINUED

### **Addressing Requests**

To facilitate prompt handling of requests, applications must be addressed to the Designated Officer (please refer to Section 7 [1] [a] [vi]).

### **Details in the Request**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought. If the applicant is not sure how to write the request or what details to include, he/she must communicate with the Designated Officer.

### **Requests Not Handled under the FOIA**

A request under the FOIA will not be processed to the extent that it asks for information that is readily available to the public, either from this Ministry or from another public authority. These may include, *inter alia*, brochures, pamphlets and reports.

### **How the Ministry Responds to Requests**

#### **Retrieving Documents**

The Ministry is required to furnish copies of documents only when these are in its possession or can be retrieved from storage. Information stored in the National Archives or at another storage centre will be retrieved in order to process your request.

#### **Furnishing Documents**

An applicant is entitled to copies of documents that are in the possession, custody or power of the Ministry. The Ministry is required to furnish only one copy of a document. If a legible copy of an original document cannot be made, no attempt will be made to reconstruct it. In such circumstances, the best copy possible will be furnished with its quality being noted in the Ministry's reply.

Please note that the Ministry is **not** compelled to do the following:

- 1) Create new documents. For example, a new programme will not be written so that a computer will print information in the format preferred by the applicant.
- 2) Perform research for an applicant.

### **Time Limits**

The FOIA sets a time limit of thirty (30) calendar days for the determination of a request for access to documents. If this deadline cannot be reached, the FOIA gives you the right to proceed as though the request has been denied. The Ministry will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the request will be acknowledged and the applicant will be advised of its status.

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2021—CONTINUED

Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

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

**OFFICERS IN THE MINISTRY RESPONSIBLE FOR \*(1) THE INITIAL RECEIPT OF AND ACTION UPON NOTICES UNDER SECTION 10 OF THE FOIA, \*(2) REQUESTS FOR ACCESS TO DOCUMENTS UNDER SECTION 13 OF THE FOIA, AND \*(3) APPLICATIONS FOR CORRECTIONS OF PERSONAL INFORMATION UNDER SECTION 36 OF THE FOIA.**

#### **Designated Officer**

Name: Dr. Lavaughn Pritchard  
Job Title: Policy and Planning Officer  
Address: Ministry of Foreign and CARICOM Affairs, 2 Prada Street, St. Clair, Newtown 190325  
Tel. no.: 285-5029; 623-6894 ext. 2241  
Email address: [pritchardl@foreign.gov.tt](mailto:pritchardl@foreign.gov.tt)

#### **Secondary Designated Officer**

Name: Ms. Nichole La Rosa  
Job Title: Legal Officer I  
Address: Ministry of Foreign and CARICOM Affairs, 2 Prada Street, St. Clair, Newtown 190325  
Tel. no.: 285-5029; 623-6894 ext. 2146  
Email address: [larosamn@foreign.gov.tt](mailto:larosamn@foreign.gov.tt)

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

**ADVISORY BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES WHERE MEETINGS/MINUTES ARE OPEN TO THE PUBLIC**

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

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

#### **LIBRARY/READING ROOM FACILITIES**

The Library is available for reading documents, journals, articles and books.

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2021—CONTINUED

## SECTION 8

### Section 8 (1) (a) (i)

DOCUMENTS CONTAINING INTERPRETATIONS OR PARTICULARS OF WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY, NOT BEING PARTICULARS CONTAINED IN ANOTHER WRITTEN LAW

- Treaties
- Conventions
- Memoranda

### Section 8 (1) (a) (ii)

MANUALS, RULES OF PROCEDURE, STATEMENTS OF POLICY, RECORDS OF DECISIONS, LETTERS OF ADVICE TO PERSONS OUTSIDE THE MINISTRY, OR SIMILAR DOCUMENTS CONTAINING RULES, POLICIES, GUIDELINES, PRACTICES OR PRECEDENTS

The following internal documents can be made available for inspection only upon request to the Designated Officer (see Section 7 [1] [a] [vi]):

- Organizational Handbook
- Handbook for Officers on Transfer

### Section 8 (1) (b)

DOCUMENTS OUTLINING THE PROCEDURES TO BE EMPLOYED OR THE OBJECTIVES TO BE PURSUED IN ENFORCING WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY WHERE THE PUBLIC MIGHT BE DIRECTLY AFFECTED BY THAT ENFORCEMENT

- Information documents prepared with respect to the Caribbean Community (CARICOM) Free Movement of Persons Act, 1997

## SECTION 9

### Section 9 (1) (a) – (b)

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

### Section 9 (1) (c)

A REPORT OR STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS OF AN INTERDEPARTMENTAL COMMITTEE WHOSE MEMBERSHIP INCLUDES AN OFFICER OF THE MINISTRY

- Submission to the Commission on the Limits of the Continental Shelf
- Report by the Marine Scientific Research Sub-Committee
- Reports of the Inter-sectoral Committee on a Marine Pollution Prevention and Compensation Regime for Trinidad and Tobago
- Reports of the Working Group to Determine the Implications of Global Warming, Climate Change and Sea Level Rise
- Report of the Bilateral Oil Spill Committee

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PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS  
FREEDOM OF INFORMATION STATEMENT 2021—CONTINUED

- Report by the Inter-Ministerial International Humanitarian Law Committee
- Report of the Trade Negotiations Committee
- Reports of the Inter-Ministerial Consultative Committee on the CARICOM Single Market and Economy
- Report of the CARICOM Trade Support Programme of Trinidad and Tobago
- Reports of the Business and Labour Advisory Committee
- Report of the Bilingual Steering Committee
- Minutes of Meetings of the National Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO)

**Sections 9 (1) (d) – (g)**

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

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

**A REPORT ON THE PERFORMANCE OR EFFICIENCY OF THE MINISTRY, OR OF AN OFFICE, DIVISION OR BRANCH OF THE MINISTRY, WHETHER THE REPORT IS OF A GENERAL NATURE OR CONCERNS A PARTICULAR POLICY, PROGRAMME OR PROJECT**

- Report by Auditor General on the Ministry
- Annual Reports of the departments at Headquarters and of the Overseas Missions
- Reports on the Major Achievements of the departments at Headquarters and of the Overseas Missions
- Ministerial Performance Management Framework Report of the Ministry

**Section 9 (1) (i)**

**A REPORT CONTAINING FINAL PLANS OR PROPOSALS FOR \*(1) THE RE-ORGANIZATION OF THE FUNCTIONS OF THE MINISTRY, \*(2) THE ESTABLISHMENT OF A NEW POLICY, PROGRAMME OR PROJECT TO BE ADMINISTERED BY THE MINISTRY, OR \*(3) THE ALTERATION OF AN EXISTING POLICY, PROGRAMME OR PROJECT ADMINISTERED BY THE MINISTRY, WHETHER OR NOT THE PLANS OR PROPOSALS ARE SUBJECT TO APPROVAL BY AN OFFICER OF THE MINISTRY, ANOTHER PUBLIC AUTHORITY, THE RESPONSIBLE MINISTER OR CABINET**

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

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

**A STATEMENT PREPARED WITHIN THE MINISTRY AND CONTAINING POLICY DIRECTIONS FOR THE DRAFTING OF LEGISLATION**

- Report on the establishment of the CARICOM Single Market and Economy
- Report on the establishment of the Caribbean Court of Justice

**Section 9 (1) (k) – (m)**

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

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

BOROUGH OF CHAGUANAS

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 Chaguanas has appointed MONDAY THE 9TH DAY OF MARCH, 2026 at 8:30am 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 for the Borough of Chaguanas 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/Trinidad and Tobago Passport.
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. Prescribed fee of forty dollars (\$40.00) for new applications. (To be advised on method of payment).
7. Tax Clearance Certificate (for persons desirous of having amusement machines).
8. Deed/permission letter/lease agreement accompanied by the Landlords valid form of Identification card/Driver's Permit/Trinidad and Tobago Passport.
9. Telephone Contact Number
10. Email Address

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 BIR Number.
3. Copy of Identification Card/Driver's Permit/Trinidad and Tobago Passport.
4. Telephone Contact Number.
5. Email Address.
6. Gaming Tax Clearance Certificate (if applicable).

All applications must be filled electronically. Applications must be emailed to [licensing.chaguanas@ttlawcourts.org](mailto:licensing.chaguanas@ttlawcourts.org) in PDF format.

Applications for New Licences should be filled on or before MONDAY 16TH FEBRUARY, 2026 and Renewals on or before MONDAY 23RD FEBRUARY, 2026.

Dated this 7th day of January, 2026 at the Trinidad North District Court, Chaguanas.

S. NANAN  
*Secretary Licensing Committee  
Borough of Chaguanas*

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LOSS OF SCOTIALIFE TRINIDAD AND TOBAGO  
LIMITED POLICIES

SWORN declaration having been made that the following policies issued by SCOTIALIFE TRINIDAD AND TOBAGO LIMITED have been lost, and having made application to the Company for duplicate policies, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policies will be issued:

<i>Name of Insured</i>	<i>Policy Number</i>
LORINDA MARGARET DUNCAN	... D00164081
RYAN THOMAS	... U00111289
AMY DIAZ	... F77782500
MARTIN ANTHONY PHILLIP	... D00151604
KAREEMA RANGA	... U00259832
PATRICK OZUA	... U00205697
KELLY BUTE	... D00218631
WILLIAM ATTONG	... U00196433

SCOTIALIFE TRINIDAD AND TOBAGO  
LIMITED

56–58, Richmond Street  
Port-of-Spain.

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SWORN declaration having been made that the following policies issued by SCOTIALIFE TRINIDAD AND TOBAGO LIMITED have been lost, and having made application to the Company for duplicate policies, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policies will be issued:

<i>Name of Insured</i>	<i>Policy Number</i>
JANET RAMDHANEY	... D00148084
TOM BISNATH	... D00186555
JEWAN J. RAMDHAN	... D00135565
HARRILAL MAHARAJ	... U00221574
SALEEM MOHAMMED	... D00244569
IVON DANIEL	... U00107299
CHRISTOPHER TANG	... D00249456
KAREN B. ALEXIS	... U00234090
DAREN JOSEPH	... D00162426
KELVIN CLARKE	... F33542900
JEWAN J. RAMDHAN	... U00180266
AMIT BASDEO	... D00160616
CYNTHIA SHEPHERD	... U00255739

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