



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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No. 20

236

APPOINTMENT AS A MINISTER IN THE OFFICE OF THE PRIME MINISTER

IT IS HEREBY NOTIFIED for general information that His Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by section 76(3) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE WILFRED NICHOLAS MORRIS, M.P., as a Minister in the Office of the Prime Minister to assist the Prime Minister in the performance of such duties as the Prime Minister may specify from time to time.

13th February, 2026.

C. JACKMAN-WALDRON
*Secretary to His Excellency
the Acting President*

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RESIGNATION AS MEMBERS OF THE BOARD OF TRUSTEES OF COSTAATT

IN ACCORDANCE with Clause 7, section (5) of the COSTAATT Act, No. 77 of 2000, the following individuals have resigned as members of the Board of Trustees of the College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT) effective 15th May, 2025:

Professor BRIAN COPELAND	Chairman
Ms. KATHRYN CHRISTOPHER	Vice Chairman
Professor SANJAY BAHADOORSINGH	Member
Ms. JENNIFER BOUCAUD-BLAKE	do.
Ms. SHARON APPLEWHITE	do.
Ms. LYNETTE COX	do.
Ms. TAMARA JACKSON	do.
Mr. WINSTON BOODOO	do.
Ms. HAYLA-ANNA JORDON	do.
Ms. NIKHOLETTE STEELE	do.
Ms. LISA HOLDER	do.

L. SOLOMON
*Corporate Secretary
COSTAATT*

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NOTICES OF THE LAYING IN PARLIAMENT OF STATUTORY INSTRUMENTS THAT ARE SUBJECT TO NEGATIVE RESOLUTION

NOTICE is hereby given that the Citizenship of the Republic of Trinidad and Tobago (Amendment) Regulations, 2025 (Legal Notice No. 490 of 2025, published in the *Trinidad and Tobago Gazette* on the 31st day of December, 2025) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 16th day of January, 2026, and in the Senate on the 20th day of January, 2026.

B. CAESAR
Clerk of the House

N. ATIBA DILCHAN
Clerk of the Senate

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NOTICES OF THE LAYING IN PARLIAMENT OF STATUTORY INSTRUMENTS
THAT ARE SUBJECT TO NEGATIVE RESOLUTION—CONTINUED

NOTICE is hereby given that the Firearms (Amendment) Regulations, 2025 (Legal Notice No. 489 of 2025, published in the *Trinidad and Tobago Gazette* on the 31st day of December, 2025) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 16th day of January, 2026, and in the Senate on the 20th day of January, 2026.

B. CAESAR
Clerk of the House

N. ATIBA DILCHAN
Clerk of the Senate

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NOTICE is hereby given that the Priority Bus Route (Special Roads Toll) (Amendment) Regulations, 2025 (Legal Notice No. 475 of 2025, published in the *Trinidad and Tobago Gazette* on the 25th day of December, 2025) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 16th day of January, 2026, and in the Senate on the 20th day of January, 2026.

B. CAESAR
Clerk of the House

N. ATIBA DILCHAN
Clerk of the Senate

241

NOTICE is hereby given that the Immigration (Amendment) Regulations, 2025 (Legal Notice No. 469 of Supplement Part B - Vol. 64, No. 187 of 2025) published in the *Trinidad and Tobago Gazette* on the 22nd day of December, 2025) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 16th day of January, 2026, and in the Senate on the 20th day of January, 2026.

B. CAESAR
Clerk of the House

N. ATIBA DILCHAN
Clerk of the Senate

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NOTICE is hereby given that the Immigration (Amendment) (No. 2) Regulations, 2025 (Legal Notice No. 493 of 2025, published in the *Trinidad and Tobago Gazette* on the 31st day of December, 2025) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 16th day of January, 2026, and in the Senate on the 20th day of January, 2026.

B. CAESAR
Clerk of the House

N. ATIBA DILCHAN
Clerk of the Senate

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NOTICE is hereby given that the Virtual Assets and Virtual Asset Service Providers (Forms and Fees) Regulations, 2025 (Legal Notice No. 486 of 2025, published in the *Trinidad and Tobago Gazette* on the 31st day of December, 2025) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 16th day of January, 2026, and in the Senate on the 20th day of January, 2026.

B. CAESAR
Clerk of the House

N. ATIBA DILCHAN
Clerk of the Senate

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NOTICE is hereby given that the National Insurance (Contribution) (Amendment) Regulations, 2025 (Legal Notice No. 487 of 2025, published in the *Trinidad and Tobago Gazette* on the 31st day of December, 2025) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 16th day of January, 2026, and in the Senate on the 20th day of January, 2026.

B. CAESAR
Clerk of the House

N. ATIBA DILCHAN
Clerk of the Senate

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NOTICES OF THE LAYING IN PARLIAMENT OF STATUTORY INSTRUMENTS
THAT ARE SUBJECT TO NEGATIVE RESOLUTION—CONTINUED

NOTICE is hereby given that the Animals (Importation) Control (Amendment) Regulations, 2025 (Legal Notice No. 497 of 2025, published in the *Trinidad and Tobago Gazette* on the 31st day of December, 2025) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 16th day of January, 2026, and in the Senate on the 20th day of January, 2026.

B. CAESAR
Clerk of the House

N. ATIBA DILCHAN
Clerk of the Senate

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NOTICE is hereby given that the Value Added Tax (Amendment to Schedule 2) (No. 3) Order, 2025 (Legal Notice No. 488 of 2025, published in the *Trinidad and Tobago Gazette* on the 31st day of December, 2025) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 16th day of January, 2026, and in the Senate on the 20th day of January, 2026.

B. CAESAR
Clerk of the House

N. ATIBA DILCHAN
Clerk of the Senate

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NOTICE is hereby given that the Motor Vehicles and Road Traffic (Amendment) (No. 2) Regulations, 2025 (Legal Notice No. 474 of 2025, published in the *Trinidad and Tobago Gazette* on the 25th day of December, 2025) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 16th day of January, 2026, and in the Senate on the 20th day of January, 2026.

B. CAESAR
Clerk of the House

N. ATIBA DILCHAN
Clerk of the Senate

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NOTICE is hereby given that the Motor Vehicles and Road Traffic (Amendment to the Ninth Schedule) (No. 3) Order, 2025 (Legal Notice No. 471 of 2025, published in the *Trinidad and Tobago Gazette* on the 25th day of December, 2025) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 16th day of January, 2026, and in the Senate on the 20th day of January, 2026.

B. CAESAR
Clerk of the House

N. ATIBA DILCHAN
Clerk of the Senate

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NOTICE is hereby given that the Motor Vehicles and Road Traffic (Amendment to the Ninth Schedule) (No. 4) Order, 2025 (Legal Notice No. 496 of 2025, published in the *Trinidad and Tobago Gazette* on the 31st day of December, 2025) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 16th day of January, 2026, and in the Senate on the 21st day of January, 2026.

B. CAESAR
Clerk of the House

N. ATIBA DILCHAN
Clerk of the Senate



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

Website: www.lawassociationtt.com

NOTICE OF RE-OPENING OF NOMINATION FOR TWO (2) SENIOR ORDINARY MEMBERS AND ONE (1) JUNIOR ORDINARY MEMBER TO THE 40TH COUNCIL

All Attorneys at Law are advised that:

1. The Closing Date for the nomination of candidates for election of two (2) Senior Ordinary Members and one (1) Junior Ordinary Member to the 40th Council is **Thursday, 12th March 2026 at 12:00 noon.**
2. Nominations for the position of two (2) Senior Ordinary Members and one (1) Junior Ordinary Member must be made in writing on the prescribed Nomination Form.
3. Nomination Forms can be obtained from the Office of the Law Association located at 2nd 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>.
4. 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.
5. 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.
6. Nominations in the prescribed form shall be submitted on or before **Thursday, 12th March 2026 at 12:00 noon** in nomination boxes located at the following venues:
 - a. **Port of Spain** – 2nd 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 ^{17th} day of February 2026

Rionne Boyke
Secretary

Law Association of Trinidad and Tobago



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

FINANCIAL INTELLIGENCE UNIT OF TRINIDAD AND TOBAGO
MINISTRY OF FINANCE
PUBLIC NOTICE



FATF's LIST OF JURISDICTIONS UNDER INCREASED MONITORING

NOTICE IS GIVEN that pursuant to Section 17(1)(a) of the Financial Intelligence Unit Act of Trinidad and Tobago, Chap. 72:01, the Financial Intelligence Unit of Trinidad and Tobago is required to publish a list of countries identified by the Financial Action Task Force (FATF) as jurisdictions which are under increased monitoring and those jurisdictions which are no longer subject to monitoring.

AND NOTICE IS GIVEN of the FATF's High-Risk Jurisdictions subject to a Call for Action dated February 13th 2026. High-risk jurisdictions have significant strategic deficiencies in their regimes to counter money laundering, terrorist financing, and financing of proliferation. For all countries identified as high-risk, the FATF calls on all members and urges all jurisdictions to apply enhanced due diligence, and in the most serious cases, countries are called upon to apply counter-measures to protect the international financial system from the ongoing money laundering, terrorist financing, and proliferation financing risks emanating from the country. The FATF also identifies those jurisdictions under increased monitoring.

FATF HIGH-RISK AND OTHER MONITORED JURISDICTIONS ISSUED ON FEBRUARY 13, 2026

A. HIGH-RISK JURISDICTIONS SUBJECT TO A CALL FOR ACTION:

• **DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA (DPRK)**

Building upon the FATF statements over the past decade, the FATF remains concerned by the DPRK's failure to address the significant deficiencies in its anti-money laundering and combating the financing of terrorism (AML/CFT) regime and the serious threats they pose to the integrity of the international financial system. Further, the FATF has serious concerns about the threat posed by the DPRK's illicit activities related to the proliferation of weapons of mass destruction (WMDs) and its financing.

FATF encourages its members and all countries to apply enhanced due diligence to the DPRK and its ability to facilitate transactions on its behalf. The FATF also urges countries to adequately assess and account for the increased proliferation financing risk with the greater financial connectivity reported, particularly since the next round of assessments requires countries to adequately assess PF risks under Recommendation 1 and Immediate Outcome 11. The ability to obtain reliable and credible information to support the assessment of PF risks relating to the DPRK is hampered by the recent termination of the 1718 Committee Panel of Experts mandate. Thus, the FATF will monitor the measures to comply with DPRK's targeted financial sanctions and the implementation of countermeasures against DPRK.

• **IRAN**

Now, given Iran's failure to enact the Palermo and Terrorist Financing Conventions in line with the FATF Standards, the FATF fully lifts the suspension of counter-measures and calls on its members and urges all jurisdictions to apply effective counter-measures, in line with Recommendation 19. [2] Iran will remain on the FATF statement on High-Risk Jurisdictions Subject to a Call for Action until the full Action Plan has been completed. If Iran ratifies the Palermo and Terrorist Financing Conventions, in line with the FATF standards, the FATF will decide on the next steps, including whether to suspend countermeasures. Until Iran implements the measures required to address the deficiencies identified concerning counter-terrorism financing in the Action Plan, the FATF will remain concerned with the terrorist financing risk emanating from Iran and the threat this poses to the international financial system.

B. JURISDICTION TO APPLY ENHANCED DUE DILIGENCE MEASURES BY FATF:

• **MYANMAR**

The FATF calls on its members and other jurisdictions to apply enhanced due diligence measures proportionate to the risk arising from Myanmar. When applying enhanced due diligence measures, countries should ensure that flows of funds for humanitarian assistance, legitimate NPO activity and remittances are not disrupted.

C. JURISDICTIONS UNDER INCREASED MONITORING BY FATF:

- | | | | |
|------------------|---|----------------------|-------------------------|
| 1. ALGERIA | 7. DEMOCRATIC
REPUBLIC OF THE
CONGO | 12. LEBANON | 19. VENEZUELA |
| 2. ANGOLA | 8. HAITI | 13. MONACO | 20. VIETNAM |
| 3. BOLIVIA | 9. KENYA | 14. NAMIBIA | 21. VIRGIN ISLANDS (UK) |
| 4. BULGARIA | 10. KUWAIT | 15. NEPAL | 22. YEMEN |
| 5. CAMEROON | 11. LAO PDR | 16. PAPUA NEW GUINEA | |
| 6. CÔTE D'IVOIRE | | 17. SOUTH SUDAN | |
| | | 18. SYRIA | |

The FATF has identified these Jurisdictions with strategic AML/CFT deficiencies, but which have developed an action plan with the FATF and have provided a written high-level political commitment to address the identified deficiencies. The FATF calls on these jurisdictions to complete the implementation of action plans expeditiously and within the proposed time frame.

Further information can be sourced at www.fatf-gafi.org

Dated this 18th day of February 2026.

Financial Intelligence Unit of Trinidad and Tobago



NOTICE: UNCLAIMED FUNDS

CUNA Caribbean Insurance Society Limited wishes to advise the Policy Holders listed below with uncashed cheques to please contact our Customer Services Department by emailing us at customerservices@cunacaribbean.com or by calling **868-235-CCIS(2247)** during the hours of **8:00am to 4:00pm, Monday to Friday.**

However, if you have since encashed the cheque, please disregard this notice.

Name of Policy Owner	POLICY NUMBER	LAST KNOWN ADDRESS OF POLICYHOLDER
Albert R Eligon	1254350T	3 BANK HILL ST FRANCOIS VLY RD 00000 TRINIDAD
Arlene A Williams	4049106/4049232T	114B GRAPEFRUIT CRESCENT MARAVAL, TRINIDAD
Calvin Francis	4051194T, 4051204T, 4051592T	6 Hill Street St James
Carl Z Mendez	1672961T	GOPAUL CIRCULAR DR GOPAUL LANDS MARABELLA TRINIDAD
Carlyle Buswell Rose	2254715T	St John Road, St Augustine
Charanlal Sammy	3649138T	POLE 15 MARAJ STREET TUNAPUNA TRINIDAD
Charlan Robertson	4049915T	2 BRATHWAITE AVENUE HARRIMAN PARK, POINT FORTIN TRINIDAD
Cimpex Credit Union	N/A	39 Edward Street, Port of Spain
Clark & Battoo Limited	N/A	#11 Tragarete Road, Port of Spain, Trinidad
Clyde Sinanan	3650363T	237 Stone Road Junction, Piparo
Clyde Watche	4051291T	MICHAEL STREET SANGRE GRANDE TRINIDAD,
Daphne M Russell	1266830T	8 HILLSBORO MARAVAL TRINIDAD
Dianne Jones	4069571T	3 SOLEDAD ROAD SUM SUM HILL CLAXTON BAY
Donalize Thompson	407001T	LOT# 20 - 27 HAVEN CRESCENT PARADISE WEST TACARIGUA
Dowling Hypolite	1673164T	Wallen Vale Road, Guaico Sangre Grande
Felicia Du Boulet	1195600T	ALTA GARCIA TRACE, SIPARIA ERIN RD,TRINIDAD
Felix Bob Elie	4057745T	LP 78 DUNDONALD HILL ST JAMES TRINIDAD
Geoffrey P Ifill	2254919T	LP58 Jonathan Trace, Cunupia
Gertis Des Vignes	4063962T	247 Phase 4 Section 2, Malabar Arima
Guaymay Energy Alliance Credit Union	N/A	#3 Peter Hill Road, Mayaro, Trinidad
Hugo Brown	3653344T	621 KATHLEEN CRESCENT, PALMISTE, SAN FERNANDO
Keba S Barnett	4062691T	HARDING PLACE CORCORITE TRINIDAD
Keens A Josiah	3654233T	26 Eastern Main Road, Tacarigua
Kissoon Ragoo	3656833T	#9 PALM DRIVE BAMBOO #3 VALSAYN
Laura Denise Carter	4056788T	#8 Riverside Road, Curepe
Leon A Edwards	4057318T	12 DALLAS AVENUE COCOYEA VILLAGE SAN FERNANDO TRINIDAD
Lewis Arnold	3648634/3650208T	C/O TOWN CLERK CITY HALL SAN FERNANDO TRINIDAD
Malcolm Hinds	4059345T	BUILDING 17 APT 7 BALISIER AVE SAN FERNANDO
Michelle Bellille-Corraspe	407345T	LP# 367 MAIN RD, LA VEGA VILLAGE, GRAN COUVA
Michelle Roslyn King	4066260T	#8 YOUNG STREET, HUBERT'S TOWN, GUAPO
R. Lee & Partners	N/A	50 Eastern Main Road, St. Augustine
Rawle Graham Patrick	407040T	6 BACK STREET TACARIGUA
Renikka David	4050519T	85 FANNY VILLAGE POINT FORTIN
Republic Bank Ltd	4046280T	9 - 17 Park Street, Port of Spain
Republic Finance & Mortgages Div	3650059T	9 - 17 Park Street, Port of Spain
Roslyn Rosa Jones	4055734T	LP#14 Haig Street, Carenage
San Fernando Comm CU	N/A	#16 Irving Street, San Fernando
Sheila M Sandy	1254981T	29 A Bengal Street, St.James, Port-of-Spain
Shelly Ann Bon	4048958T	DE GANNES VILLAGE SIPARIA TRINIDAD
South C'bean Credit Union	N/A	COR DEANE STREET & EASTERN MAIN ROAD, ST AUGUSTINE
TATECO (Arima) Credit Union	N/A	27 Malabar Road, Arima
Winston E Jordan	2253790/1299137T	12 CAIMAN RD ELIZABETH GDNS ST JOSEPH TRINIDAD
Yvette D M Sullivan	1198335T	83 SEUKERAN ST SAN FERNANDO TRINIDAD

PUBLIC NOTICE

Collection of Unclaimed Funds



Maritime Life (Caribbean) Limited registered office at Maritime Center #29 Tenth Avenue Barataria, Trinidad, notifies the public of the following policies in respect of which there are unclaimed monies in accordance with Section 197 of the Insurance Act 2018 (as amended). As per *Section 197 (3) of the Insurance Act 2018 (as amended)* the person entitled to the amount payable or his/her legal personal representative may submit a claim to Maritime Life (Caribbean) Ltd. within sixty (60) business days from Tuesday 24th February, 2026. The public can obtain further information pertaining to the collection of outstanding funds by contacting **607-6274 extension 2147 or 2351**.

Policy Number	First Name	Last Name	Last Known Address
238720	NOEL	SANTLAL	EP 49-2 SAMAROO TRACE, ARANGUEZ, SAN JUAN
240417	KENNETH	BYER	528 SOUTHERN MAIN ROAD, LA ROMAIN
240909	ERIC	HUTCHINSON	ADDRESS UNKNOWN
256779	JAMEEL	ALI	6 ARBUCKLE STREET, FRED STREET, CARONI
257904	GERARD	MAHADEO	APT 5B HILLSIDE VILLAS, PEARL GARDENS, PETIT VALLEY
261035	CARLA	MALCOLM	18 VOLUNTEER ROAD, MAHAICA, POINT FORTIN
266100	ERROL	FABIEN	26 SALDENAH TERRACE, CUREPE
270817	WAYNE	WHITE	1/4MM ST MARGARET'S V'LGE, CLAXTON BAY
281707	WAYNE	KISTOW	#9 SILKCOTTON DRIVE, HOMELANDS GARDEN, CUNUPIA
282916	DOUGLAS	MENDES	#108 DUKE STREET, PORT OF SPAIN
286897	GLORIA	MENDOZA-ALI	38 ESPERANZA VILLAGE, CALIFORNIA
287732	GLORIA	MENDOZA-ALI	38 ESPERANZA VILLAGE, CALIFORNIA
288466	MICHAEL	PIERRE	#1 WINCHAT DRIVE, UNION HALL GARDENS, CROSS CROSSING
292259	NORMAN	MITCHELL	P.O. BOX 450 PORT OF SPAIN
292357	SHARON	MOHAMMED	LP 244 SOUTHERN MAIN RD, WARRENVILLE, CUNUPIA
292881	RICARDO	GAY	C/O BAKER HUGHES INTEQ, ISTHMUS ROAD, GALEOTA POINT
294469	CLAYTON	WALKER	C/O POLICE FINANCE BRANCH, ST VINCENT STREET, PORT OF SPAIN
294906	CHRISTOPHER	EDWARDS	1911 PAWI LANE, MALONEY GARDENS, D'ABADIE
296542	HAZEL	ALI	22 ESPERANZA VILLAGE, CALIFORNIA
297754	ERROL	MADOO	MAIN ROAD, MONTROSE VILLAGE, CHAGUANAS
298833	NEZAM	ALI	95 SUCHIT TRACE, PENAL
301879	EMRYL	CHARLES-LEWIS	ROBERT VILLAGE, TABLELAND
304738	DOOLARIE	MINWAH	WINDSOR PARK VILLAGE, CALIFORNIA
305360	LESTER	SHIM	LP#66A, OFF SIERRA LEONE ROAD, DIEGO MARTIN
306079	ANGELINE	HARRILAL	8A UNION PARK WEST, GOPAUL LANDS, MARABELLA
308713	LENORE	SAMUEL	10 KERRIA DRIVE, LA FLORISSANTE, D'ABADIE
310027	ALCIRA	PETERS	248 SAM WORRELL STREET, REAL SPRING, VALSAYN
310628	STACY	VIEIRA-KAM	17 ANCHOR DRIVE, WESTMOORINGS
350268	GARVIN	SIMONETTE	C/O TRINITY CHAMBERS, #98 DUKE STREET, PORT OF SPAIN
384786	MALDON	PRIETO	#31 GRAPEFRUIT CRESCENT, SANTA ROSA HEIGHTS, ARIMA



Government of the Republic of Trinidad and Tobago

Ministry of Foreign and CARICOM Affairs

PUBLIC NOTICE

Names of Payees of Uncashed Cheques

Period: October 1st 2024 to September 30th 2025

The Ministry of Foreign and CARICOM Affairs wishes to advise the following payees that the DEPOSIT Cheques issued between the period October 1st 2024 and September 2025 and remain uncashed will become **VOID** after **March 27th 2026**.

Payees are therefore requested to have outstanding cheques encashed before March 27th 2026. If your name or firm appears on this list and you have already encashed the cheque(s) please ignore this Notice.

For Further information, please contact:

The Finance & Accounting Unit,

Ministry of Foreign and CARICOM Affairs

2 Prada Street, St. Clair, Newtown 190325

+1 (868) 285-5029 or 623-6894 Extensions 2981 or 2863.

KADEEM PHILLIPS

HOUSING DEVELOPMENT CORP.

FINE ART LIMITED

NAOKI SAITO

MASSY AUTOMOTIVE COMPONENTS LTD

COMPTROLLER OF ACCOUNTS

JWALLA PERSAD SUPERMARKET

BRICHA LIMITED



Government of the Republic of Trinidad and Tobago
Ministry of the People, Social Development and Family Services

PUBLIC NOTICE

The Ministry of People, Social Development and Family Services advises payees listed below that all uncashed cheques in their possession which were issued by the Ministry during the period October 1, 2024- September 30, 2025 would become void if not encashed by March 31, 2026.

**ALL PAYEES ARE REQUESTED TO HAVE OUTSTANDING CHEQUES ENCASHED BEFORE MARCH 25, 2026.
PLEASE DISREGARD THIS NOTICE IF CHEQUES WERE ENCASHED AFTER FEBRUARY 18, 2026.**

ALLISON NANTON (ONLY)
ANGEL HEARTS FUNERAL SERVICES LIMITED
ANTHONY ALLSOP (ONLY)
ANTHONY NERO (ONLY)
ANU GANGADEEN (ONLY)
BARBARA JASODRA HUDSON (ONLY)
BELMONT COMMUNITY CENTRE
BLUE WATERS PRODUCTS LIMITED (3)
BUSY BUSINESS SYSTEMS & EQUIPMENT (RENTAL) LTD.
C.C.N. TV6
CARIBBEAN AIRLINES LIMITED (2)
CHARRAN'S
CLIVE ALLEN FUNERAL SERVICES CO. LTD.
COLUMBUS COMMUNICATIONS TRINIDAD LIMITED
CURTIS SMITH (ONLY)
DALTON-BROWN OPTOMETRISTS
DEBRA MOHAMMED (ONLY)
DEBRA O'BRIEN (ONLY)
DESIREE CARR-GONZALES (ONLY)
DEVANAND MADHO (ONLY)
DIANNE TIKAH (ONLY)
DONNA COX (ONLY)
DULCIE ISHMAEL (ONLY)
EVERIL-ANN BOUCAUD (ONLY)
FEROZA HOSEIN-JOE (ONLY)
GLENDA HARRY-NERO (ONLY)
GOODLIFE NURSING HOME LIMITED (3)
HAFEEZA HOSEIN SHAH (ONLY)
HAKEEM HAGLEY (ONLY)
HARESH DEODATH (ONLY)
HAZEL ANN BURTON (ONLY)
JACE BAILEY (ONLY)
JENNIFER HAROLD-RAMPERSAD (ONLY)
JOHN DICKINSON & CO. (WEST INDIES) LIMITED
KADEEN DASS (ONLY)
KARLYNCEL HANNIBAL (ONLY)
KEVON MENDEZ (ONLY)
KIM GIBBS ELLIS (ONLY)
KOYA JOSEPH-HICKS (ONLY)

KRISHNA IVAN (ONLY)
LATCHMIN RAMNARINE-MOHAMMED (ONLY)
LEEANNA RAMSINGH (ONLY)
LENOR BAPTISTE-SIMMONS (ONLY)
LESTER DURHAM (ONLY)
MALA FRANK KHAN (ONLY)
MARCIA QUAN-KEITH (ONLY)
MASSY AUTOMOTIVE COMPONENTS LTD.
MICHELLE RAMNARINE (ONLY)
NARISH CHANGA (ONLY)
NATASHA BARROW (ONLY) (3)
NATIONAL INSURANCE BOARD (2)
NUVIA LIMITED
PATRICIA NEPTUNE (ONLY)
PERSADS INVESTMENTS LTD
PERSAD'S SUPERSTORE LTD (2)
PETRA AUGUSTUS (ONLY)
PHILICIA BARRATT (ONLY)
PRESTIGE HOLDINGS LTD
RAMNARINE BEDASSIE (ONLY)
RAMPEYARIE ROOPCHAN (ONLY)
RANDIR RAMPERSAD (ONLY)
RASHEED KARIM (ONLY)
REECE FELICIA DICKSON (ONLY) (3)
SANDY RAMCHARITAR (ONLY)
SANJAY DOODNATH (ONLY)
SERVICE COMM SPORTS CLUB (2)
SHENICE CUMABATCH (ONLY)
SIMEON HENRY (ONLY)
SONIA SMITH (ONLY)
STEPHEN GLENOVAN BISSESSAR (ONLY)
THE NATIONAL INSURANCE BOARD (2)
TOOLSINGH RAJKUMAR (ONLY)
TRUE HEARTS NURSING HOME LTD (3)
VALARIE GREEN (ONLY)
VALARIE HILAIRE (ONLY)
ZAKIA QUACOO (ONLY)
ZION MARK PHILLIP (ONLY) (5)



Government of the Republic of Trinidad and Tobago
Ministry of Energy and Energy Industries

**THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF ENERGY AND ENERGY INDUSTRIES**

THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO LIST OF PAYEES WITH UNCASHED CHEQUES

Tower C, International Waterfront Centre, #1 Wrightson Road, Port of Spain, Trinidad and Tobago

Telephone: (868) 225-4334 | Fax: (868) 225-5746

LIST OF PAYEES WITH UNCASHED CHEQUES

The Permanent Secretary of the Ministry of Energy and Energy Industries wishes to notify the following payees that cheques issued between October 01, 2024 to September 30th, 2025, which were not presented for encashment, will become void after March 31, 2026. Therefore, all payees are requested to have these cheques encashed and /or deposited on or before March 27, 2026.

Cheque Number	Issue Date	Payee Description
137538	10/29/2024	REBERTA HEYWOOD
138487	12/30/2024	INNOVATIVE SOLUTIONS LTD
138838	01/20/2025	HALF MOON RESORTS LTD
138760	01/23/2025	CROWN LIFE CBEAN INS CO LTD
139218	02/17/2025	JUSTIN ZEPHYRINE
139253	02/27/2025	CROWN LIFE CBEAN INS CO LTD
139518	03/17/2025	MIKEY JOSEPH
140125	04/25/2025	VIDYA DAN
140385	05/09/2025	TARMATEE SARANSINGH-AHWAI
140450	05/13/2025	VIDYA DAN
140947	06/12/2025	PRIYA MARAJH
141459	07/30/2025	JOEL BACCHUS
141674	08/12/2025	MARY-ROSE NARAYANE
141723	08/13/2025	TARMATEE SARANSINGH-AHWAI
141729	08/13/2025	JOEL BACCHUS
141767	08/28/2025	JOEL BACCHUS
141780	08/28/2025	CROWN LIFE CBEAN INS CO LTD
142015	09/03/2025	TYDAL CREATIVE WORKS
141997	09/03/2025	TOWERS HOSPITALITY GROUP LTD.
142063	09/05/2025	DENISON DWARKAH
142072	09/05/2025	VIDYA MOHAN
142157	09/10/2025	MARY-ROSE NARAYANE
142129	09/10/2025	RANDALL KARIM
142136	09/10/2025	CHAMYANTIE LAL
142137	09/10/2025	JEANINE CORREIRA
142139	09/10/2025	ANDREW BALKARAN
142179	09/11/2025	TARISSE AUSTIN
142181	09/11/2025	TARISSE AUSTIN
142205	09/12/2025	TARMATEE SARANSINGH-AHWAI
142218	09/15/2025	EVOLVING TECKNOLOGIES AND ENTERPRISE DEVELOPMENT CO. LTD.
142234	09/16/2025	MARC COOPER
142236	09/16/2025	HAYDEN ROMANO
142264	09/17/2025	DENISON DWARKAH
142324	09/25/2025	JOEL BACCHUS
142336	09/25/2025	CROWN LIFE CBEAN INS CO LTD
142517	09/30/2025	MARY-ROSE NARAYANE
142518	09/30/2025	MELISSA GOINDOO

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MINISTRY OF ENERGY AND ENERGY INDUSTRIES
LIST OF PAYEES WITH UNCASHED CHEQUES—CONTINUED

142534	09/30/2025	VIDYA MOHAN
142542	09/30/2025	AMBROSIAL GOURMET CATERING
142653	09/30/2025	COURTNAY TURPIN
142649	09/30/2025	TREMAINE ROGERS
142628	09/30/2025	THACKWRAY DRIVER
142561	09/30/2025	SHEPPY'S AUTO RENTAL LIMITED
142579	09/30/2025	AMBROSIAL GOURMET CATERING
142603	09/30/2025	TOWERS HOSPITALITY GROUP LTD.
142669	09/30/2025	ERNESTO KESAR
142670	09/30/2025	ALLAN TANG
142633	09/30/2025	VIDYA DAN
142688	09/30/2025	LAZURI APPAREL LIMITED
142690	09/30/2025	ALTERNATIVE CONCEPT ENGINEERING SOLUTIONS
142679	09/30/2025	RW OUTFITTERS LIMITED
142680	09/30/2025	RW OUTFITTERS LIMITED
142678	09/30/2025	SHEPPY'S AUTO RENTAL LIMITED
142709	09/30/2025	S&S PERSAD SUPERMARKET WHOLESALE AND RETAIL COMPANIES LIMITED
142710	09/30/2025	S&S PERSAD SUPERMARKET WHOLESALE AND RETAIL COMPANIES LIMITED
142711	09/30/2025	S&S PERSAD SUPERMARKET WHOLESALE AND RETAIL COMPANIES LIMITED
142712	09/30/2025	S&S PERSAD SUPERMARKET WHOLESALE AND RETAIL COMPANIES LIMITED
142715	09/30/2025	AMBROSIAL GOURMET CATERING
143549	09/30/2025	JOEL BACCHUS
142699	09/30/2025	AMBROSIAL GOURMET CATERING
142697	09/30/2025	AMBROSIAL GOURMET CATERING
143062	09/30/2025	CHRISTOPHER BOODRAM
143063	09/30/2025	CHRISTOPHER BOODRAM

If these cheques have since been encashed, kindly disregard this notice. For further information, please contact the
Finance and Accounts Unit of the Ministry of Energy and Energy Industries
Telephone: (868) 225- 4334 Ext. 2481/2482



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

**Public Statement
of the Ministry of Digital Transformation
(now Ministry of Public Administration and
Artificial Intelligence)
for the period July 12 2024 to May 11, 2025
In compliance with Sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999**

Disclaimer: By Gazette Notice No. 81, Vol. 64, dated May 23, 2025, the former Ministry of Public Administration (MPA) and the former Ministry of Digital Transformation (MDT) were officially merged to form the Ministry of Public Administration and Artificial Intelligence (MPAAI), effective May 12, 2025.

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Digital Transformation (MDT), now the Ministry of Public Administration and Artificial Intelligence (MPAAI) is required, by law, to publish and annually update the statement which lists the documents and information generally available to the public.

The Freedom of Information Act gives members of the public a legal right:

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

The following information is published with the approval of the Minister of Public Administration and Artificial Intelligence for the period July 12, 2024 to May 11, 2025.

Section 7 Statements

Section 7 (1) (a) (i)

Function and Structure of the Ministry of Digital Transformation (MDT): -

Pursuant to a Realignment of Ministerial Portfolios, as per Gazette No. 111 of July 12, 2021, the former Ministry of Public Administration and Digital Transformation was restructured and the responsibilities for digital transformation were assigned to a Minister of Digital Transformation including the administration and the business of the Departments of Government, as specified in the attached Schedule hereunder:

Schedule according to Gazette No. 111 of July 12, 2021

Business Continuity
Digital Government
Digital Transformation

- Cyber-security
- E-identity
- Government Services On-line
- Public Service Information and Communications Technology ("ICT") Governance
- Systems Interoperability

ICT Access Centres
Information and Communication Technology

- ICT Policy, Strategy and Management
- National ICT Planning

Information and Data Protection

Wholly Owned Enterprises:

- National Information and Communication Technology Company Limited (iGovTT)

Statutory Boards and Other Bodies:

- Telecommunications Authority of Trinidad and Tobago (TATT)
- ttconnect Service Centre.

MDT's Aim and Purpose

- To establish Trinidad and Tobago as a regional model for digital transformation.
- To become a digitally stimulated local economy, strategically positioned for economic and technical resilience with reduced reliance on forex for international solutions, thereby creating better value for money.
- Increased access to ICT in underserved communities.
- Improved digital literacy.
- Improved governance and efficacy in the delivery of products and services
- Creation of opportunities for developers and entrepreneurs - lessening international risks and anchoring our ICT infrastructure at home.
- A strengthened Data Protection legislative framework to ensure the protection of citizens' right to privacy.

Mandate:

The mandate of the Ministry is to develop **"A new way to address the end-to-end consumption and delivery of goods and services to customers using appropriate digital technology."**

The work of the Ministry, therefore, has an impact on Government Agencies, private sector organisations and members of the public.

The MDT comprised the following Divisions and Units:

1.Core Divisions/Units and Technical Services:

- Digital Transformation Strategic and Advisory Office
- Executive Management Secretariat
- Programme Management Office
- External Relations Unit
- National Digital Strategy and Operations Division (NDSOD)

- Digital Delivery Unit
- Digital Research, Policy and Strategy Unit
- Digital Innovation and Infrastructure Unit
- Digital Security and Technology Unit
- Digital Performance and Engagement Unit
- ICT Access Centres Unit

2.Business Support Services:

- Procurement Unit
- Information and Communications Technology (ICT) Services Division
- Planning and Monitoring Unit
- Legal Services Division
- Engagement and Behavioural Communications Unit
- Internal Audit

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PUBLIC STATEMENT OF THE MINISTRY OF DIGITAL TRANSFORMATION (NOW MINISTRY OF PUBLIC ADMINISTRATION AND ARTIFICIAL INTELLIGENCE)—CONTINUED

- Facilities and Health, Safety, Security and the Environment (HSSE) Unit
- Corporate Services Division
 - Finance and Accounts Unit
 - General Administration Unit
 - Human Resource Management Unit
 - Knowledge Management Unit

Functions of the Divisions and Units of the Ministry of Digital Transformation:

Core Divisions and Technical Services

The **Executive Management Secretariat** comprises the Minister, the Permanent Secretary, the Deputy Permanent Secretary, and the supporting resources required to ensure the Secretariat operates at its maximum efficiency.

The **Digital Transformation Strategic and Advisory Office** holds responsibility for providing high-level policy advice relating to ICT strategy and governance, public policy, administration and law; participating in the formulation and implementation of a digital transformation strategy; and providing advice and assistance relative to the operations of the Ministry and the strategies to be implemented to achieve specific goals.

The **Programme Management Office (PMO)** is responsible for the management, coordination and implementation of the Ministry's portfolio of digital transformation programmes and projects; facilitating the enhancement of Ministries/Department/Agencies (MDAs) ICT portfolio requirements; establishing and operating a performance management framework; managing project risks and monitoring budgets.

The **External Relations Unit** is responsible for the execution of a specialised external/international relations portfolio including the active engagement of development partners in the context of increasing the importance of digital technology as a critical enabler of sustainable development at the national, regional and international levels.

The **National Digital Strategy and Operations Division (NDSOD)** is responsible for developing and implementing the key ICT policies and programmes necessary to support the continued delivery of efficient, effective and resilient public services that are responsive to the needs of citizens and businesses for the recovery of the economy and transformational national development.

The Division's three functional areas are ICT Governance, Policy and Strategy; Public Sector ICT and ICT Regulatory Compliance and Standards. The NDSOD is also responsible for the governance, establishment and oversight of all Access TT Centres.

The Division comprises:

1. The **Digital Delivery Unit** - This Unit provides organisational design, change impact assessments, business process management and re-engineering, continuous improvement and advisory services to identified MDAs. The Unit also oversees individual projects under its portfolio and manages the respective human resources deployed in MDAs.

2. The **Digital Research, Policy and Strategy Unit** - This Unit comprises three (3) sub-sections in the areas of Policy and Strategy, Sectoral Assessment and Digital Economy. These sub-sections are responsible for:

- **Digital transformation research, policy and strategy development** - working with agencies that produce performance indices and local stakeholders who are contributors to digital transformation and leading the national ICT and strategic planning processes to inform new and amended legislation and regulations aimed at achieving good governance of the State's ICT Sector;
- **Sectoral assessment** - collaborating with the sector regulator to ensure compliance with telecommunications policy measures with regard to the consideration, approval and management of concessions; and
- **Digital economy** - addressing economic stimulation in the ICT sector to increase its contribution to GDP.

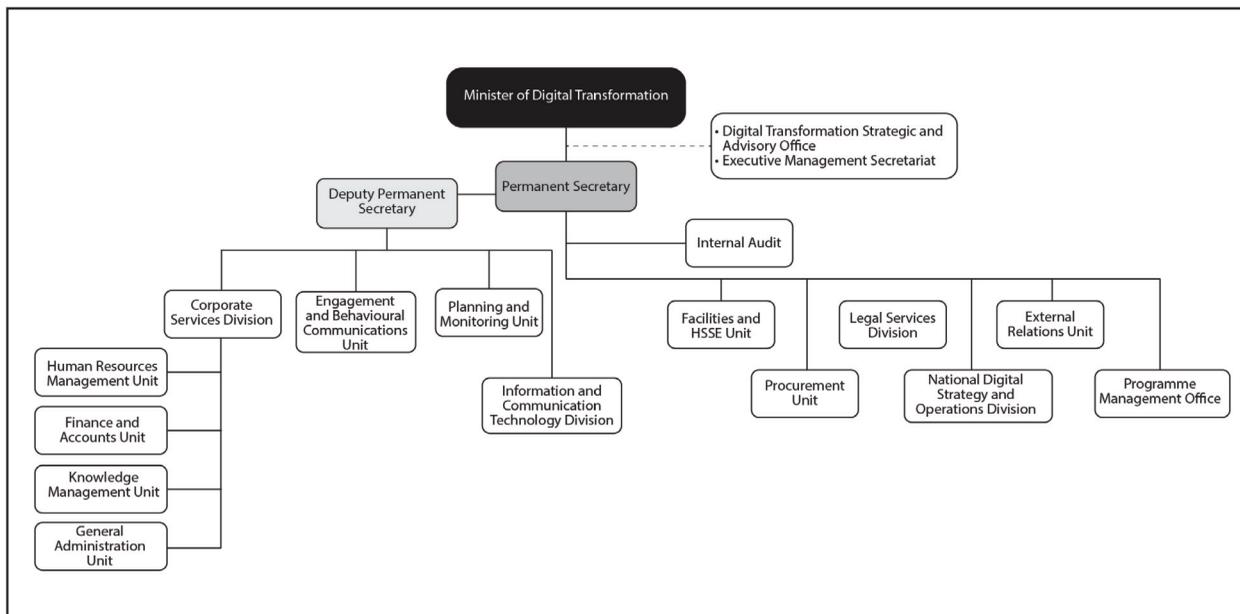
3. The **Digital Innovation and Infrastructure Unit**- This Unit validates the technical specification of ICT initiatives and assesses the quality of vendor-provided solutions.

4. The **Digital Security and Technology Unit** - The Unit comprises two (2) Sections, the Cyber Security and the Business Continuity Section.

- Cybersecurity focuses extensively on Governance, Compliance and Policy Development. The functional arrangements will involve the conduct of extensive basic and applied research to inform the design of the security architecture for the Government of Trinidad and Tobago (GoRTT).
- Business Continuity serves as a specialist, advisory Section that centrally coordinates the development of a business continuity ethos and framework across GoRTT.

5. The **Digital Performance and Engagement Unit** - This Unit spearheads capacity building and resource development to position Trinidad and Tobago competitively with respect to digital literacy and the digital workforce.

The High Level Organisational Structure of the Ministry of Digital Transformation as at May 11, 2025



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PUBLIC STATEMENT OF THE MINISTRY OF DIGITAL TRANSFORMATION (NOW MINISTRY OF PUBLIC ADMINISTRATION AND ARTIFICIAL INTELLIGENCE)—CONTINUED

6. The **ICT Access Centres Unit** - This Unit centrally manages the logistics and operations of one of the major projects of the Ministry, the establishment and operationalisation of ICT Access Centres throughout the country. The ICT Access Centres are critical to achieving the overall objective of the MDT, that is, to create a functional digital society.

There are currently twenty-four (24) AccessTT Centres that provide government services, internet access, ICT and community 'needs-based' training and meeting facilities to citizens, residents, and micro and small business enterprises. Centres are currently located at:

Name of Access Centre	Address of Access Centre	Name of Access Centre	Address of Access Centre
Carenage	Carenage Police Youth Club and Homework Centre, Constabulary St.	Penal	Penal Central Community Centre, Ali Avenue, Clarke Road
Cumana	Cumana Community Centre, 23 3/4 mm Cumana Village	Todd's Road	Todd's Road #86 Main Road, Todd's Road Longdeville
Guayaguayare	Guayaguayare Community Centre, LP #61 Ferrier Circular Drive	Belmont	Belmont Community Centre, #47 Jerningham Avenue
Marac	Marac Community Centre, #14 Savannah Road, Marac Village Moruga	Lisas Gardens	Lisas Gardens Community Centre, Lisas Boulevard (East), Couva
Maraval	Maraval Community Centre, Morne Coco Road	Belle Vue	Belle Vue Community Centre, #9 Belle Vue Terrace, Maraval
Cascade	Cascade Community Centre, Cascade Main Road	Diego Martin	Diego Martin Community Centre, Church Street
Tacarigua	Tacarigua Community Centre, Bally Street	Caiman	Caiman Community Centre, Upper Caiman Road, St. Joseph
Edinburgh 500	Edinburgh 500 Community Centre, Corner Cassia Blvd & Periwinkle Ave.	La Pastora	La Pastora Community Centre, La Pastora Settlement
Arima	Arima Community Centre, 3 Anglican Street	La Brea	La Brea Community Centre, Cor. Pier Road & Point Sable Road
Maitagual	Maitagual Community Centre, Bushe Street (North), Petit Bourg, San Juan	Tarodale	Tarodale Community Centre, Green Hill Avenue, Tarodale Hills
Waterloo	Waterloo Community Centre, Cor. Waterloo Main Road & Butler Village	Techier	Techier Community Centre, Eastern Avenue, Techier Village, Point Fortin
Trincity	Trincity Community Centre, Cor. Trincity Blvd & Montague Avenue	Harmony Hall	Harmony Hall Community Centre, Malibu Crescent, Gasparillo

Business Support Services

1. The **Engagement and Behavioural Communications Unit** is responsible for developing and guiding the Ministry's Behavioural Change and Communications Strategy. The Unit's primary purpose is to establish and maintain beneficial dialogue and understanding between the Ministry and its main stakeholder, both internally and externally as well as enhance the image and reputation of the Ministry and to help establish and maintain beneficial dialogue and understanding between the Ministry and its main stakeholders both internally and externally.

2. The **Internal Audit Unit** ensures that there is accountability, efficiency and transparency in the financial operations of the Ministry. The Unit is responsible for audit reviews of the Ministry's activities and accounts. The function is carried out by the Internal Audit Unit of the Ministry of Public Administration as a shared service which ended in December 2023.

3. The **Corporate Services Division**:

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

- The **General Administration Unit** has oversight of the following areas which contribute to effective internal operations: asset management, courier services, hospitality and frontline/customer services.

- The **Human Resource Management Unit** aims to enhance the Ministry's effectiveness and capability to provide excellent client and customer services by retaining and building a human resource skills/knowledge/behaviour base which can deliver on the Ministry's mandate. The Unit has, as its core functions, recruitment of contract personnel, performance management, organisational development, training and development and employee relations.

- The **Knowledge Management Unit** is responsible for the management of documents and organisational records for providing an organisation knowledge base and Registry services.

4. The **Procurement Unit** is responsible for the procuring of all goods and services for the Ministry in accordance with the overarching procurement principles of accountability, integrity, transparency, value for money, efficiency, fairness and public confidence. The Procurement Unit also leads the review and establishment of the Ministry's procurement systems, and training of staff, in compliance with relevant Government legislation and regulation.

5. The **Information and Communication Technology Services Division** is responsible for coordinating and providing strategic and operational support for internal information and communications technology projects and systems.

6. The **Legal Services Division** plays a pivotal role in managing all legal matters relating to the Ministry. Its core responsibilities include drafting and reviewing a wide range of legal documents, such as contracts, memoranda of understanding, and policy frameworks, to ensure strict adherence to the laws of Trinidad and Tobago. The Division provides comprehensive legal advice and opinions to guide the Ministry's decision-making processes, helping to mitigate legal risks and ensure lawful governance in the digital transformation space.

7. The **Planning and Monitoring Unit** is charged with the responsibility of attending to statutory requirements in respect of reporting on the progress of projects funded under the Public Sector Investment Programme (PSIP); performance of the Ministry in the execution of its mandate, and any other reporting required on a routine or adhoc basis. The Unit engages in strategic planning; monitoring and evaluating; and coordinating all activities related to strategy development and the implementation of quality systems and models.

8. The **Facilities and Health, Safety, Security and the Environment Unit** is responsible for managing and maintaining the facilities and infrastructure of the MDT, including its Head Office and ICT Access Centres; facilitating a safe, secure, and suitable working environment through adequate health, safety and welfare facilities; managing security and janitorial arrangements; and ensuring that MDT's offices are compliant with relevant Government legislation.

Section 7 (1) (a) (ii)

Categories of Documents maintained by the Ministry of Digital Transformation:

a. Files & Documents:

1. Files dealing with administrative support and general administrative documents and records of the Ministry
2. Documents and files dealing with the technical operations of the Ministry including technical reports, maps, charts, etc.
3. Personnel files, which detail all staff appointments, job applications, job specifications, terms of engagement and offers of employment, performance appraisals, promotions, transfers, resignations, deaths, retirements, leave, vacation, training, etc.
4. Files dealing with circulars, memoranda, notices, bulletins
5. Files dealing with training (in-house, local, regional and international) and technical cooperation
6. Files dealing with official functions, conferences and events hosted
7. Files relating to organisations (international, regional and local) associated with the Ministry
8. Financial Records (schedule of accounts, cheques, vouchers, receipts, cash books, pay records, invoice orders, journals, vote books, salary records, requests for release of funds, application for credit on the Exchequer Account, monthly expenditure statements, annual statement of budgetary proposals, annual financial statements, projections of expenditure etc.)
9. Files dealing with matters relating to the procurement of supplies, services and equipment, and asset management

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PUBLIC STATEMENT OF THE MINISTRY OF DIGITAL TRANSFORMATION (NOW MINISTRY OF PUBLIC ADMINISTRATION AND ARTIFICIAL INTELLIGENCE)—CONTINUED

<p>10. Audit files 11. Files dealing with contracts for services and consultancy services 12. Customer/Client files 13. Complaint/suggestion files 14. Inventory Management files 15. Records and documents relating to the strategic review of the Ministry, its Divisions and Units 16. Contracts, agreements, leases, deeds, concessions and licences 17. Legislation and legal documents/(instruments), legal opinions and related matters 18. Minutes/Agenda of meetings attended by the Ministry of Digital Transformation 19. News releases, speeches and presentations originating in the Ministry 20. Cabinet Documents (Notes and Minutes) 21. Policy and Procedure documents 22. Acts and Gazettes 23. Manuals</p> <p>b. Publications: 1. Periodicals 2. Newsletters 3. Surveys 5. Published Statements</p> <p>c. Forms: 1. Freedom of Information Act Request Forms</p>	<p>subscription.</p> <p>Section 7 (1) (a) (v) Procedure to be followed when accessing a document from the Ministry of Digital Transformation:</p> <p>1. How to Request Information General Procedure In order to have the rights given to applicants by the FOI Act (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing (print or email). The Request for Access to Official Documents form can be accessed at our Reception/Lobby areas or it may be downloaded from the website www.foia.gov.tt. The relevant information that must be provided to the Ministry includes:</p> <ul style="list-style-type: none"> • Name of Applicant (full name preferred) • Contact information • Information requested and the preferred format to provide the information • Date of request • Signature of applicant • Applications should be addressed to the Designated Officer of the Ministry <p>Addressing Requests The Designated Officer for the Ministry is:</p>
<p>Section 7 (1) (a) (iii) Material prepared for publication or inspection</p> <p>The Public may inspect and/or obtain copies of material between the hours of 8:30 a.m. to 3:30 p.m. on normal working days at the following office:</p> <p>Ministry of Public Administration and Artificial Intelligence Level 14, Tower C, Levels 13 and 14 International Waterfront Centre, 1a Wrightson Road, Port of Spain Telephone: 623-4MDT (4638) Email: digitaltransformation@gov.tt</p> <p>The following (additional) resources may be accessed at the website: https://mpaai.gov.tt/</p> <p>Publications:</p> <ul style="list-style-type: none"> • National ICT Plan 2018-2022 ICT Blueprint • ICT Blueprint - A Quick Look 2018 -2022 • Business Continuity Management Policy – August 2015 • National Digital Transformation Strategy 2024-2027 <p>Other information and documents that can be accessed at the Ministry's website include:</p> <ul style="list-style-type: none"> • News & Events • Press Releases • Videos • Publications & Documents • Presentations • Recruitment: Job vacancies <p>Information on the services provided to citizens and Government Organisations:</p> <ul style="list-style-type: none"> • AccessTT Centres • Telecommunications Regulations • National ICT Plan 2018-2022 • Digital Solutions & Services • e-Identity • Connected Communities • Developers' Hub • TTVifi • WeLearnTT <p>FOIA Statements:</p> <ol style="list-style-type: none"> 1. 2021 - Public Statement of the Ministry of Digital Transformation 2. 2022 - Public Statement of the Ministry of Digital Transformation 3. 2023 - Public Statement of the Ministry of Digital Transformation 	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Ms. Rhoda A. Patiram (Designate) Deputy Permanent Secretary (Ag.) Ministry of Digital Transformation Level 13, Tower C International Waterfront Centre, 1a Wrightson Road, Port-of-Spain 100509 Tel: 623-4MDT (4638) ext. 1003 Email: foiunit@mdt.gov.tt</p> </div> <p>Details in the Request Applicants should provide details that allow for ready identification and location of the records that are being requested. If insufficient information is provided, the Ministry will seek clarification from the applicant. If applicants are not sure how to write a request or uncertain about the details to include, they should communicate with our Designated Officer.</p> <p>1. Responding to your Request The MDT is required to furnish copies of documents only when they are in its possession. The MDT is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it. Instead, the best copy possible will be furnished.</p> <p>2. Time Limits The applicant will be contacted within thirty (30) days of the receipt of the request by the Ministry (that is, the received stamp date) and the applicant will be notified by the Designated Officer whether the request has been approved or refused. If it is determined that the records can be made available to the applicant (approval), the applicant is informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal), then the applicant is informed of the refusal, whether in whole or in part, the reasons for such refusal and the rights of the applicant to complain to the Ombudsman or to seek judicial review, in accordance respectively, with Sections 38A and 39 of the FOI Act.</p> <p>Fees and Charges Section 17 (1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.</p> <p>The applicant is entitled to receive the document/s within seven working days of payment of the relevant fee. Should the Ministry fail to provide the information within seven working days, the applicant is entitled to a refund of the fees paid, in addition to access to the document/s requested.</p> <p>Requests not handled under the FOIA In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows: a) Documents which are open to public access, as part of a public register; b) Documents which are available for purchase by the public;</p>
<p>Section 7(1) (a) (iv) Literature available by subscription:</p> <p>The Ministry of Digital Transformation has no literature available by way of</p>	

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PUBLIC STATEMENT OF THE MINISTRY OF DIGITAL TRANSFORMATION (NOW MINISTRY OF PUBLIC ADMINISTRATION AND ARTIFICIAL INTELLIGENCE)—CONTINUED

<p>c) Documents which are available for public inspection in a registry maintained by the Registrar General or other public authority; d) Documents which are stored for preservation or safe custody.</p>	<ul style="list-style-type: none"> • Functions Delegated by the Public Service Commission • Functions Devolved by the Chief Personnel Officer • Guidelines for Contract Employment in Government Ministries, Departments, and Statutory Authorities, subject to Statutory Authorities Act, Chapter 24:01, issued by the Personnel Department • Annual Budget Documents of the Republic of Trinidad and Tobago • Comprehensive Handbook on Procurement Retention & Disposal • Basic Procurement Handbook • Preparation of Handbook & Special Guidelines for Approval • General Guidelines for Simplified Procurement • Cloud Computing Policy • National ICT Plan 2018-2022 ICT Blueprint • Business Continuity Management Policy for the Public Service
<p>Section 7 (1) (a) (vi) Procedure to be followed when a request for access to document is made to the Ministry of Digital Transformation</p> <p>Officers in the Ministry are responsible for:</p> <ol style="list-style-type: none"> 1. the initial receipt of and action upon notices under Section 10; 2. requests for access to documents under Section 13; and 3. applications for correction of personal information under Section 36. 	<p>Section 8 (1) (b) In enforcing written laws and schemes administered by the MDT 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:</p> <p>There are no documents to be published under this subsection at this time.</p>
<p>Section 7 (1) (a) (vii) Advisory Boards, Councils, Committees, and other Bodies (where meetings/minutes are open to the public):</p> <p>At the present time, there are no bodies that fall within the meaning of this section.</p>	<p>Section 8 (2) (a) (i)</p> <p>The Ministry will cause copies of documents to which this section applies, in respect of the public authority, to be made available for inspection and/or for purchase by members of the public.</p>
<p>Section 7 (1) (a) (viii) Library/Reading Room Facilities:</p> <p>The Ministry currently does not have a dedicated physical Library/Reading Room Facility for the public. A suitable space will be made available at the Ministry's Head Office should requests for inspection of documents held by the Ministry be granted.</p> <p>Any applicant requesting to inspect documents can make general enquiries by calling the Designated Officer listed under Section 7 (1) (a) (v). Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 9:30 a.m. to 3:30 p.m.</p> <p>The Policy of the MDT with respect to the provision of copies of documents that are readily available to the public is as follows: -</p> <p>Provision of documents may be subject to a charge to cover administrative costs. No smoking, eating or drinking is allowed in the space provided.</p>	<p>Section 8 (2) (a) (ii)</p> <p>Any applicant requesting to inspect documents can make general enquiries by contacting the Designated Officer listed under Section 7 (1) (a) (v). Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 9:30 a.m. to 3:30 p.m. (except public holidays).</p>
<p>Section 8 (1) (a) (i) Documents containing interpretations or particulars of written laws or schemes administered by the MDT, not being particulars contained in another written law:</p> <p>This Section pertains to documents utilised by the Ministry for its use and guidance. Documents containing interpretations or particulars of written laws or schemes administered by the Ministry not being particulars contained in another written law are as follows:</p> <ul style="list-style-type: none"> • Constitution of the Republic of Trinidad and Tobago Chapter 1:01 • Freedom of Information Act, Chapter 22:02 • Civil Service Act, Chapter 23:01 • Public Service Commission Regulations, 1966 • Industrial Relations Act, Chapter 88:01 • Financial Regulations, 1965 • Exchequer and Audit Act, Chapter 69:01 • Mediation Act, Chapter 5:32 • Pensions Act, Chapter 23:52 • Public Procurement and Disposal of Public Property (Amendment and Validation) Act, Act 13 of 2023 • Public Procurement and Disposal of Public Property Regulations 2021 • Public Procurement and Disposal of Public Property (Simplified Procurement) Regulations 2024 • Occupational Safety and Health Act, Chapter 88:08 • Data Protection Act, Chapter 22:04 • Electronic Transactions Act, Chapter 22:05 • Telecommunications Act, Chapter 47:31 • Legal Notices <p>Some of these documents can be purchased from the Government Printery or accessed online via www.legalaffairs.gov.tt.</p>	<p>Section 9 (1)</p> <p>Section 9 (1) (a) A Report or a statement containing the advice or recommendations, of a body or entity established within the MDT.</p> <p>There are no reports or statements to be published under this subsection at this time.</p> <p>Section 9 (1) (b) A Report or a statement containing the advice or recommendations, (1) of a body or entity established outside the MDT by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the MDT or to the responsible Minister of that public authority.</p> <p>There are no documents in the possession of the Ministry at this time, that are within the meaning of this section of the Act.</p> <p>Section 9 (1) (c) A Report or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the MDT.</p> <p>There are no documents in the possession of the Ministry at this time, that are within the meaning of this section of the Act.</p> <p>Section 9 (1) (d) A Report or a statement containing the advice or recommendations of a committee established within the MDT to submit a report, provide advice or make recommendations to the responsible Minister of MDT or to another officer of the MDT who is not a member of the committee.</p> <p>There are no reports or statements to be published under this subsection at this time.</p>
<p>Section 8 (1) (a) (ii) Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the MDT, or similar documents containing rules, policies, guidelines, practices or precedents:</p> <p>Other documents which guide the operations of the Ministry include:</p> <ul style="list-style-type: none"> • Circular Memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Office, Director of Personnel Administration and other Departments 	<p>Section 9 (1) (e) A Report (including a report concerning the results of studies, surveys or tests) prepared for the MDT by a scientific or technical expert, whether employed within the MDT or not, including a report expressing the opinion of such an expert on scientific or technical matters.</p> <p>There are no reports to be published under this subsection at this time.</p>

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PUBLIC STATEMENT OF THE MINISTRY OF DIGITAL TRANSFORMATION (NOW MINISTRY OF PUBLIC ADMINISTRATION AND ARTIFICIAL INTELLIGENCE)—CONTINUED

Section 9 (1) (f)

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

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

Section 9 (1) (g)

A Report prepared within the MDT 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 were several consultations with members of the public in relation to the formulation of policy during the period under review. These are:

Consultation Group	Date	Platform
Blind Welfare Association	2nd November 2023	In Person
Persons with Disabilities	15th November 2023	Zoom
Civil Society	10th January 2024	Zoom
Tobago	24th January 2024	Zoom
Central	30th January 2024	Zoom
South	30th January 2024	Zoom
ICT Community	1st February 2024	Zoom
North	6th February 2024	Zoom
General	7th February 2024	Zoom
TTMA	8th February 2024	Zoom
Youth	8th February 2024	Zoom
Tobago Business Community	5th March 2024	Zoom

Consultations	Public Sector Attendees	Private Sector Attendees
EU Consultations- Technical Assistance on Data Protection (Operationalisation of the Office of the Information Commissioner (OIC))	1. Office of the Prime Minister (OPM) 2. Ministry of Planning and Development (MPD) 3. Ministry of Rural Development and Local Government (RDLG) 4. Ministry of Public Administration (MPA) 5. Tobago House of Assembly (THA) 6. Central Statistical Office (CSO) 7. Elections and Boundaries Commission (EBC) 8. Office of the Attorney General and Ministry of Legal Affairs (AGLA) 9. Ministry of Education (MoE) 10. National Insurance Board (NIB) 11. Ministry of National Security (MNS) 12. Ministry of Social Development and Family Services (MSDFS) 13. Ministry of Works and Transport (MWT) 14. Ministry of Health (MoH)	1. Human Resource Management of Trinidad and Tobago (HRMATT) 2. Trinidad and Tobago Manufacturers Association (TTMA) 3. Trinidad and Tobago Chamber of Commerce (TTCIC) 4. Trinidad and Tobago Coalition of Service Industries (TTCISI)

Consultations	Public Sector Attendees	Private Sector Attendees
National Digital Identity (Policy and Legislation) Consultations	1. Ministry of Health (MoH) 2. Ministry of National Security (MNS) 3. Ministry of Education (MoE) 4. Ministry of Social Development and Family Services (MSDFS) 5. Ministry of Public Administration (MPA) 6. Ministry of Labour (MoL) 7. Ministry of Trade and Industry (MTI) 8. Ministry of Sport and Community Development 9. Ministry of Tourism, Culture and the Arts 10. Service Commission Department Personnel Department (Office of the Chief Personnel Officer)	1. American Chamber of Commerce (AMCHAM) 2. Scotiabank 3. Republic Bank Limited 4. First Citizens Bank 5. Royal Bank of Canada

Section 9 (1) (h)

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

There are no documents in the possession of the Ministry at this time, to which this section is applicable.

Section 9 (1) (i)

A Report containing final plans or proposals for the re-organization of the functions of the MDT, the establishment of a new policy, programme or project to be administered by the MDT, or the alteration of an existing policy, programme or project administered by the MDT, whether or not the plans or proposals are subject to approval by an officer of the MDT or Cabinet.

The Office of Procurement Regulation (OPR) Annual Schedule of Planned Procurement Activities for the period October 2023 to September 2024.

Section 9 (1) (j)

A Statement prepared within the MDT and containing policy directions for the drafting of legislation.

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

Section 9 (1) (k)

A Report of a test carried out within the MDT on a product for the purpose of purchasing equipment.

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

Section 9 (1) (l)

An Environmental Impact Statement prepared within the MDT.

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

Section 9 (1) (m)

A Valuation Report prepared for the MDT by a valuator, whether or not the valuator is an officer of the MDT:

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

December, 2025

A copy of this Statement can be found on the Ministry of Public Administration and Artificial Intelligence website, <https://mpaii.gov.tt/>



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO PUBLIC STATEMENT OF AGRICULTURAL SOCIETY OF TRINIDAD AND TOBAGO IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999

UPDATED 2025

In accordance with Sections 7, 8 and 9 of the **Freedom of Information Act (FOIA) 1999**, the **Agricultural Society of Trinidad and Tobago (ASTT)** is required by law to publish the following statements, which list the documents and information generally available to the public.

The Act gives members of the public:

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

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

Function and Structure of the ASTT

Founded in 1839, the ASTT is the only national organization representing farmers. As a statutory body within the Ministry of Agriculture, Land and Fisheries, the ASTT represents every sector of Agriculture.

Vision

- To position the ASTT as the flagship for agricultural development in Trinidad and Tobago.
- To reposition the agriculture sector as the engine of growth in the national economy.
- To achieve food security for all our people by making local foods available and affordable.

Mission

To represent and advocate the interest of all branches in the Agricultural Sector and to consider, encourage and advance the growth and development of Agriculture in Trinidad and Tobago.

Details of Responsibility Centers

1. Committee of Management (COM)

There shall be a committee, to be called the Committee of Management, of the ASTT, which shall be charged with the general administration of the affairs and funds of the ASTT, and shall be the governing and executive body of the ASTT.

2. Secretary's Office

- Implements the policies and decisions of the Board, co-ordinates and directs all activities of the ASTT.
- Record keeping e.g. Accounts of the ASTT, Membership Listings

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UPDATED 2025 PUBLIC STATEMENT OF AGRICULTURAL SOCIETY
OF TRINIDAD AND TOBAGO—CONTINUED

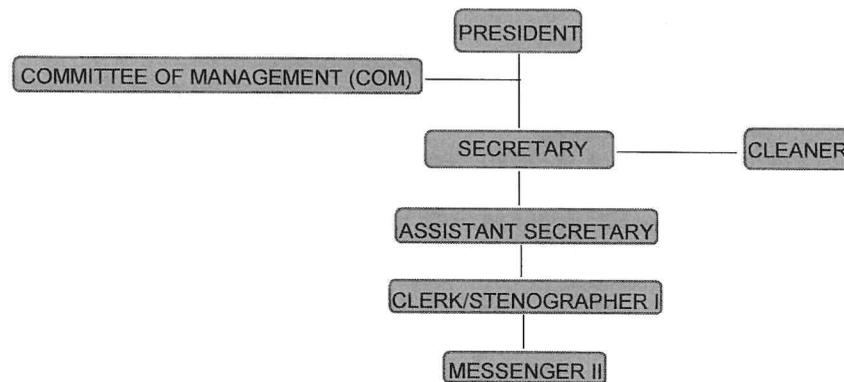
3. Administrative Office

- Provides administrative operational support
- Personnel administrative function
- Maintains financial records
- Internal and External correspondence

Objectives

The objects of the ASTT shall be the dissemination of agricultural knowledge, and the consideration, encouragement, and advancement of all branches of agriculture in Trinidad and Tobago, and of all matters and things incidental or appertaining thereto, in such manner as the COM shall think advisable.

ASTT Organizational Chart



SECTION 7 (1) (a) (ii)

Categories of Documents maintained in the possession of the ASTT

1. Files dealing with administrative support and general administrative documents for the operations of the ASTT.
2. Personnel files, which detail all staff appointments, job specifications, promotions, transfers.
3. Files dealing with the accounting and financial management function of the ASTT.
4. Financial Records (cheques, vouchers, receipts, journals, etc)
5. Audit Reports.
6. Files dealing with matters relating to the procurement of supplies, services and equipment.
7. Policy and Procedure Documents.
 - Agricultural Society Act chapter 63:01 Act 1 of 1919,
 - Rules of the ASTT and
 - Protocols for the COM.
8. Internal and External correspondence files.
9. Membership Files.
10. Documents relating to the Strategic Plan of the ASTT.
11. Minutes/Agenda of Meetings. (October, 2020 to present)
12. Files dealing with circulars, memoranda, notices, bulletins, etc.

SECTION 7 (1) (a) (iii)

Material prepared for Publication or Inspection

The public may inspect and/or obtain copies of the following materials between the hours of 8:00 a.m. to 4:00 p.m. on normal working days at:

UPDATED 2025 PUBLIC STATEMENT OF AGRICULTURAL SOCIETY
OF TRINIDAD AND TOBAGO—CONTINUED

#80 Abercromby Street,
Port-of-Spain
(868) 624-8924
agrisottsec@gov.tt

- Reports- Statutory Meeting, Special Meetings, Annual General Meetings
- Guidelines – Rules and Protocols

SECTION 7 (1) (a) (iv)

Literature available by subscription

Not Applicable

SECTION 7 (1) (a) (v)

Procedure to be followed when accessing a document from the ASTT

How to request information:

- **General Procedure**

The policy of the ASTT is to answer all requests, both oral and written for information. However, in order for an applicant to access the rights conferred by the FOIA (for example, the right to challenge a decision, if a request for information is refused), an applicant must make their request in writing. The applicant must, therefore complete the appropriate form (Request for Access to Official Documents) available in our Library/Receptionist/Lobby etc, for information that is not readily available in the public domain.

- **Addressing Requests**

To facilitate prompt handling of requests, it must be addressed to the Designated Officer of the Public Authority (see Section 7 (1) (a) (vi)).

- **Details in the Request**

Applicants should provide details that will allow for readily identification and location of the records that are being requested. If sufficient information is not provided clarification will be sought from the applicant.

If an applicant is not sure how to write their request or what details should be included, the applicant should communicate with our Designated Officer.

- **Request not handled under the FOIA**

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

- Documents that contain information that is open to public access as part of a public register.
- Documents that contain information that is available for purchase by the public.
- Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority.
- Documents that are stored for preservation or state custody.
- A request under the FOIA will not be processed to the extent that it asks for information, which is currently available in the public domain, either from this public authority or from another public authority, for example brochures and pamphlets etc.

UPDATED 2025 PUBLIC STATEMENT OF AGRICULTURAL SOCIETY
OF TRINIDAD AND TOBAGO—CONTINUED

- **Retrieving Documents**

The ASTT is required to furnish copies of documents only when they are in our possession or if we can retrieve them from storage.

Information stored in the National Archives or other storage centres, may be retrieved in order to process your request.

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

- **Furnishing Documents**

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

Please note we are not compelled to do the following:

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

Time Limits:

- **General**

The FOIA sets certain time limits for the ASTT to decide whether to disclose the document that the applicant has requested. If the ASTT fails to meet the deadlines, the FOIA gives the applicant the right to proceed as if the request has been denied. The ASTT will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, the ASTT will acknowledge your request and advise you of its status. Since there is a possibility that the request may be misaddressed or misrouted, the applicant may wish to call or write to confirm that the ASTT has received the request and to ascertain its status.

- **Time Allowed**

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) calendar days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents or be provided with copies if they so request.

- **Fees and Refunds**

The **Freedom of Information Fees and Charges Regulations** prescribe the fees related to the search, retrieval and provision of documents. The applicant is entitled to a refund of the fees paid in addition to access to the documents requested.

SECTION 7 (1) (a) (vi)

Officers in the ASTT are responsible for:

- 1) The initial receipt of and action upon notices under Section 10
- 2) Request for access to documents under Section 13 and
- 3) Applications for corrections of Personal Documents under Section 36 of the FOIA

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UPDATED 2025 PUBLIC STATEMENT OF AGRICULTURAL SOCIETY
OF TRINIDAD AND TOBAGO—CONTINUED**The Designated Officer is:**

Secretary – Mrs. Alicia Worrell-Daniel
Agricultural Society of Trinidad and Tobago
#80 Abercromby Street,
Port-of-Spain
Tel: (868) 624-8924, Email: agrisottsec@gov.tt

The Alternate Officer is:

Assistant Secretary – Mrs. Sheena Biptar Lalchan
Agricultural Society of Trinidad and Tobago
#80 Abercromby Street,
Port-of-Spain
Tel: (868) 624-8924, Email: agrisottsec@gov.tt

SECTION 7 (1) (a) (vii)

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

- Committee of Management (COM)

SECTION 7 (1) (a) (viii)**Library/Reading Room Facilities****Not Applicable**

Information in the public domain can be accessed through the Ministry of Agriculture, Land and Fisheries website at www.agriculture.gov.tt
General enquires may be made at **220-6253**

Policy of the ASTT for provision of copies of documents held in the public domain.

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

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

- 1) Agricultural Society Act Chapter 63:01 Act 1 of 1919

SECTION 8 (1) (a) (ii)

Manual rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the ASTT, or similar documents containing rules, policies, guidelines, practices or precedents.

- 1) Strategic Plan of the ASTT for 2024 to 2027
- 2) Rules and Constitution of the ASTT
- 3) Protocols for the COM

UPDATED 2025 PUBLIC STATEMENT OF AGRICULTURAL SOCIETY
OF TRINIDAD AND TOBAGO—CONTINUED**SECTION 8 (1) (a) (b)**

In enforcing written laws or schemes administered by the ASTT 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.

1) Agricultural Society Act Chapter 63:01 Act 1 of 1919**SECTION 9 STATEMENTS****SECTION 9 (1) (a)**

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

Not applicable

SECTION 9 (1) (b)

A report, or a statement containing the advice or recommendations, (1) of a body or entity established outside the ASTT by or under a written law, (2) or by a Minister of Government or other Public Authority for the purpose of submitting a report or reports, providing advice or making recommendations to the ASTT or to the responsible Minister of the ASTT.

Not applicable

SECTION 9 (1) (c)

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

Not applicable

SECTION 9 (1) (d)

A report, or statement containing the advice or recommendations, of a committee established within the ASTT to submit a report, provide advice or make recommendations to the Minister of Agriculture, Land and Fisheries or to another Officer of the ASTT who is not a Member of the Committee.

Not applicable

SECTION 9 (1) (e)

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

Not applicable

SECTION 9 (1) (f)

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

Not applicable

SECTION 9 (1) (g)

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

Not Applicable

UPDATED 2025 PUBLIC STATEMENT OF AGRICULTURAL SOCIETY
OF TRINIDAD AND TOBAGO—CONTINUED

SECTION 9 (1) (h)

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

1) Administrative Report 2021

SECTION 9 (1) (i)

A report containing:

- (1) final plans or proposals for the re-organization of the functions of the ASTT
- (2) the establishment of a new policy, programme or project to be administered by the ASTT, or
- (3) the alternation of an existing policy programme or project administered by the ASTT, whether or not the plans or proposals are subject to approval by an officer of the ASTT, another public authority, the responsible Minister of the ASTT or Cabinet.

1) Strategic Plan 2024 to 2027

SECTION 9 (1) (j)

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

Not applicable

SECTION 9 (1) (k)

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

Not applicable

SECTION 9 (1) (l)

An environmental impact statement prepared within the ASTT.

Not applicable

SECTION 9 (1) (m)

A valuation report prepared for the ASTT by a valuator, whether or not the valuator is an Officer of the ASTT.

Not applicable

Regards,

Agricultural Society of Trinidad and Tobago (ASTT)



In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap 22:02 ("FOIA") Tourism Trinidad Limited (hereinafter referred to as "TTL") is required by law to publish; and annually update the following statements, which list the documents and information generally available to the public.

The FOIA gives members of the public a legal right:

- (a) For each person to access information held by TTL;
- (b) For each person to have official information relating to himself/ herself amended where it is incomplete, incorrect or misleading;
- (c) To obtain reasons for adverse decisions made by TTL regarding an applicant's request for information under the FOIA; and
- (d) To complain to the Ombudsman and to apply to the High Court for judicial review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS
SECTION 7(1) (a) (i)
Functions and Structure of TTL

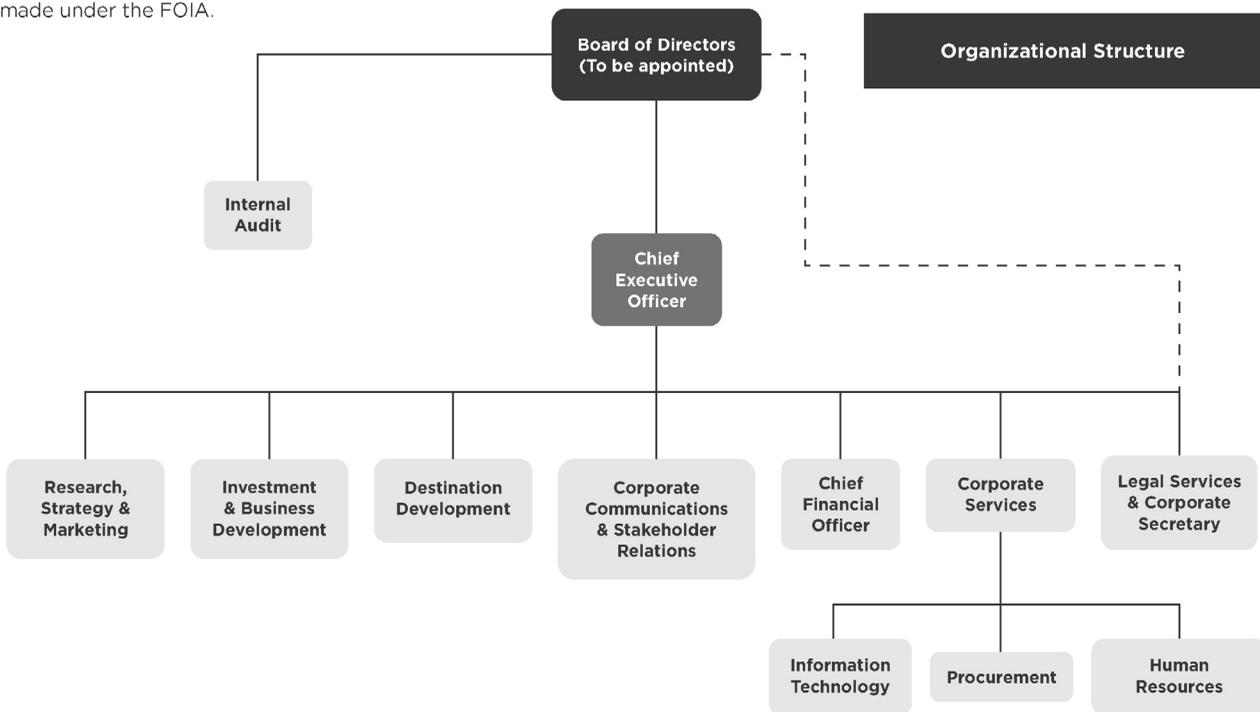
Function and Structure

TTL was incorporated on 29th June, 2017 as a special purpose state enterprise. TTL, as per ministerial realignment published within the Trinidad and Tobago Gazette (Extraordinary) dated 23rd May, 2025 No. 81, Vol. 64, now falls under the purview of the Ministry of Trade, Investment and Tourism. TTL's registered office is located at Level 18, Tower D, International Waterfront Centre, 1A Wrightson Road, Port of Spain. The company was established to advance Trinidad's tourism development agenda and its mandate includes:

Function and Structure (con't)

- the development and marketing of Trinidad's tourism offerings;
- leading and facilitating the marketing and promotion of destination Trinidad internationally;
- taking the lead in attracting tourism investment;
- the promotion of tourism business development;
- the promotion of education, awareness, and co-operation in advancing economic expansion through tourism; and
- encouraging a tourism-friendly approach through well-defined and coordinated marketing strategies, inclusive of social media and other technology-based platforms.

Organizational Structure





TOURISM
trinidad

The Government of the Republic of Trinidad and Tobago
**UPDATED 2025 PUBLIC STATEMENT
OF TOURISM TRINIDAD LIMITED**
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF
OF THE FREEDOM OF INFORMATION ACT, CHAP 22:02

TTL is headed by a Board of Directors (to be appointed). The term of the former Board of Directors ended May 5, 2025.

The Board is supported by a Corporate Secretary whose responsibilities include ensuring that good corporate governance practices are adhered to.

The TTL Management Team is responsible for the administration of TTL management and reports to the Board via the Chief Executive Officer. TTL currently employs thirty-two (32) employees divided into the following responsibility centers:

Research, Strategy and Marketing

This Department oversees all aspects of TTL's planning, implementation, research, monitoring and evaluation and ensures that all aspects of the company's brand strategy (marketing, promotions, communications and destination development) resonate with current and potential visitors to Trinidad.

Investment and Business Development

The Investment and Business Development arm of the company is tasked with developing, packaging and promoting tourism investment opportunities to local and foreign investors as well as other targeted investment intermediaries. The department is required to build awareness of investment opportunities and position Trinidad in key target markets. The department also facilitates tourism investment by providing technical and other information in order for potential investors to arrive at decisions to invest in Trinidad. In accordance with the stipulations of the Tourism Development Act, Chap. 87:22, the department also administers the application, evaluation and recommendation for fiscal incentives for tourism projects and implements the Trinidad and Tobago Tourism Accommodation Upgrade Project (TAUP).

Destination Development

This Department is accountable for identifying and seizing opportunities to make optimal use of Trinidad's tourism

offerings (e.g., cultural, historical, recreational and natural attractions), assessing gaps and developing competitive visitor experiences. The Department builds relationships with tourism and travel trade partners in developing signature experiences/niche markets that can be packaged and marketed locally, regionally and overseas. It also implements quality benchmarks for the measurement and effectiveness of all niche tourism products, services, infrastructure and amenities. Ensuring that all tourism projects are achieved within time, budget, and quality specifications.

Corporate Communications and Stakeholder Relations

This Department is responsible for strategic communications leadership by driving TTL's strategic plans and objectives in public/media relations, corporate communications, stakeholder relationship management, and overseeing TTL's reputation and image.

Corporate Services

This Department ensures the effective and efficient management of Human Resources (HR), Information and Communication Technologies (ICT), Procurement, Security, Health, Safety and Environment (HSE), Facilities Maintenance, and General Administration in accordance with the values and strategic direction of TTL.

Legal Services and Corporate Secretary

The Office of the Manager, Legal Services and Corporate Secretary provides support to the Board of Directors of TTL while safeguarding the integrity of the company's governance framework. Additionally, the office ensures that the company is in compliance with statutory and regulatory requirements and, implements decisions made by the Board of Directors. Specifically, the Department:

- Provides sound legal advice to the Board and Management on all matters related to the portfolios of the company particularly in relation to contracts, interpretation of laws and regulations.

- Ensures that the company acts in a legally responsible manner to minimize the risk of litigation.
- Ensures the smooth operation of the company's formal decision-making process.

Finance Department

The Finance Department is responsible for the financial management of TTL inclusive of financial risk assessment, budget analysis and management, financial modelling and reporting, cost benefit analysis, forecasting needs, accounting, treasury operations, and investment strategies.

Section 7 (1) (a) (ii) Categories of Documents that are maintained by TTL

The official documents in the company relate to a diverse range of policy, administration and other matters that fall under the scope of TTL. These documents include but are not limited to the following:

- Files dealing with administrative support and general administrative documents for the operations of TTL.
- Personnel files relating to staff appointments, job applications, job specifications, resignations, deaths, leave and vacation.
- Internal and External Correspondence Files.
- Files dealing with training.
- Minutes and other documents pertaining to meetings.
- Circulars, Memorandum, Notices and Bulletins.
- Policies and Procedures (Business Travel Policy, Fixed Asset Management Policy, Mobile Phone Policy, Petty Cash Policy, Signing Authority Policy, Whistleblowing Policy, Health Safety Security and the Environment Policy, Code of Conduct, Learning and Development Policy, Leave Policy, Performance Management Policy, Recruitment Policy, Information and Communication Technology Policy, Partnership Policy, Procurement Policy,



TOURISM
trinidad

The Government of the Republic of Trinidad and Tobago

UPDATED 2025 PUBLIC STATEMENT OF TOURISM TRINIDAD LIMITED

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF
OF THE FREEDOM OF INFORMATION ACT, CHAP 22:02

- Disciplinary and Employee Grievance Policy, Credit Card Policy, Fraud Policy and Extra Duty Allowance Policy).
- News Releases and Speeches.
- Files relating to the Strategic Intent of TTL.
- Files relating to the company's Corporate Communication and Marketing initiatives.
- Legal Opinions and related matters.
- Consultancy/Service Agreements. Legislation.
- Financial and Accounting Files.
- Files relating to procurement of supplies and services.
- Fixed Asset Register.

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

- (a) The Tourism Development Act, Chap 87:22
- (b) Annual Reports of TTL
- i. Administrative Report for the period 2023-2024
 - ii. Achievement Report for the period 2023-2024
- (c) National Development Strategy of Trinidad & Tobago (Vision 2030)
- (d) Brochures on Things To Do, Shopping in POS, Maps of T&T, Visitor Information and Ins and Outs
- (e) Meetings and Convention Guides
- (f) Tourism Accommodation Upgrade Programme (TAUP) Newspaper Advertisement
- (g) Birding brochure

The public may inspect and/or obtain copies of the aforementioned material between the hours of 9:00 a.m. - 3:30 p.m. Monday to Friday at:

Tourism Trinidad Limited
Level 18, Tower D
International Waterfront Centre
1A Wrightson Road, Port of Spain.
Tel: 1 (868) 612-7412 ext. 1800
Email: info@visittrinidad.co.tt
Website: <https://visittrinidad.tt>

SECTION 7(1) (a) (iv) Documents available by way of subscription

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

SECTION 7 (1) (a) (v) Procedure to be followed for accessing documents from the TTL, when an FOI request is made.

How to Request Information

General procedure

1. All requests for access to documents that are not readily available in the public domain are to be made on the Request for Access to Official Documents Form that is available from TTL's Designated Officer or at www.foia.gov.tt. The form must include:
 - Name of Applicant.
 - Contact information
 - Information requested and format to provide the information
 - Date of request
 - Signature of applicant
2. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer in the form of a letter.
3. To ensure prompt handling of requests, please address requests to the Designated Officer of TTL (see Section 7(1)(a)(vi)).
4. Our general policy is to answer all requests for information, both oral and written. However, in order to access the rights given to the applicant under the Act, the applicant must make such requests for information in writing.
5. Applicants must provide sufficient information to enable ready identification by the Designated Officer of the document(s) being requested.

6. If insufficient information is provided, clarification will be sought from the applicant.

7. If the applicant is not sure how to write his/ her request or what details to include therein, it is recommended to communicate with the Designated Officer.

8. A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from TTL or from another public authority or by otherwise being in the public domain, for example, by way of brochures, reports, etc. or if the said information is exempt.

9. Prior to the commencement of the FOIA, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed e.g., the *Exchequer and Audit Act Chapter 69:01*.

Furnishing Documents

An applicant is entitled to copies of information TTL has in its possession, custody or power in accordance with FOIA provisions. TTL is required, subject to the FOIA, to furnish copies of official documents only when they are in our possession, or TTL can retrieve them from storage. TTL is required to furnish only one copy of a document. If TTL cannot make a legible copy of a document to be released, TTL may not attempt to reconstruct it. Instead, TTL will furnish the best copy possible and a statement regarding its quality in its reply. TTL is not compelled to do the following

- Create new documents. For example, TTL is not required to write a new program so that a computer will print information in the format the applicant prefers.
- Perform research for the applicant.

Time Limits

TTL will determine whether to grant a request for access to information as soon as practicable but no later than thirty



(30) days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be provided with copies, or if the applicant requests, permitted to inspect the document/s.

Every effort will be made by TTL to comply with the timeframe set out in the FOIA, but where the processing of a request unavoidably may take longer than the statutory limit, TTL will advise the applicant by letter and ask for an additional period of time to provide the information. If a decision is taken to grant access to the information requested, the applicant will be provided with copies, or if you so request, permitted to inspect the document/s. Applicants' whose request for documents are refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Designated Officer will consult with the applicant about alternative resources that are open to him/her.

Fees and refunds

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

Section 7 (1) (a) (vi) Officers in TTL responsible for Implementation of the Freedom of Information Act.

TTL's Designated Officer has the following responsibilities:

- (a) The initial receipt of an action upon notices under Section 10 of the FOIA;
- (b) Requests for access to documents under Section 13 FOIA; and
- (c) Applications for corrections of personal information under Section 36 of the FOIA;
- (d) To register requests;

- (e) Record time spent on requests;
- (f) Ascertain appropriate action area;
- (e) Dispatch replies for requests; and
- (g) Forward quarterly returns to the Freedom of Information Unit.

The Designated Officer is:

Ms. Shadae Allen
Public Relations Specialist
Tourism Trinidad Limited
Level 18, Tower D, International
Waterfront Centre
1A Wrightson Road, Port of Spain.
Telephone: (868) 612-7412 ext. 1822
Email: sallen@visittrinidad.co.tt

The Alternative Officer is:

Ms. Himlata Sumair
Legal Officer
Tourism Trinidad Limited
Level 18, Tower D, International
Waterfront Centre
1A Wrightson Road, Port of Spain.
Telephone: (868) 612-7412 ext.
1803/1814
Email: hsumair@visittrinidad.co.tt

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

This section is not applicable at this time.

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

Information in the public domain can be accessed through our website at <https://visittrinidad.tt/>. General information enquiries can be made to the Public Relations Specialist (868) 612-7412 ext. 1822. For the purposes of FOIA reference, documents may be viewed between 9:00 a.m. and 3:30 p.m. Monday to Friday (except public holidays), in the designated reading area located at:

Tourism Trinidad Limited
Level 18, Tower D, International
Waterfront Centre
1A Wrightson Road
Port of Spain

All members of the public will be required to adhere to the rules and regulations outlined for the use of this facility including the rule that no smoking, eating or drinking is allowed in the Reading Room facility.

SECTION 8 STATEMENTS

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

- (a) Companies Act Chapter 82:01
- (b) Tourism Development Act, Chap 87:22
- (c) State Enterprise Performance and Monitoring Manual
- (d) Public Procurement and Disposal of Public Property Act No.1 of 2015 (as amended) and its Regulations
- (e) Procurement Policies and Guidelines
- (f) National Tourism Policy (2021-2030)

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

- (a) Strategic Plan 2024 - 2026
- (b) Code of Conduct
- (c) Performance Management Policy
- (d) Whistleblowing Policy
- (e) TTL Recruitment Policy



- (f) Health Safety Security and the Environment Policy
- (g) Extra Duty Allowance Policy
- (h) Trinidad and Tobago Tourism Accommodation Upgrade Project (TAUP) Policy
- (i) Learning and Development Policy
- (j) Disciplinary and Employee Grievance Policy
- (k) Signing Authority Policy
- (l) Credit Card Policy
- (m) Petty Cash Policy
- (n) Mobile Phone Policy
- (o) Fraud Policy
- (p) Fixed Asset Management Policy
- (q) Business Travel Policy
- (r) Partnership Policy
- (s) Information and Communication Technology (ICT) Policy
- (t) Procurement Policy
- (u) Leave Policy

Section (8) (1) (b)
In enforcing written laws or schemes administered by the TTL where a member of the public may be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

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

SECTION 9 STATEMENTS

Section 9 (1) (a)
A report of a statement containing the advice or recommendations of a body or entity established within TTL.

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

Section 9 (1) (b)
A report or a statement containing the advice or recommendations, (1) of a body or entity established outside TTL 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 TTL or to the Minister responsible of that TTL.

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

Section 9 (1) (c)
A report or statement containing the advice or recommendations of an inter-departmental Committee whose membership includes an officer of TTL.

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

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

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

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

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

Section 9 (1) (f)
A report prepared for the TTL by a paid consultant.

(a) Tourism Trinidad Limited Three-Year Strategic Plan (2024-2026)

Section 9 (1) (g)
A report prepared within the TTL and containing the results of studies, surveys or tests carried out for the purpose of assessing or making recommendations on the feasibility of establishing a new or proposed government policy, programme or project.

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

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

(a) The Tourism Trinidad Limited Administrative Reports 2018, 2019, 2020, 2021, 2022, 2023, 2024.

(b) Financial Reports.

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



- (a) Annual Draft Estimates of Expenditure
- (b) Tourism Trinidad Limited Three-Year Strategic Plan (2024-2026)

Section 9 (1) (j)
A statement prepared within the TTL and containing policy directions for the drafting of legislation.

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

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

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

Section 9 (1) (l)
An environmental impact statement prepared within TTL.

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

Section 9 (1) (m)
A valuation report prepared for TTL by a valuator, whether or not the valuator is an officer of Tourism Trinidad Limited.

There are no statements 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 UPDATE 2023 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
- Treaties

Headquarters

The Ministry's Headquarters comprise:

- **Minister's Secretariat**
- **Permanent Secretary's Secretariat**
 - Finance and Accounts Unit
 - Internal Audit
- **Deputy Permanent Secretary (I) Secretariat**

UPDATED 2023 PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND
CARICOM AFFAIRS—CONTINUED

- Human Resource Services Division
 - Multilateral Relations Division
 - Information Technology Unit
 - Office Management Section
 - Property Management Unit
 - Policy and Planning Division
 - Treaties, International Agreements and Legal Division
 - Caribbean Single Market and Economy (CSME) Unit
- **Deputy Permanent Secretary (II)**
- Corporate Communications Unit
 - Library
 - Registry Section
 - Records Management Section
 - CARICOM and Caribbean Affairs Division
 - Consular Affairs Division
 - Protocol Division
 - Missions Inspectorate and Administration Unit
- **Director, Bilateral Relations**
- Africa, Asia, Middle East and the Pacific Division
 - Americas Division
 - European Affairs Division
- **Ambassador of the Republic of Trinidad and Tobago to CARICOM**

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. With effect from February 2023, Trinidad and Tobago appointed an Honorary Consul in Belize City, Belize. As such, Honorary Consuls are located in:

- The Americas: Belize City, Bolivia [La Paz], Brazil [Goiás, São Paulo, Minas Gerais, Pará], Canada [Manitoba, Montreal, Saskatchewan], Dominica [Roseau], Dominican Republic [Santo Domingo], Ecuador [Quito], Grenada [St. George's], Paraguay [Asunción], 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, Munich], Norway [Oslo], Slovak Republic, and Turkey [Istanbul];

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UPDATED 2023 PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND
CARICOM AFFAIRS—CONTINUED

- Africa: Ghana [Tema]; Kenya [Nairobi]
- Asia: The Republic of Korea [Seoul]
- 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,

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 8:00 a.m. to 4:15 p.m. from Monday to Thursday and 8:00 a.m. to 4:00 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

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UPDATED 2023 PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND
CARICOM AFFAIRS—CONTINUED

- 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

The public can also access the **Ministry's website** at 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 for information that is not readily available to the public. In this regard, the Request for Access to Official Documents form is available online at http://www.foia.gov.tt/sites/default/files/FOIA_Request_Form.pdf.

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

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UPDATED 2023 PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND
CARICOM AFFAIRS—CONTINUED

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

Designated Officer

Name: Leandrea Lutchman
Job Title: Legal Research Officer
Address: Ministry of Foreign and CARICOM Affairs, 2 Prada Street, St. Clair, Newtown 190325
Tel. no.: 285-5029; 623-6894 ext. 2214
Fax no.: 623-5853
Email address: lutchmanll@foreign.gov.tt

Secondary Designated Officer

Name: Ms. Simone Young
Job Title: Foreign Service Officer V
Address: Ministry of Foreign and CARICOM Affairs, 2 Prada Street, St. Clair, Newtown 190325
Tel. no.: 285-5029; 623-6894 ext. 2076
Fax no.: 623-5853
Email address: youngs@foreign.gov.tt

Section 7 (1) (a) (vii)

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

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UPDATED 2023 PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND
CARICOM AFFAIRS—CONTINUED

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 Ministry's Library is located at #2 Prada Street, St. Clair, Newtown, Port of Spain. Tel: 623-6894 ext 2175 / 2522 .

The Library facilitates requests for information during the hours 8:00 a.m. to 4:00 p.m. Monday to Friday, except public holidays.

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)

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UPDATED 2023 PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND
CARICOM AFFAIRS—CONTINUED

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
- 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 2025 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
- Consular and Protocol Services
- External Relations
- Foreign Policy Matters
- Overseas Missions
- Relations with the Wider Caribbean
- Treaties

Headquarters

The Ministry's Headquarters comprise:

- **Minister's Secretariat**
- **Permanent Secretary's Secretariat**
 - Finance and Accounts Unit
 - Internal Audit

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UPDATED 2025 PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND
CARICOM AFFAIRS—CONTINUED

- Ambassadors at Headquarters
- Embassies and High Commissions
- Consulates General
- Treaties, International Agreements and Legal Division
- Protocol Division

- **Deputy Permanent Secretary (I) Secretariat**
 - Missions Inspectorate and Administration Unit
 - Americas Division
 - Africa, Asia, Middle East and the Pacific Division
 - Policy and Planning Division
 - Human Resource Services Division
 - Procurement
 - Information Technology Unit
 - Corporate Communications Unit
 - Registry Section

- **Deputy Permanent Secretary (II) Secretariat**
 - Multilateral Relations Division
 - European Affairs Division
 - CARICOM and Caribbean Affairs Division
 - Caribbean Single Market and Economy (CSME) Unit
 - Consular Affairs Division
 - Commercial Diplomacy
 - Property Management Unit
 - Records Management Section
 - Library
 - Office Management Section

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. With effect from May 2025, an Honorary Consul was appointed in Hong Kong, People's Republic of China. With effect from February 2025, Trinidad and Tobago no longer has an Honorary Consul in Munich, Germany. Accordingly, Honorary Consuls representing Trinidad and Tobago are located in:

- The Americas: Belize City, Bolivia [La Paz], Brazil [Goias, São Paulo, Minas Gerais, Pará], Canada [Manitoba, Montreal, Saskatchewan], Dominica [Roseau], Dominican Republic [Santo Domingo],

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Ecuador [Quito], Grenada [St. George's], Paraguay [Asunción], 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], Norway [Oslo], Slovak Republic, and Turkey [Istanbul];
- Africa: Ghana [Tema]; Kenya [Nairobi]
- Asia: The People's Republic of China [Hong Kong], the Republic of Korea [Seoul]
- 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 opportunities and technical cooperation
- 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,

Section 7 (1) (a) (iii)

MATERIAL PREPARED FOR PUBLICATION OR INSPECTION

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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 8:00 a.m. to 4:15 p.m. from Monday to Thursday and 8:00 a.m. to 4:00 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

The public can also access the **Ministry's website** at 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 for information that is not readily available to the public. In this regard, the Request for Access to Official Documents form is available online at http://www.foia.gov.tt/sites/default/files/FOIA_Request_Form.pdf.

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.

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CARICOM AFFAIRS—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

Designated Officer

Name: Leandrea Lutchman
Job Title: Legal Research Officer
Address: Ministry of Foreign and CARICOM Affairs, 2 Prada Street, St. Clair, Newtown 190325
Tel. no.: 285-5029; 623-6894 ext. 2214
Fax no.: 623-5853
Email address: lutchmanll@foreign.gov.tt

Secondary Designated Officer

Name: Ms. Simone Young
Job Title: Foreign Service Officer V

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Address: Ministry of Foreign and CARICOM Affairs, 2 Prada Street, St. Clair, Newtown 190325
Tel. no.: 285-5029; 623-6894 ext. 2076
Fax no.: 623-5853
Email address: youngs@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 Ministry's Library is located at #2 Prada Street, St. Clair, Newtown, Port of Spain. Tel: 623-6894 ext 2175 / 2522 .

The Library facilitates requests for information during the hours 8:00 a.m. to 4:00 p.m. Monday to Friday, except public holidays.

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

The following document is available on the Ministry's website:

- Handbook on the Repatriation of Human Remains

Section 8 (1) (b)

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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
- 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)
- Reports of the Reconstituted Trinidad and Tobago National Committee on Reparations

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

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UPDATED 2025 PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND
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- 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.