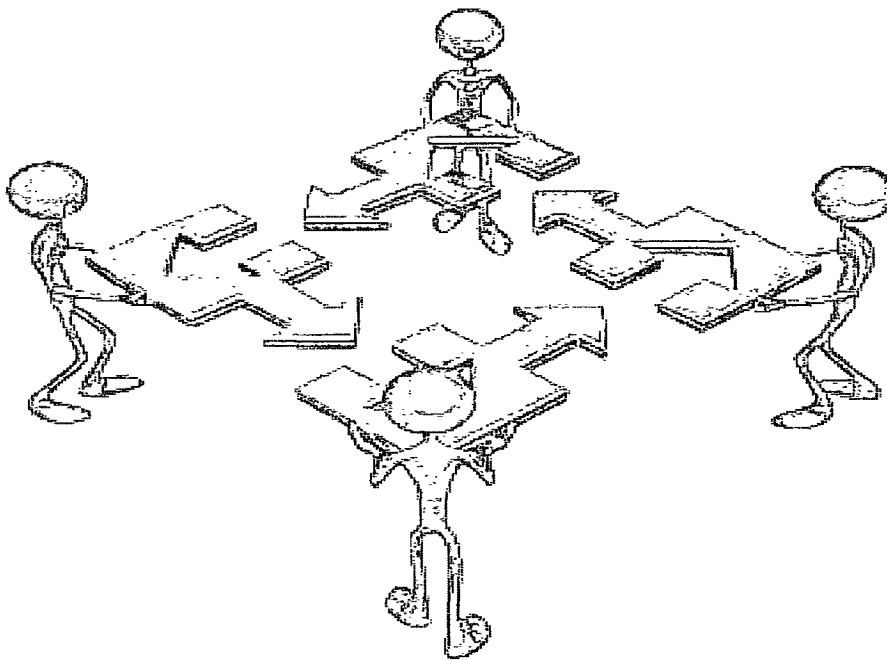


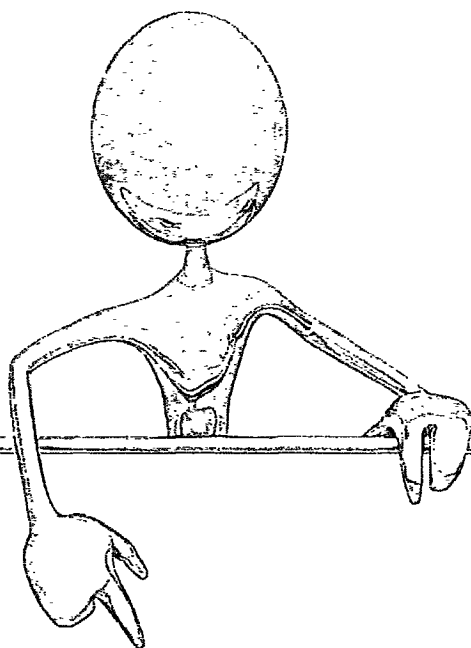


Office of the Prime Minister  
Information Division

Freedom of Information Act  
Chapter 22:02

Annual Report to Parliament 2009





Your Information  
Your Right to Know

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## Prime Minister's Foreword

I am extremely pleased to present this the Seventh Annual Report of the Freedom of Information Act, Chapter 22:02 covering the period January to December 2009.

In a healthy democracy, citizens should be able to effectively scrutinise, debate and participate in government decision-making and policy formulation in order to ensure government accountability and to make informed choices. Information plays a key role in empowering the citizen in these activities.

With the many competing priorities facing governments and civil society organizations, it is truly significant that access to public information remains at the forefront of the global agenda. As noted in a report by the Freedom of Information Independent Review Panel on the Queensland Freedom of Information Act, entitled *Enhancing Open and Accountable Government: "Information is the lynch-pin of the political process. Knowledge is, quite literally, power. If the public is not informed, it cannot take part in the political process with any real effect."*

Freedom of information is therefore an indispensable element in representative government. Only by exercising this freedom can citizens communicate their views on the wide range of matters that may call for, or are relevant to, political action or decision. Only by exercising this freedom can citizens criticise government decisions and actions, seek to bring about change, call for action where none has been taken and, in this way, influence the elected representatives. Without this, representative government would fail to achieve its purpose, namely, government by the people through their elected representatives. Government would cease to be responsive to the needs and wishes of the people and, in that sense, would cease to be truly representative.

**The Honourable Kamla Persad-Bissessar**  
**Prime Minister of the Republic of Trinidad and Tobago**

## Executive Summary

The Freedom of Information Act, Chapter 22:02 (FOIA), affords members of the public the right of access to information in the possession of public authorities - subject to certain specific and limited exemptions.

Section 40 (1) of the Act requires that the Minister with responsibility for Information, as soon as practicable after the end of each year, prepare a report on the operation of the Act to be laid before each House of Parliament, and that Ministers with responsibility for public authorities within their portfolios, furnish to the Minister such information as required for the preparation of the report.

This is the seventh report on the FOIA and covers the period January 1 to December 31, 2009. The main highlights regarding usage of the Act are as follows:

### Summary Data - Section 40 (3)

(a)	The number of requests made to public authorities	1,221
(b)	The number of decisions that an applicant was not entitled to access to a document pursuant to a request	128
(c)	The number of applications for judicial review of decisions under this Act	9
(d)	The number of complaints made to the Ombudsman with respect to the operation of this Act and the nature of those complaints	40
(e)	The number of notices served upon each public authority under section 10(1)	0
(f)	Disciplinary action taken against any officer in respect of the administration of this Act	None taken
(g)	The amount of charges collected by each public authority under this Act	\$ 0
(h)	Particulars of any reading room or other facility provided by each public authority for use by applicants or members of the public; and the publications, documents or other information regularly on display in that reading room or other facility	See detailed data
(i)	Any other facts, which indicate an effort by public authorities to administer and implement the spirit and intention of this Act	See detailed data

## Introduction

The ability of individuals to access information held by public institutions and about their government is central to democracy. Only a well-informed public can carry out its obligation to shape policy and effectively participate in nation building. When government operates in secret, these goals are undermined. In modern democracies, public access to information held by public institutions is assured in two ways. First, limits are placed on the ability of the government to censor those who would report on its activities. Second, legal measures are put in place to enable individuals to obtain government records of various types. In neither case is the individual's freedom absolute. However, there is a strong presumption that government action should not be shielded from public view.

David Banisar,<sup>1</sup> noted that *"freedom of information is an essential right for every person. It allows individuals and groups to protect their rights. It is an important guard against abuses, mismanagement and corruption. It can also be beneficial to governments themselves – openness and transparency in the decision-making process can improve citizen trust in government actions."* Freedom of Information "generally means access to information about any governmental entity involved in the operation of government. This includes access to reports, budgets, correspondence, and other documents related to the operational aspects of a governmental body, whether it is legislative or executive"<sup>2</sup>.

In one of his first official acts, newly elected U.S. President Barack Obama issued an instruction on January 21<sup>st</sup> 2008 that, "the Freedom of Information Act should be administered with a clear presumption that in the face of doubt, openness prevails." President Obama strongly encouraged his agencies to make discretionary disclosures of information. An agency should not withhold records merely because it can demonstrate, as a technical matter that the records fall within the scope of a FOIA exemption. Also when an agency determines that it cannot make full disclosure of a requested record, it must consider whether it can make partial disclosure. Obama rescinded the Attorney General's FOIA memorandum 2001 which conveyed the position that the Department of Justice would defend decisions to withhold records.

Although there are many current developments in the Freedom of Information laws, there is much work to be done to achieve truly transparent government. The culture of secrecy thrives and remains strong in many countries. *"Many of the laws are not adequate and promote access*

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<sup>1</sup> Banisar, David (2006) *Freedom of Information Around the World 2006: A Global Survey of Access to Government Information Laws*. Copyright David Banisar & Privacy International. Retrieved from the World Wide Web on May 19<sup>th</sup> 2010 from <http://www.privacy-international.org/foi/survey2006.pdf>

<sup>2</sup> Pederson, Tony (2006) "Freedom of Information" *Governments of the World: A Global Guide to Citizens' Rights and Responsibilities*. Ed. C Neal Tate. Vol. 2. Detroit: Macmillan Reference USA. 117-120. *Gale Virtual Reference Library*. Web. 13 May 2010.

*in name only. In some countries, the laws lie dormant due to a failure to implement them properly or a lack of demand*<sup>3</sup>. In other countries high costs are involved in pursuing denied requests and governments abuse their power and find every possible way to use exemptions. Older laws need updating to reflect developments in society and technology. New laws promoting secrecy in the global war on terror have undercut access to information.

In essence therefore, FOI generally gives any person who is affected, either directly or indirectly, by an act of a public body, the right to be given reasons for the act and to be informed of any findings on any material issues of fact made for the purposes of the act. When citizens have access to information, and understand how to use it, they become empowered. This empowerment introduces a new element of accountability into the system. Through Freedom of Information legislation, citizens can have the information which enables them to debate, question and judge public decisions. In a tangible way this introduces an element of direct accountability of public bodies to the individual citizen.

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<sup>3</sup> *ibid*

## The Freedom of Information Act, 1999

The May 1999 meeting of Commonwealth Law Ministers held in Trinidad and Tobago provided the impetus for the design and passage of this legislation, where the principle of "good governance" was accepted and the need for public law reform was identified by the participating Governments at that time. The Freedom of Information Act, Chapter 22:02 (FOIA) came into effect by proclamation on 20<sup>th</sup> November, 2000 for Part I and 20<sup>th</sup> February, 2001 for the remaining parts.

The Act provides a legally enforceable right to members of the public to seek access to information, usually a document held by public authorities, limited only by the requirements to protect certain essential public and private interests. These documents include those in the custody or possession of Cabinet, Ministries, Departments, statutory bodies and state owned corporations.

The Act also creates a right to bring about the amendment of records containing personal information that is incomplete, incorrect, out of date or misleading or irrelevant to the purpose for which it is being held by the "public authority".

The FOIA enshrines the concept that information collected and generated by government, is a resource of the people, for the people and is to be accessible as freely as possible by the people. The Act should not displace formal procedures for access to information, but should be regarded as a legislative "last resort."

### ***FOIA – Main Provisions***

The FOIA extends to the public the right to access information in the possession of public authorities by members of the public in two ways:

- By making information available, inter alia, about its operations; policies and documents held and other particulars in published statements (Pursuant to Sections 7, 8 and 9 of the FOIA). Public authorities were required to publish an initial statement as soon as practicable after the commencement of the Act, and thereafter to publish annual updates. Publications are required both the official Gazette and in a daily newspaper in circulation in Trinidad and Tobago.
- By creating a general right of access to official documents held by public authorities limited by exceptions and exemptions necessary for the protection of essential public interests and the private and business affairs of persons in respect of whom information is collected and held by public authorities.



The Act also gives the following rights:

- the right to challenge a refusal of access by making a complaint to the Ombudsman of Trinidad and Tobago and/or by filing for Judicial Review;
- the right to correction of one's personal information.

### Exemptions

- There are eleven (11) exemptions, including inter alia, Cabinet documents, defence and national security documents, law enforcement documents and documents protected by legal professional privilege. Such exemptions however, are not absolute.
- Public authorities are required to give consideration to the public interest in determining whether access should be given to exempt documents.

### Exempt Public Authorities

- Under Section 5 (1) (c), the Act does not apply to such Public Authorities or functions of a Public Authority as the President may, by Order subject to negative resolution of Parliament determine.
- Thus far, ten (10) Public Authorities have received such exemption orders:
  - First Citizens Bank Group
    - First Citizens Holdings Limited
    - First Citizens Bank Limited
    - First Citizens Corporate Services Limited
    - First Citizens Bank Mortgage and Trust Company Limited
  - The Trinidad and Tobago Unit Trust Corporation
  - The Export-Import Bank
  - The Agricultural Development Bank
  - The Trinidad and Tobago Mortgage Finance Company Limited
  - Taurus Services Limited
  - The Business Development Company Limited
  - The National Entrepreneurship Development Company Limited
  - National Enterprises Limited
    - ***The Freedom of Information (Exemption) Order, 2003***
  - The Central Bank of Trinidad and Tobago
    - ***The Freedom of Information (Exemption) (No. 2) Order, 2003***
  - The Integrity Commission of Trinidad and Tobago
    - ***The Freedom of Information (Exemption) (No. 2) Order, 2005***

## Statistics 2005 – 2009

### Total requests received

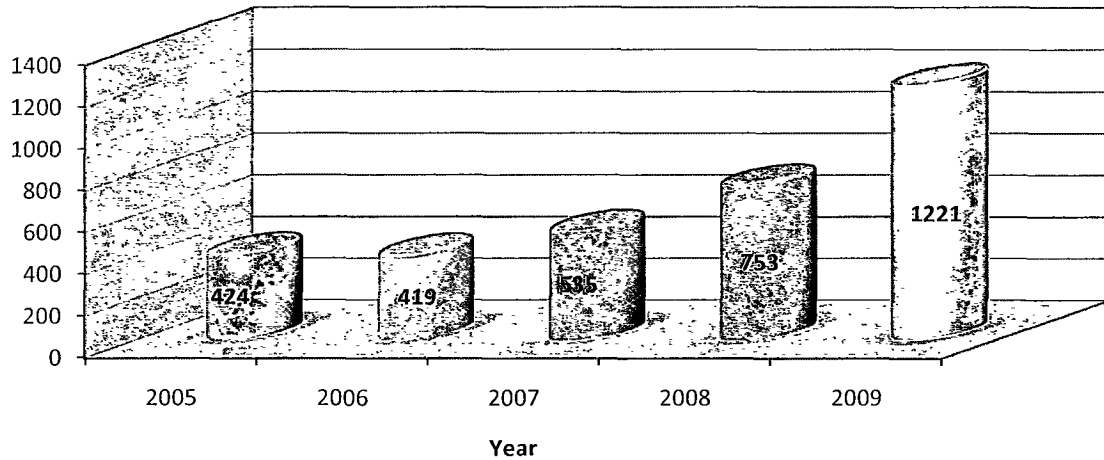


Figure 1: Total requests received during the period 2005 - 2009

During this period over 3,352 requests were received by public bodies under the Act. As can be seen in Fig. 1, there has been a steady increase in the number of applications over this period. When compared with 2005, the total number of requests received in 2009 represents an increase of 183%

### Process time for requests

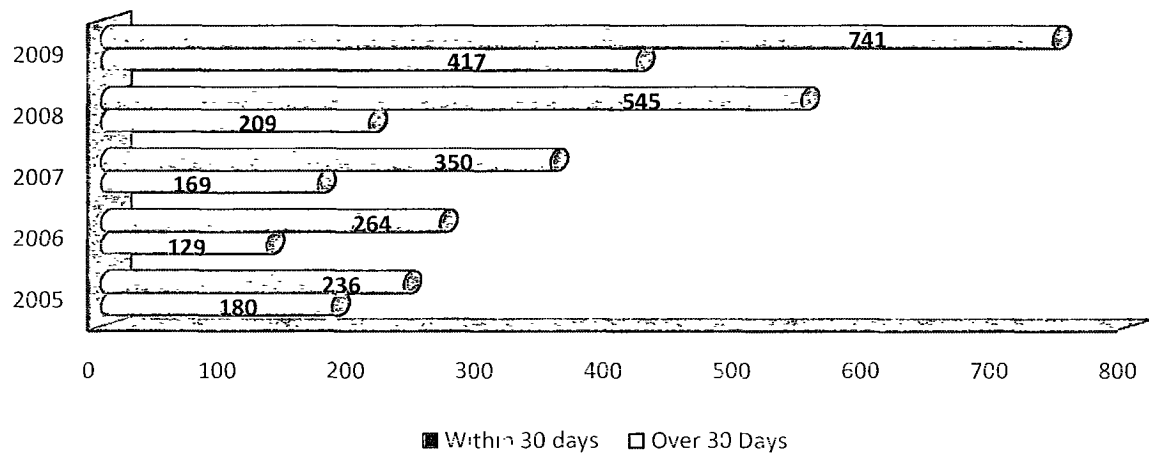


Figure 2: Process time for requests 2005 to 2009

As mandated in Section 15 of the Act, public bodies are required to notify an applicant of the approval or refusal of his request “not later than thirty days after the day on which the request is duly made”. As shown in Fig. 2, approximately 67% of all requests were processed within the thirty (30) day timeframe.

### Action taken on requests

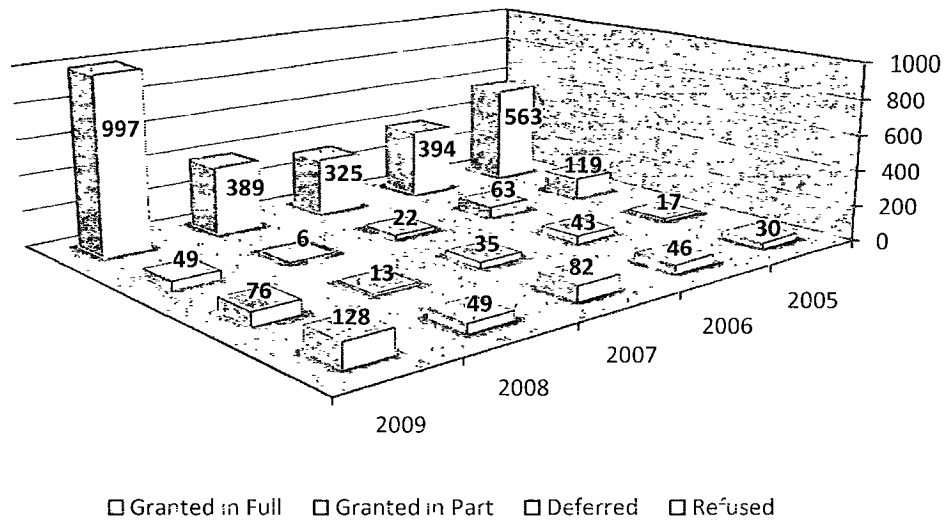


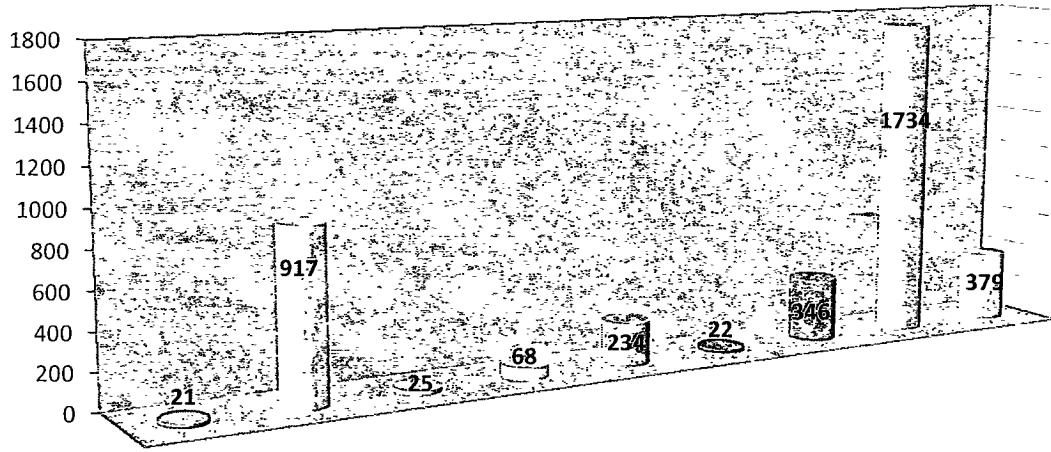
Figure 3: Action taken on requests 2005 - 2009

Generally, responses to request fall into four major categories:

1. Granted in full – all the information that is requested is given to the applicant;
2. Granted in Part – applicant may get access to some of the information requested;
3. Deferred – a request is deferred if it satisfies Section 19 (1) where the information requested is currently being prepared –
  - a. for presentation to Parliament,
  - b. for release to the media;
4. Refused – a request is refused if the document requested falls under Part IV of the Act.

During the period under review, over 70% of all applications under the Act were granted in full by public bodies.

### Most requested categories



- Cabinet
- Internal Working
- Legal Proceedings
- personal privacy
- Public Authority Operations
- Personal records
- Law Enforcement
- Economy Commercial Affairs
- Other

Figure 4: Most requested categories between 2005 - 2009

As seen in figure 4 the vast majority of requests under the Act, approximately 47%, were related to personal records.

## Operations of the Act in 2009

### Administration of the Freedom of Information Act - Main Activities

Since November 2007, the administration and monitoring function for the Freedom of Information Act has been assigned to the Minister with responsibility for Information. The main activities of administering this Act in 2009 involved:

- **Provision of guidance to members of the public** in respect of their rights and responsibilities under the Freedom of Information Act.
- **Provision of support and guidance to public authorities** in respect of the operations of the Freedom of Information Act and vetting of Section 7, 8 and 9 statements prior to publication by public authorities.
- **Sensitisation of public authorities, and members of the public about the Freedom of Information Act.** In the year under review, the following sensitisation sessions were carried out:

<b>Sensitisation Sessions 2009</b>	<b>Date</b>
Service Commission Department	February 4 <sup>th</sup> 2009
Community Development Fund	April 15 <sup>th</sup> 2009
Board of Permanent Secretaries	June 18 <sup>th</sup> 2009
Ministry of Local Government	September 15 <sup>th</sup> 2009

## Monitoring of the Freedom of Information Act - Section 40 Report

In accordance with the Section 40 (1) of the Act, the Minister with responsibility for Information is required to lay an annual report before both Houses of Parliament. While the Act does not prescribe the procedure, it requires line Ministers to whom responsibility for public authorities is assigned, to furnish information for the preparation of this report to the Minister with responsibility for Information in accordance with Section 40 (2).

Return forms are used to facilitate the collection of information, on a quarterly basis, from individual public authorities in accordance with the listing at Section 40 (3). The data in this report is based on returns received from ninety eight (98) public authorities.

Information regarding complaints to the Ombudsman (Section 40 (3) (d)) is obtained directly from the Office of the Ombudsman of Trinidad and Tobago on a quarterly basis. Data on judicial review matters (Section 40 (3) (c)) has been obtained from reports prepared by public authorities and the Solicitor General's Chambers, Ministry of the Attorney General.

A calendar year is employed for reporting on the operations of the Freedom of Information Act. The following data is in respect of operations of the Freedom of Information Act during the period January 1 to December 31, 2009 in accordance with Section 40 (3) (a) to (i).

### Detailed Data

#### a) The number of requests made to each public authority

Public Authority	No. of Requests
Accreditation Council of Trinidad and Tobago	0
Alutech Limited	0
Alutrint Limited	0
Arima Municipal Corporation	0
Betting Levy Board	0
Caribbean Airlines Limited	0
Caribbean New Media Group Limited	0
Central Administrative Services Tobago	0
Central Tenders Board	2
Chaguanas Borough Corporation	0
Chaguaramas Development Authority	1

Cipriani College of Labour and Co-operative Studies	1
College of Science Technology and Applied Arts of Trinidad & Tobago	0
Community Improvement Services Co. Ltd.	1
Couva/Tabaquite/Talparo Regional Corporation	0
Customs and Excise Division	1
Diego Martin Regional Corporation	0
Eastern Regional Health Authority	0
Education Facilities Company Limited	1
Electrical Inspectorate Division	0
Environmental Management Authority	45
Evolving Tecknologies and Enterprise Development Company Limited	8
Government Human Resource Services Limited	3
Government Information Services Limited	0
Housing Development Corporation	1
Immigration Division	0
Inland Revenue Division	29
La Brea Industrial Development Company	0
Legal Aid and Advisory Authority	0
Maritime Services Division	0
Mayaro/Rio Claro Regional Corporation	0
Ministry of Community Development, Culture and Gender Affairs	2
Ministry of Education	41
Ministry of Energy and Energy Industries	0
Ministry of Finance	1
Ministry of Foreign Affairs	0
Ministry of Health	0
Ministry of Housing	4
Ministry of Information	0
Ministry of Labour and Small and Micro Enterprise	4
Ministry of Legal Affairs	0
Ministry of Local Government	6
Ministry of National Security	18
Ministry of Public Administration	0
Ministry of Public Utilities and the Environment	11
Ministry of Science, Technology and Tertiary Education	0

Ministry of Social Development	0
Ministry of Sport & Youth Affairs	0
Ministry of Tourism	1
Ministry of Trade & Industry	1
Ministry of Works & Transport	6
National Agricultural Marketing and Development Corporation	2
National Energy Corporation of Trinidad & Tobago	1
National Gas Company of Trinidad & Tobago Limited	0
National Helicopter Services Limited	0
National Infrastructure Development Company Limited	0
National Insurance Board	6
National Library and Information System Authority	0
National Lotteries Control Board	16
National Quarries Company Limited	1
North Central Regional Health Authority	466
North West Regional Health Authority	19
Occupational and Health Safety Agency	6
Office of Disaster Preparedness and Management	0
Office of the Prime Minister	14
Palo Seco Agricultural Enterprises Ltd	2
Parliament Republic of Trinidad & Tobago	0
Penal/Debe Regional Corporation	0
Personnel Department	3
Petroleum Company of Trinidad and Tobago Limited	18
Point Lisas Industrial Port Development Corporation Ltd.	0
Port Authority of Trinidad & Tobago	0
Princes Town Regional Corporation	0
Public Transport Service Corporation	1
Regulated Industries Commission	0
Rural Development Company of Trinidad and Tobago Limited	1
San Fernando City Corporation	0
San Juan/Laventille Regional Corporation	0
Service Commissions Department	292
Siparia Regional Corporation	3
South West Regional Health Authority	126



Statutory Authorities' Service Commission Department	33
Telecommunications Authority of Trinidad and Tobago	2
The Environmental Commission of Trinidad and Tobago	0
The Vehicle Maintenance Corporation of Trinidad & Tobago Ltd	0
Tobago Regional Health Authority	0
Trinidad & Tobago Bureau of Standards	0
Trinidad & Tobago Electricity Commission	7
Trinidad & Tobago Free Zones Company Limited	0
Trinidad & Tobago Meteorological Services	0
Trinidad & Tobago Police Service	0
Trinidad & Tobago Postal Corporation	1
Trinidad & Tobago Prison Service	0
Trinidad & Tobago Solid Waste Management Co. Ltd	0
Trinidad and Tobago Film Company Limited	0
Tunapuna/Piarco Regional Corporation	0
Urban Development Corporation of Trinidad and Tobago Ltd.	0
Water and Sewerage Authority	13
Youth Training and Employment Partnership Programme Ltd.	0
Zoological Society of Trinidad & Tobago	0
<b>Total number of requests received by Public Authorities</b>	<b>1,221</b>

b) The number of decisions where applicants were denied access to a document pursuant to a request, the provisions of this Act under which these decisions were made, and the number of times each provision was invoked.

Provision : Sec. No.	Provision Description	No. of Times Invoked
24	Cabinet Document	9
27	Internal working documents	12
28	Documents Affecting Law Enforcement	1
29	Documents affecting Legal Proceedings or Subject to Legal Privilege	8
30	Document affects personal privacy	81
32	Documents containing materials obtained in confidence	2
33 (1) (a)	Documents affecting the economy and commercial affairs	12
33 (1) (b)	Documents concerning the operations of a Public Authority	1
34	Documents to which secrecy provisions apply	2
<b>Total number of decisions that applicants were not entitled to access</b>		<b>128</b>

**c) The number of applications for Judicial Review of decisions under this Act and the outcome of those applications;**

No. of Judicial Review Applications	Status / Outcomes
9	<b>Judgments Received (2)*</b> <b>Awaiting Judgments (3)</b> <b>Matters Pending before Court (4)</b>

\*Refusal overturned  
 Refusal upheld

**d) The number of complaints made to the Ombudsman with respect to the operation of this Act and the nature of those complaints:**

There were forty (40) such complaints. These are detailed in Appendix I.

**e) The number of notices served upon each public authority under section 10(1) that Statements published under Sections 7, 8 & 9 were deficient and the number of decisions by the public authority, which were adverse to the person's claim.**

During the period under review, there were no notices served on public authorities under Section 10 (1).

**f) Particulars of any disciplinary action taken against any officer in respect of the administration of this Act.**

There is no record of disciplinary action taken against any officer in respect of the administration of this Act during the period under review.

**g) The amount of charges collected by each public authority under this Act.**

In the absence of regulations to this effect, public authorities have no legal authority for the collection of fees and charges. There is therefore no record of fees and charges collected by public authorities under this Act.

**Orders of Exemption**

During the period under review, no "Orders of Exemption" from the operations of the FOIA were applied for and obtained in accordance with Section 5 (1) (c).

## Looking Ahead

In a status report on the Freedom of Information Legislation submitted to Cabinet in 1998, the Office of the Attorney General noted that the principal objective of the legislation was to enhance the principles upon which democratic government is based, namely transparency, accountability and public participation.

Political accountability requires elected representatives, at fixed intervals, to put themselves before the people for re-election. There is general familiarity with accountability in management, and the efficient use of resources. However, in the context of the individual dealing with a public body, FOI is concerned primarily with administrative accountability. This is the process of ensuring that public service activities and, in particular, the exercise of decision-making powers are carried out not only in a proper legal manner, but in a manner consistent with fairness and good administrative practice.

The notion of transparency is based on the assumption that citizens are capable of interpreting information and reaching sensible conclusions. This is in contrast to the view that policy development and decision-making in public affairs should be the preserve of those "internal experts" who "understand" the issues and who alone should decide who should be consulted. In this latter model, consultation is the privilege of the few, and the views of others, whether ordinary citizens or the media, are ignored or dismissed as a hindrance to the process.

The effective utilization and enforcement of the FOIA, has the potential to strengthen citizens' trust in our democratic processes, while demonstrating government's commitment to transparency and accountability. As such, some of the future plans for the Division in the upcoming year would focus on:

- Strengthening of the FOIA through the drafting of the appropriate amendments to policy and regulations;
- Increasing the knowledge of stakeholders via the training of designated officers and a revamped communication strategy;
- Passage of the Data Protection Bill;

### **Amendments to the FOIA**

In 2004, some amendments were proposed for the Act to improve its function and performance. This was done after indentifying some ambiguity in interpretation of various sections and also after examining legislation in other jurisdictions. These amendments can be classified under three (3) main categories:

- Amendments for administrative efficacy by the removal of anomalies;
- Amendments relating to implementation of the FOIA, and

- Amendments relating to issues affecting compliance and good governance.

These views have also been echoed most recently by the Solicitor General, the Ombudsman and the Courts. It is therefore recommended that the Freedom of Information Unit work in collaboration with the Solicitor General's Department, the Chief Parliamentary Counsel and the Ombudsman in proposing amendments to the Act. This should be done in parallel with the re-drafting of the Data Protection Bill, so that the two pieces of legislation can work in tandem.

### **Knowledge of Stakeholders**

Based on the recent Market Opinion Research International (MORI), Opinion Leaders Panel Survey Wave 14 conducted in 2009, approximately 24% of respondents indicated that they were aware of the Act. Based on these results the FOI Unit will embark on a comprehensive education and communication campaign to not only increase awareness of the Act, but also to encourage the "ordinary man" to utilize the Act for their own edification. The Freedom of Information Unit has already started implementation of its Communication Strategy with the training of the Designated, Alternate and Legal Officers. The segments of the strategy that are yet to be implemented are: (1) the sensitization of Ministers, Permanent Secretaries, Deputy Permanent Secretaries, Heads of Departments and State Agencies; and (2) a full public awareness campaign. Some additional areas that this strategy would focus on include:

- Sensitisation of the Media Association of Trinidad and Tobago (MATT), to encourage wider use of the Act among journalists;
- Engagement of the school system, through essay competitions aimed at both, secondary and tertiary level institutions;
- Re-launch of the community caravan, partnering with the Ministries of the People and Social Development, Sport and Youth Affairs, the National Library and Information System Authority (NALIS) and the Tobago House of Assembly (THA);
- Re-launch of the Freedom of Information Website;
- Placement of ads and features on the FOIA via new media as well as traditional media in collaboration with the Government Information Service Limited (GISL) and the Caribbean New Media Group (CNMG).

Apart from this, the Unit would continue its training programme with designated and legal officers within the upcoming fiscal year. The aim of this activity is to ensure all relevant officers within public authorities are trained in the administration of the Act by December 2010. Following this, the Unit proposes to embark on training sessions within public authorities to increase the understanding of the Act among all public officers within the public service.

## **Passage of the Data Protection Bill/Establishment of the Office of the Data Commissioner**

Future developments related to the work of the Freedom of Information Unit must necessarily involve the passage of the Data Protection Bill, which works in converse perspective to the Freedom of Information Act. The Data Protection Bill 2009, aims to ensure that personal information in the custody or control of an organization, whether public or private, shall not be disclosed, processed or used other than the purpose for which it was collected, except with the consent of the individual and where exemptions are clearly defined. The proposed Bill also seeks to amend the Freedom of Information Act by allowing complaints from individuals who have been refused access to an official document under the Act to be reviewed by the Information Commissioner.

Like many similar pieces of legislation in the Commonwealth and Europe, the Bill establishes a regulatory entity, the Information Commissioner in whom the responsibility is vested to engender the necessary culture of privacy, and when and where necessary, enforce regulatory obligations on the private and public sectors. The Information Commissioner would function as an independent office and be officially appointed by the President to monitor the administration of the Data Protection Act. In so doing, the Commissioner would set standards and policies to govern the successful implementation of that Act. Functions will also include conducting audits and investigations to ensure that all institutions comply with the Data Protection Act. This is in keeping with international best practice where it is generally recommended that review of decisions of public authorities' decisions to refuse access under both pieces of legislation - that is to say Freedom of Information and Data Protection - be subject to independent review.

In addition, as the government moves closer towards the full implementation of electronic government, critical pieces of legislation are required in order to provide the necessary legislative framework for implementation. As such this Bill would operate in conjunction with, the Electronic Transactions Bill, Amendments to the Exchequer and Audit Act, Chap 69:01 and Amendments to the Customs Act, Chap 78:01; and comprise a package of legislation that is critical to the full implementation of the Single Economic Window (SEW) Project of the Ministry of Trade and Industry.

The main objective of SEW is the creation of an electronic one-stop-shop, where private stakeholders and approving government agencies can collaborate to process the necessary permits and approvals online, required to import/export goods in a seamless and efficient manner. The first phase of this project is expected to be implemented by November 15<sup>th</sup> 2010. As such the passage of the Data Protection Bill is critical, since, it provides the necessary legislative framework for the secure collection, storage and sharing of this electronic information.

The Data Protection Bill 2009 lapsed in the 2009/2010 parliamentary session. As a result, the Bill awaits parliamentary debate in the upcoming parliamentary term. The Freedom of

Information Unit with the assistance of an external consultant has already developed a draft document that sets out the proposed organisational structure for the Information Commissioner. The Division will also consult with the Ministry of Public Administration to ensure that the appropriate organizational arrangements are put in place as soon as practicable after the Bill is passed.

### ***Conclusion***

Despite the many challenges faced over the years, members of the public have been utilizing the Freedom of Information Act effectively to obtain information held by public authorities, and in the process seeking redress from both the Ombudsman and the Courts. The effective utilization and enforcement of the FOIA, has the potential to strengthen citizens' trust in our democratic processes, while demonstrating government's commitment to transparency and accountability. It is anticipated that going forward, there will be expanded and more informed use of the Act, to better serve the needs of both citizens and the Government in furtherance of our democratic society..

## APPENDICES

## APPENDIX I: Complaints to the Ombudsman

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
1	Commissioner of Police	The complainant requested the following: <ol style="list-style-type: none"> <li>1. Copies of the results of the promotion interviews held in May 2008 for the rank of Police Sergeant.</li> <li>2. Copies of all documents from the Complainant's personal file.</li> </ol>	The Ombudsman reviewed the matter and agreed with the response given to the complainant. The complainant was informed accordingly.
2	Service Commissions' Department	The complainant requested the following documents <ol style="list-style-type: none"> <li>1. Minutes of the meeting(s) of the Public Service Commission where the issue of the promotion of the complainant was discussed</li> <li>2. A copy of the Merit List from the last promotion interview held for the rank of Fire Station Officer</li> <li>3. Copies of any subsequent Merit List</li> </ol>	Ombudsman reviewed the matter made recommendations which were conveyed to the Designated Officer, Service Commissions Department. Complainant was informed to liaise with the Designated Officer.
3	Board of Inland Revenue	The complainant requested copies of TD 4 Certificates for the following years 2003, 2004, 2005, 2006 and 2007	Ombudsman reviewed the matter and the complainant has received some of the information
4	Service Commissions' Department	The complainant requested the names of the persons who were interviewed by the Teaching Service Commission on December 11, 2008 for the post of Vice Principal and Principal.	Ombudsman reviewed the matter and made recommendations which were conveyed to the Designated Officer, Service Commissions' Department. Complainant informed to liaise with Designated Officer
5	National Insurance Board (NIB)	The complainant requested a copy of a medical report pertaining to the complainant's medical condition.	Ombudsman has written the Designated Officer, NIB and is awaiting a response from the public authority
6	Occupational and Health Safety Agency (OSHA)	The complainant requested a copy of the full report on the accident involving the Complainant which occurred on the 17 <sup>th</sup> January, 2008	Ombudsman examined the document and made recommendations which were conveyed to the Designated Officer of the public authority. Complainant's attorney informed accordingly



	<b>Public Authority</b>	<b>Nature of Complaint to the Ombudsman</b>	<b>Outcome</b>
7	National Insurance Board (NIB)	The complainant requested a copy of investigations upon which the Board based its decision to revoke the complainant's registration as an employer	Ombudsman was informed by the Designated Officer (NIB) that the NIB had responded to the Complainant's request. Complainant has requested the Ombudsman to review the decision of NIB
8	Trinidad and Tobago Electricity Commission (T&TEC)	The complainant requested copies of all witness statements, investigations, reports, findings, conclusions and any other documents pertaining to the fire which occurred at #2 Bazil Trace Cunaripo on 10/10/07.	Ombudsman examined the documents and agreed with the response from the public authority. Complainant informed accordingly.
9	Office of the Prime Minister	The complainant requested the report of the Committee appointed to review all aspects of the Nation's Highest Award.	Ombudsman examined the document and agreed with the response given by the public authority. Complainant informed accordingly.
10	National Insurance Board (NIB)	The complainant requested a copy of the report on the investigations denying the Complainant the opportunity to pay contributions	Ombudsman reviewed the matter and made recommendations which were conveyed to the designated Officer (NIB). Complainant informed accordingly.
11	Ministry of Finance	The complainant requested a copy of the list of Special Purpose Companies established by the Government of Trinidad and Tobago between 2002-2008 with the address and their respective Board of Directors	Ombudsman reviewed matter and made recommendations which were conveyed to the Permanent Secretary, Ministry of Finance. Complainant informed accordingly
12	National Insurance Board (NIB)	The complainant requested a copy of report on investigations conducted by the Board on the Complainant's registration as an employer	Ombudsman is awaiting a response from the public authority
13	Ministry of Works and Transport	The complainant requested copies of any and all accident reports, investigator's reports, witness statements and all other relevant documents pertaining to the accident that occurred on the 16 <sup>th</sup> July, 2008 involving the Complainant	Ombudsman is awaiting a response from the public authority

	<b>Public Authority</b>	<b>Nature of Complaint to the Ombudsman</b>	<b>Outcome</b>
14	Trinidad and Tobago Electricity Commission (T&TEC)	The complainant requested the following. <ol style="list-style-type: none"> <li>1) All applications to T&amp;TEC for the supply of electricity to residential land developments within Trinidad comprising between 20 and 40 house lots submitted to T&amp;TEC within 2008</li> <li>2) All responses issued by T&amp;TEC to applications in 1 above indicating the terms and conditions under which T&amp;TEC would make available a supply of electricity.</li> <li>3) Any Order or Notice published by T&amp;TEC to notify the public of a change of policy by T&amp;TEC requiring that electricity supply for residential land developments must be via underground mains</li> </ol>	Ombudsman reviewed the matter and made recommendations which were conveyed to the Designated Officer. Complainant was advised accordingly. <b>File Closed</b>
15	Ministry of Trade and Industry	The complainant requested the following <ol style="list-style-type: none"> <li>1) Invitation to Tender relating to Phase 2A and 2B and Phase 3 packages of the Hilton Trinidad and Conference Centre refurbishment project</li> <li>2) List of firms to whom the Invitation to Tender was sent relating to Phase 2A &amp; 2B and Phase 3 packages of the said project</li> </ol>	Ombudsman examined the documents and agreed with the decision which was made by the Designated Officer of the public authority. Complainant was advised accordingly. <b>File Closed</b>
16	Occupational and Health Safety Agency (OSHA)	The complainant requested copies of all Investigations Reports, Statement, Outcome of Investigation and Interview Proceedings and any other documents relating to an incident involving the Complainant.	Ombudsman examined the documents requested and made recommendations which were conveyed to the Designated Officer, OSHA. Complainant informed accordingly <b>File Closed</b>
17	Customs and Excise Division	The complainant requested copies of all investigation reports, statements, outcome of investigation and/or interview proceedings and any other documents involving the complainant on the 28 <sup>th</sup> August, 2008.	Ombudsman reviewed the matter and agreed with the response given to the Complainant by the Designated Officer, Customs and Excise Division. Complainant informed accordingly <b>File Closed</b>
18	Ministry of Community Development, Culture and Gender Affairs	The complainant requested the following <ol style="list-style-type: none"> <li>1) Total expenditure for Indian Arrival Day from 2002 to 2008 broken down per year</li> <li>2) Total expenditure for Emancipation Day from 2002 to 2008 broken down per year</li> </ol>	Ombudsman has written to the Designated Officer in the Ministry with respect to the complainant's request. Complainant has received some of the information requested. However, some information still outstanding

	<b>Public Authority</b>	<b>Nature of Complaint to the Ombudsman</b>	<b>Outcome</b>
19	National Insurance Board (NIB)	The complainant requested the following- 1) Application criteria for Riverwoods 2) Waiting & ranking list for houses at Riverwoods	Ombudsman has written to the public authority Ombudsman awaiting confirmation from the public authority of a scheduled date for her examination of the relevant documents.
20	Palo Seco Agricultural Enterprises Limited	The complainant requested copies of the CV and Qualifications of the Chief Executive Officer	Ombudsman reviewed matter and agreed with the response given to the complainant by the public authority. Complainant informed accordingly. <b>File Closed</b>
21	Education Facilities Company Limited	The complainant requested copies of the CV and Qualifications of the Chief Executive Officer	Ombudsman reviewed matter and agreed with the response given to the complainant by the public authority. Complainant informed accordingly. <b>File Closed</b>
22	Trinidad and Tobago Electricity Commission (T&TEC)	The complainant requested copies of the accident reports, investigator's reports, witness statements and any other documents pertaining to the Complainant which occurred on 27/08/08.	Ombudsman reviewed the matter and made recommendations which were conveyed to the Designated Officer, TTEC. Complainant was advised to liaise with the Designated Officer, TTEC <b>File Closed</b>
23	Cyprian College of Labour & Cooperative Studies	The complainant requested the following 1) Copy of the current compensation package of the college 2) How much of the allocated fund from 2008-2009 Budget has been spent on training and development of Non-Academic Staff.	Ombudsman has scheduled a meeting with the Designated Officer in order to examine the relevant documents.
24	Occupational and Health Safety Agency (OSHA)	The complainant requested copies of all Investigations Reports, Statement, outcome of Investigation relating to an incident involving the complainant	Ombudsman reviewed matter and agreed with the response given to the Complainant Complainant informed accordingly <b>File Closed</b>
25	Community Improvement Services Co Ltd.	The complainant requested copies of the CV and Qualifications of the Chief Executive Officer	Ombudsman reviewed matter and agreed with the response given to the Complainant by the public authority Complainant informed accordingly <b>File Closed</b>

	<b>Public Authority</b>	<b>Nature of Complaint to the Ombudsman</b>	<b>Outcome</b>
26	Unit Trust Corporation	The complainant requested information on the establishment of an account at the Unit Trust Corporation which was done in the complainant's name.	Ombudsman has written to the authority. The corporation has not responded to date to the Ombudsman's request indicating the reasons why the complainant was denied access to the information requested.
27	Occupational and Health Safety Agency (OSHA)	The complainant requested the following: 1) An unedited copy of safety report on the accident involving the collapse of the Caroni Bridge on 2 <sup>nd</sup> August 2008	Ombudsman reviewed the matter and agreed with the response given by the Designated Officer. Complainant was informed accordingly <b>File Closed</b>
28	Police Service Commission	The complainant requested the following: 1) All items of correspondence on the applicant's file since 6 <sup>th</sup> July, 2007 to present. 2) Any letters relating to the promotion of the applicant to the rank of Inspector since 6 <sup>th</sup> July, 2007 to present. 3) The number of officers who have been retroactively promoted upon reinstatement after a period of suspension since 1990 to present and the reasons for such retroactive promotion. 4) The number of Police Sergeants who were junior to the applicant, but were promoted ahead of him to the rank of Inspector since 6 <sup>th</sup> July, 2007. 5) Any evaluation and/or assessment of the applicant for the purpose of making recommendations for and/or for promotion since 6 <sup>th</sup> July, 2007. 6) All documents on the applicant's file since 6 <sup>th</sup> July, 2007	Ombudsman reviewed the matter and agreed with the response given by the Designated Officer. Complainant was informed accordingly <b>File Closed</b>
29	Siparia Regional Corporation	The complainant requested the following: 1) Public Health Inspector Report on blockage of drain at No 16 Gonzales Street, Siparia 2) Building Inspector Report on blockage on drain at No 16 Gonzales Street, Siparia 3) County Superintendent Report on blockage of drain at No 16 Gonzales Street, Siparia	Ombudsman was informed that two of the reports were forwarded to the complainant. Ombudsman was informed that the other report had been prepared and forwarded to the Chief Executive Officer of the Siparia Regional Corporation to be transmitted to the complainant.

	<b>Public Authority</b>	<b>Nature of Complaint to the Ombudsman</b>	<b>Outcome</b>
30	Ministry of National Security	The applicant, Clerk Typist I in the Ministry of National Security (Police Department), would like to know the vacancy in which the applicant was appointed and also the location.	Ombudsman reviewed matter and was satisfied with the response given to the complainant by the Ministry of National Security. Complainant informed accordingly. <b>File Closed</b>
31	Public Transport Service Corporation	The complainant requested the medical records for said applicant for the period 05/25/09 to the 08/15/09 from Central Medical Lab. Ltd.	Ombudsman informed that the requested documents had been provided to the complainant. <b>File Closed</b>
32	Occupational and Health Safety Agency (OSHA)	The complainant requested the following: 1) Report on the collapse of the Caroni Bailey Bridge 2) Report on the death of a Chinese worker during the construction of the Ministry of Legal Affairs tower	Ombudsman reviewed matter and made recommendations with respect to one report and agreed with response with respect to the other report. All parties informed accordingly. <b>File Closed</b>
33	Occupational and Health Safety Agency (OSHA)	The complainant requested the following documents: 1) List of all matters which prosecutions have been initiated and charges filed and the names of the parties and companies involved 2) List of all matters which prosecutions and/ or investigations are pending and under active consideration. 3) The statutory time from for charging or initiating prosecutions 4) When are the limitation periods going to expire for the matters listed at point 2 above.	Ombudsman reviewed matter and agreed with response given to complainant by the Designated Officer and OSHA. All parties informed accordingly. <b>File Closed</b>
34	National Energy Corporation of Trinidad and Tobago	The complainant requested the following 1) The Curriculum Vitae and qualifications for the Chief Executive Officer	Ombudsman reviewed matter and agreed with response given to the complainant. All parties informed accordingly. <b>File Closed</b>

	<b>Public Authority</b>	<b>Nature of Complaint to the Ombudsman</b>	<b>Outcome</b>
35	National Commission for Self Help	The complainant requested the following. <ol style="list-style-type: none"> <li>1) Copies of the results of the promotion interviews for the position of Chief Executive Officer which was held in May, 2007</li> <li>2) Copies of the Minutes of the meeting of the Board of Directors at which the issue of appointment of C.E.O. was discussed and in particular when position was filled</li> <li>3) Copy of the curriculum vitae of successful candidate who was eventually selected</li> </ol>	Ombudsman reviewed matter and agreed with the response given to the complainant. All parties informed accordingly. <b>File Closed</b>
36	Service Commissions' Department	The complainant requested information regarding which officer (Agricultural Assistant II) the applicant was promoted against.	Ombudsman reviewed matter and made recommendations which were conveyed to the Designated Officer of the Service Commissions' Department Complainant's attorney informed accordingly <b>File Closed</b>
37	Teaching Service Commission	The complainant requested the following: <ol style="list-style-type: none"> <li>1) Result of interview for the post of Principal, Scarborough Secondary held on 26<sup>th</sup> August, 2009 in Tobago.</li> <li>2) Names of other persons interviewed on same date for the said post</li> <li>3) Names included in other schools (posts) interviewed on 26<sup>th</sup> August, 2009.</li> <li>4) Applicant's position on the merit list for post of Head of Department- Mathematics, Science, IT for Bon Air High School</li> </ol>	Ombudsman informed by Service Commissions' Department that the requested information had been provided to the complainant. <b>File Closed</b>

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
38	Trinidad and Tobago Electricity Commission (T&TEC)	<p>The complainant requested the following-</p> <ol style="list-style-type: none"> <li>1) Copies of all maintenance reports, complaints, investigator's reports, witness statements and any other documents pertaining to the incident that occurred on the 18<sup>th</sup> October, 2008 at the applicant's address and in particular its relation to light pole No. 8 St. John's Road, South Oropouche and the complaints of low voltage</li> <li>2) Copies of the reports of and/ or the complaints made by the applicant or any other prior to the said fire on the 18<sup>th</sup> October, 2008</li> </ol>	<p>Ombudsman reviewed matter and made recommendations to the Designated Officer at T &amp; TEC. Ombudsman informed by T &amp; TEC that a response was forwarded to the complainant. <b>File Closed</b></p>
39	Service Commissions' Department	<p>The Complainant requested the following:</p> <ol style="list-style-type: none"> <li>1) A copy of the present seniority list for Health Control Officers II, Ministry of Health</li> <li>2) A Copy of the Minutes of the meeting of the Public Service Commission at which the promotion/appointment of Health Control Officer II was discussed/ decided upon by the Public Service Commission in 2005 together with the relevant notes and/ or recommendations in support of same</li> </ol>	<p>Ombudsman reviewed matter and agreed with the response given to complainant. All parties informed accordingly <b>File Closed</b></p>

## APPENDIX II – Reading Room Details

Particulars of any reading room or other facility provided by each public authority for use by applicants or members of the public, and the publications, documents or other information regularly on display in that reading room or other facility.

Public Authority	Details of Reading Room	Documents normally on Display in the Reading Room
College of Science Technology and Applied Arts of Trinidad & Tobago	Situated at City Campus COSTATT, 9-11 Melville Lane Port of Spain	<ul style="list-style-type: none"> <li>▪ Books</li> <li>▪ Brochures</li> <li>▪ Pamphlets</li> </ul>
Education Facilities Company Limited	Reading room facilities are available at EFCL's offices at 61-63 Edward Street, Port of Spain	
Environmental Management Authority	Mondays to Fridays - 8 30 a.m. - 4 00 p.m. Level 1 8 Elizabeth Street St. Clair	<ul style="list-style-type: none"> <li>▪ Books</li> <li>▪ Brochures</li> <li>▪ Pamphlets</li> <li>▪ Periodicals</li> <li>▪ Newspapers</li> <li>▪ newsletters and reports</li> </ul>
Firearms Appeal Board	Reading space identified with a desk, chair and computer	
Industrial Court of Trinidad & Tobago	Library on the second floor of the Industrial Court Building has adequate seating accommodation and space for twenty-four (24) -persons	
John Donaldson Technical Institute	Library	<ul style="list-style-type: none"> <li>▪ Text References</li> <li>▪ Magazines</li> <li>▪ Newspapers</li> </ul>
Legal Aid and Advisory Authority	First Floor Library Corner Edward & Oxford Streets Port of Spain Open 8 00 a.m. to 12 00 noon	<ul style="list-style-type: none"> <li>▪ Law Books</li> <li>▪ Gazettes</li> <li>▪ Miscellaneous</li> <li>▪ General Legal Material</li> </ul>
Mayaro/Rio Claro Regional Corporation	Reading room (8'x10') was constructed. Table and chair provided	
Ministry of Agriculture, Land & Marine Resources	The libraries of the Ministry are the established reading rooms. An area is also provided in the Human Resources Division	<ul style="list-style-type: none"> <li>▪ Brochures</li> <li>▪ Books</li> <li>▪ Journals</li> <li>▪ Newspapers</li> <li>▪ Reports</li> <li>▪ Circulars</li> </ul>
Ministry of Planning, Economic and Social Restructuring and Gender Affairs	Libraries are located at the following Offices  The reading room is located in the Library Unit of the Ministry of Planning and Development, Level 6 Eric Williams Finance Building	<ol style="list-style-type: none"> <li>1 Discussion paper on Trinidad and Tobago Housing Finance Mechanisms for Low Income Households April 2001</li> <li>2 Showing Trinidad &amp; Tobago a New Way Home A Policy for Shelter. A</li> </ol>



Public Authority	Details of Reading Room	Documents normally on Display in the Reading Room
	2 <sup>nd</sup> Floor 44-46 South Quay, Port of Spain	<p>Strategy for Equity, a Commitment for employment and a Vision for Caring. September 2002</p> <p>3. PADCO Housing Studies Phase 1 &amp; 2 1995</p> <p>4. Rapporteur's Report of Search Conference. April 1992.</p> <p>5. A Preliminary Proposal for Inclusion of the Land Settlement Agency of the Ministry of Housing and Settlements, Government of the Republic of Trinidad and Tobago in the European Community funded Poverty Alleviation Programme</p> <p>6. Restructuring of the Trinidad and Tobago Mortgage Finance Company Limited PADCO Report, Laughlin and Associates</p> <p>7. Interim Synthesis Report. Laughlin and Associates.</p> <p>8. Housing Finance Report. Laughlin and Associates</p> <p>9. A New Administration and Distribution Policy for Land. November 1992.</p> <p>10. Trinidad and Tobago Country Report, Housing and Settlements in Trinidad and Tobago. Ministry of Planning and Development. November 19, 1992</p> <p>11. Second United Nations Conference on Settlements Habitat II Istanbul, Turkey, June 3-14, 1996</p> <p>12. The Laws of Trinidad and Tobago</p> <p>13. Legal Notices and Gazettes</p> <p>14. International Statistics (Financial)</p>

Public Authority	Details of Reading Room	Documents normally on Display in the Reading Room
		15. Journals
Ministry of Labour and Small and Micro Enterprise Development	Located in the Library Level 7 Riverside Plaza Besson Street Port of Spain	Journals on: <ul style="list-style-type: none"> <li>▪ Industrial Relations</li> <li>▪ Human Resource</li> <li>▪ Occupational Health and Safety</li> <li>▪ Law Reports</li> <li>▪ Employment</li> <li>▪ Co-operatives</li> </ul>
Ministry of Legal Affairs	Conference rooms are available for use as reading rooms	Documents are not on display in the reading room. Documents would be made available for perusal on request
Ministry of National Security	The Reading Room is located at the Ministry of National Security, Temple Court, Abercromby street, Port of Spain  The Reading Room is open Mondays to Fridays between the hours of 8 00 a.m. and 4 00 p.m.	
Ministry of Public Utilities	The reading room is located at the Ministry's Head Office at #2 Elizabeth Street, St Clair, Port of Spain. It is open to the public Mondays to Fridays between the hours of 10 00 a.m. to 3 00 pm	<ul style="list-style-type: none"> <li>▪ Copies of legislation, laws regulations and orders</li> <li>▪ Copies of Trinidad and Tobago Gazettes</li> <li>▪ Reports of Government Agencies</li> <li>▪ Public Sector Investment Programme Documents</li> <li>▪ Policies of agencies within the purview of the Ministry</li> <li>▪ Estimates of Expenditure, Recurrent and Development Programme</li> <li>▪ Procurement Policies and Guidelines</li> <li>▪ Financial Regulations and Instructions</li> </ul>
Ministry of the People and Social Development	Library ANSA MCAL Building 69 Independence Square Port of Spain	<ul style="list-style-type: none"> <li>▪ Books</li> <li>▪ Periodicals</li> <li>▪ Magazines</li> <li>▪ Journals</li> <li>▪ Newspapers</li> </ul>
Ministry of the Attorney General	The reading room is at the library of the Ministry of the Attorney General, Level 2 Cabildo Chambers, 23-27 St Vincent Street, Port of Spain  The room can accommodate over thirty (30) persons. Information can be obtained	<ul style="list-style-type: none"> <li>▪ Law Books</li> <li>▪ Legal Magazines</li> <li>▪ Monthly Law Journals</li> <li>▪ Trinidad and Tobago Gazette</li> </ul>

Public Authority	Details of Reading Room	Documents normally on Display in the Reading Room
	from a manual index card system	
Ministry of Tourism	Reading Area 2 <sup>nd</sup> Floor Ministry of Tourism Corner Duke and St. Vincent Streets Port of Spain	<ul style="list-style-type: none"> <li>▪ Brochures</li> <li>▪ Reports</li> <li>▪ Magazines</li> <li>▪ Guidelines and Publications on Tourism Related Matters</li> </ul>
Ministry of Trade & Industry	Located in Library Level 13, 63-65 Nicholas Tower, Port of Spain	Commercial Publications
National Agricultural Marketing and Development Corporation	NAMDEVCO'S conference room located at its Head Office, S S Erin Road, Debe serves as a reading room	No documents on display
National Gas Company of Trinidad & Tobago Limited	National Gas Company's Corporate Library	<ul style="list-style-type: none"> <li>▪ Business and Managerial Journals</li> <li>▪ Natural Gas and Petrochemical journals</li> <li>▪ Engineering and Information technology Publications</li> <li>▪ GASCO News - The corporate journal of the National Gas Company of Trinidad and Tobago Limited</li> <li>▪ Energy industry related magazines and publications</li> </ul>
National Institute of Higher Education, Research, Science & Technology	NIHERST Documentation Centre Corner Old Piarco Road and Churchill Roosevelt Highway D'abadie, Trinidad  Postal Address P O Box 113, Port of Spain, Trinidad Telephone 642-6112, 642-9371 Fax. 642-1353 Email <a href="mailto:doc-centre@niherst.gov.tt">doc-centre@niherst.gov.tt</a> Opening Hours Monday to Friday 8am-4pm	<ul style="list-style-type: none"> <li>▪ NIHERST Annual Reports</li> <li>▪ NIHERST Agricultural Seminar Publications</li> <li>▪ NIHERST Children's Science Magazine</li> <li>▪ Newspaper Clippings on NIHERST: 1985-Present</li> <li>▪ NIHERST Publications in agriculture, biotechnology, higher education, environment, microelectronics, science and technology policy and planning, science &amp; technology statistics</li> </ul>
National Library and Information System Authority	There is no designated reading room, but seminar rooms/meeting rooms available as needed	
National Quarries Company Limited	An area in the main lobby area on the ground floor was assigned as the reading area. A desk will be available for persons wishing to read documents	<ul style="list-style-type: none"> <li>▪ Brochures on National Quarries Company Limited's aggregates</li> <li>▪ Company Newsletters</li> </ul>

Public Authority	Details of Reading Room	Documents normally on Display in the Reading Room
Palo Seco Agricultural Enterprises Ltd	An area has been identified to accommodate 4 persons at a table	
Parliament Republic of Trinidad and Tobago	A reading room has been established in the Parliament Library. Members of the public may access the reading room on weekdays between 8 00 a.m. and 4 00 p.m.	
Personnel Department	The Library Level 3 Personnel Department 76-78 St. Vincent Street Port of Spain	Reports
Petroleum Company of Trinidad and Tobago Limited	Audio/Visual Room so as to access documents on CDs, tape recordings or video tapes Reading room equipped with personal computer to facilitate access to hard copy or electronic copy of documents	<ul style="list-style-type: none"> <li>▪ Petrotrin's Annual Report</li> <li>▪ Petromission Newspaper</li> <li>▪ Petrovision Magazine</li> </ul>
Point Lisas Industrial Port Development Corporation Limited (PLIPDECO)	The Reading Room is an air-conditioned, non-smoking area located on the 1 <sup>st</sup> Floor, PLIPDECO House, and is equipped with desks and chairs. FOIA application forms are also available to facilitate potential applicants desirous of making requests for access to official documents.	<ul style="list-style-type: none"> <li>▪ Annual Financial Reports</li> <li>▪ PLIPDECO Quarterly Newsletter</li> <li>▪ Rapport</li> <li>▪ Speeches and Presentations to Public Forums and Conferences</li> <li>▪ Packages containing general information on the Industrial Estate</li> <li>▪ Disaster/Evacuation Plan</li> </ul>
Police Complaints Authority	Reading space identified with a desk, chair and computer	
Regulated Industries Commission (RIC)	The reading room is located in the Library of the Regulated Industries Commission 1st Floor Furness House Cor Wrightson Road & Independence Square Port of Spain	<ul style="list-style-type: none"> <li>▪ Books</li> <li>▪ Government documents</li> <li>▪ Journals and Newsletters</li> <li>▪ RIC research papers</li> <li>▪ Legislation - RIC, WASA and T&amp;TEC</li> <li>▪ Annual Reports</li> <li>▪ Resources on various aspects of utility regulation</li> </ul>
Sangre Grande Regional Corporation	Arrangements have been made for the use of the Corporation's Chambers on Mondays, Wednesdays and Fridays	Due to inadequate space, materials are not on display. However, the following would be made available for the public upon request: <ul style="list-style-type: none"> <li>▪ Legal, Financial, Accounting, Contract and Policy documents</li> <li>▪ Strategic Review and Strategic Plans</li> <li>▪ Registers</li> <li>▪ Reports</li> <li>▪ Minutes</li> <li>▪ Maps</li> </ul>

Public Authority	Details of Reading Room	Documents normally on Display in the Reading Room
		<ul style="list-style-type: none"> <li>▪ Manuals</li> </ul>
Service Commissions' Department	<ul style="list-style-type: none"> <li>· Library Located at Level 3 Service Commissions Department, Cipriani Plaza, 52-58 Woodford Street, Newtown, Port of Spain</li> </ul>	
Siparia Regional Corporation	<ul style="list-style-type: none"> <li>· Due to critical accommodation problems being experienced at the Corporation, the Council Chamber is utilized as a reading room</li> <li>· Opening Hours: Monday - Wednesday 8 00 a m - 4 00 p m. and Friday 8 00 a m. - 4 00p m</li> </ul>	Because of the location there is no regularly displayed material. However these are readily available from the Registry Section, if and when required
Statutory Authorities' Service Commission Department (SASC)	<ul style="list-style-type: none"> <li>· A space has been made available at the SASC, 81-83 Abercromby Street, Port of Spain, but has to be furnished and made private</li> </ul>	
The Environmental Commission of Trinidad and Tobago	<ul style="list-style-type: none"> <li>· The Environmental Commission has a small reference library.</li> <li>· Opening hours 8 00 am to 4 00 pm Monday to Friday</li> <li>· Policy for use of Library</li> <li>· Open to the general public. All documents are available for reference Textbooks in the Environmental Commission are not available for loan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reference titles</li> <li>▪ Journals</li> <li>▪ Texts on Law, Environmental Chemistry, Environmental Science, Environmental Health, Environmental Engineering</li> <li>▪ Informational brochures</li> <li>▪ Booklets on the Environmental Commission</li> </ul> <p>Computer access is available for electronic information - Compact Disc only</p>
The Nursing Council of Trinidad & Tobago	<ul style="list-style-type: none"> <li>· Room 14' x 16' Designated for Education Officer is available/Accessible.</li> <li>· Furnished with – 2 Desks, 2 Cabinets, 1 Bookshelf, 1 Photocopier, Chairs, Computer</li> </ul>	<ul style="list-style-type: none"> <li>▪ Journals (Nursing)</li> <li>▪ Acts of T&amp;T</li> <li>▪ Documents re Policies/Guidelines</li> <li>▪ Books and Magazines</li> <li>▪ Publications relevant to Nursing</li> <li>▪ Curricula - Nursing and Midwifery</li> <li>▪ Health related Journals, magazines and books (Regional and International)</li> </ul>

Public Authority	Details of Reading Room	Documents normally on Display in the Reading Room
Tobago Regional Health Authority	Adequate space, air conditioned, well supervised at the Health Information Resources Centre, Scarborough Regional Hospital	<ul style="list-style-type: none"> <li>▪ Medical Journals</li> <li>▪ Reference Books</li> <li>▪ Newspapers</li> <li>▪ Magazines</li> </ul>
Trinidad & Tobago Electricity Commission (T&TEC)	<p>Information can be accessed through T&amp;TEC's website at <a href="http://www.ttec.co.tt">www.ttec.co.tt</a></p> <p>Members of the public may make general enquiries to T&amp;TEC's Librarian at 663-2788 Ext 2550</p> <p>*Library 3rd Floor Stanley Pierre Ottley Building 7 Uriah Butler Highway Mt. Hope</p>	<ul style="list-style-type: none"> <li>▪ Strategic Plans</li> <li>▪ Business Plan</li> <li>▪ Annual Report</li> <li>▪ Audited Financial Statements</li> <li>▪ Quarterly Financial Reports</li> <li>▪ Energy Sales and Peak Demand Forecast</li> <li>▪ Energy Sales, Peak Demand and Generation Statistics</li> <li>▪ Exchange Rate Adjustment Calculation</li> <li>▪ Monthly Calculation of Fuel Charge</li> <li>▪ Damaged Appliance Claims Procedure</li> <li>▪ Retroactive Billing Policy</li> <li>▪ Training Policy</li> <li>▪ Training Programme</li> <li>▪ Employee Manual</li> <li>▪ Code of Ethics</li> <li>▪ Industrial Relations Procedural Instructions</li> <li>▪ Safety Manual; Safety Rules. Wiring for Light and Power Booklet</li> <li>▪ Know your Pole Number</li> <li>▪ Pre-qualified Contractors</li> <li>▪ T&amp;TEC, RIC Standards and You</li> <li>▪ Towards a Better and Brighter Future – A Consumer Guide to T&amp;TEC's Application for a Review of tariffs</li> <li>▪ Advice to Kite Flyers</li> <li>▪ Consumption patterns of Appliances</li> <li>▪ Conserve Electricity</li> <li>▪ Holiday Safety</li> <li>▪ Prepare for Hurricane Safely</li> <li>▪ Guidelines on Food Care</li> <li>▪ Learn About Electricity</li> <li>▪ What to do During Periods of Load Shedding</li> <li>▪ How much you pay for Electricity you use</li> <li>▪ Electrical Safety Tips</li> <li>▪ T&amp;TEC Motor Protection Guide</li> <li>▪ How to open a new Account</li> <li>▪ Welding sets can overload circuits at</li> </ul>

Public Authority	Details of Reading Room	Documents normally on Display in the Reading Room
		<p>home and in your neighbourhood</p> <ul style="list-style-type: none"> <li>▪ Pay your Electricity Bill with your debit (Linx) card at any T&amp;TEC Payment Centre</li> <li>▪ Hotline numbers for Rapid Response</li> <li>▪ T&amp;TEC - The Nation's Sole Transmission and Distribution Utility</li> </ul> <p><b>Note:</b> Some of the documents are available in hard copy format whereas others are available in soft copy format on T&amp;TEC's intranet.</p>
Trinidad & Tobago Securities & Exchange Commission	Interested persons have access to materials from the library and may sit in the conference room to peruse documents	<ul style="list-style-type: none"> <li>▪ Laws of Trinidad and Tobago</li> <li>▪ Securities Law and Legislation from regional and international jurisdictions</li> <li>▪ Annual Reports of Listed Companies</li> <li>▪ Central Bank Publications</li> <li>▪ Economic and Statistical reports</li> <li>▪ Journals and Magazines e.g. <i>Business Week, Harvard Business Review, The Economist</i></li> <li>▪ Newspapers - Local and international</li> </ul>
Valuation Division - Ministry of Finance	Division's Library, Head Office: 109 Henry Street, Port of Spain Telephone 623-4221 Facsimile: 623-5874 Email <a href="mailto:valdiv@tstt.net.tt">valdiv@tstt.net.tt</a>	<ul style="list-style-type: none"> <li>▪ Concept of "Fairness" in compensation for injury to Real Property – R E, Cosgrove, Q C. Tasmania</li> <li>▪ Do existing acquisition acts really provide for just compensation in all cases – Hon Mr Justice Else-Mitchell</li> <li>▪ <b>Reckoning with imperfections in the land market – John M. Hopes U. N. Adviser</b></li> <li>▪ <b>Compensation for resumed property in the modern welfare state – S.C. Burbury Q.C. Tasmania</b></li> <li>▪ Report of Cabinet Appointed Committee on proposals for expediting the Acquisition of Private Lands by the State and Land Registration – Land Record Systems Cadastre – Land Valuation Disputes</li> <li>▪ Compensation claim – Reed Employment Ltd vs London Transport Executive</li> <li>▪ Queen's Bench Divisional Court – R V Hillingdon</li> </ul>

Public Authority	Details of Reading Room	Documents normally on Display in the Reading Room
		<ul style="list-style-type: none"> <li>▪ <b>London Borough Ex Parte Rayoo Homes Ltd.</b></li> <li>▪ Dindial vs. Mamit – Wooding C J Mc Shine &amp; Phillips JJ.A</li> <li>▪ <b>Bill of Succession (First Draft)</b></li> <li>▪ All England Law Reports 6<sup>th</sup> April, 1976 – Lap Shun Textiles vs Revenue Collector</li> <li>▪ Estate Gazette Law Reports – Grampian Regional Council vs. Secretary of State for Scotland</li> <li>▪ Comments on Land Acquisition Bill</li> <li>▪ Landlord &amp; Tenant (Memorandum)</li> <li>▪ Appeal – Edith Mitchell vs. David Cowie</li> <li>▪ Judgement/Appeal – Robert Alefounder</li> <li>▪ Court of Appeal – Seegobin Guptar vs Hakim Ramjohn Tenure) Agr Small Holdings Act. Chap 59.53)</li> <li>▪ Policy for Disposal/Rental of Crown Lands</li> <li>▪ Regularization of tenancy squatters on State lands</li> <li>▪ Disposal of National Housing Authority Building Lots</li> <li>▪ National Housing Programmes within the contexts of Housing in the 1980's</li> <li>▪ Assets of the Agriculture Credit Bank</li> <li>▪ High Court Judgement – Sumair Bansraj &amp; Others</li> <li>▪ Court of Appeal between the Attorney General – Appellant and Lopinot Limestone Ltd respondent</li> <li>▪ Education for the Profession in the Caribbean</li> <li>▪ To review aspects of land use, land development and building construction</li> <li>▪ Variation in the user clause – Application to sub divide – Renewal of leases (various)</li> <li>▪ The role of Land Registration in developing countries</li> <li>▪ Role of the Land Economy surveyor in the Government Service – C C. Quamina ARICS</li> <li>▪ Appeals against Assessment – Cummings, Pooran; Lucky</li> </ul>



Public Authority	Details of Reading Room	Documents normally on Display in the Reading Room
		<ul style="list-style-type: none"> <li>▪ Tax Administration</li> <li>▪ Tax Appeal – Rodriguez vs Inland Revenue</li> <li>▪ Registration of Valuers in Malaysia – A.B Marbeck, Deputy Director – General of Valuations</li> <li>▪ Rent Control Revised</li> <li>▪ Land Acquisition Act and Procedure – P M Highway</li> <li>▪ Ex parte Texaco Trinidad Inc. Opinion</li> <li>▪ Appeal – Land and Building Taxes – E N. Edwards &amp; Warden, County Caroni/Couva</li> <li>▪ Draft Report of the Cabinet Appointed Committee</li> <li>▪ Land Information Management in Trinidad and Tobago</li> <li>▪ Principle into Practice in Budapest – W.O. Ramkay Central</li> <li>▪ H.C.A No. 667 of 1975, Matter of A A. Lucky</li> <li>▪ Review of charges with regard to Building Lots allocated by the State</li> </ul>
Youth Training and Employment Partnership Programme Ltd.	The room is a centralized location at YTEPP's Head Office	