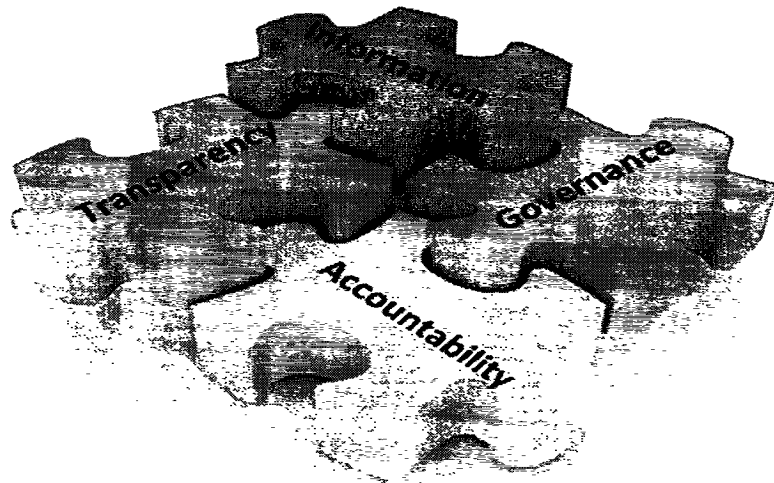
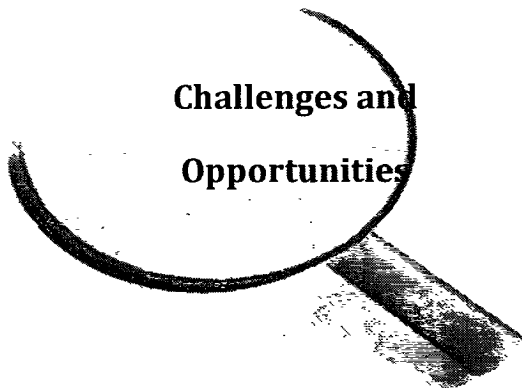




The Government of the Republic of Trinidad and Tobago
The Ministry of Foreign Affairs and Communications



Freedom of Information Act Chap 22:02
Annual Report to Parliament 2010



"When information flows freely, people are equipped with tools to take control of their lives,"
"When the flow of information is hindered – whether for political or technological reasons – our capacity to function is stunted." Secretary-General Ban Ki-Moon

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FOREWORD



**The Honourable Kamla Persad-Bissessar
PRIME MINISTER OF THE REPUBLIC OF TRINIDAD AND TOBAGO**

I am very pleased to present this the Eighth Annual Report of the Freedom of Information Act, Chapter 22:02, for the period January to December 2010. The report is an analysis of the operations of the Act and includes statistics on the performance of public authorities in handling Freedom of Information requests.

On August 30, 2001 the Freedom of Information Act was promulgated in full, signaling the Government's commitment to accountability, transparency and public participation in all spheres of governance. The Act gave all citizens the right to access Government-held information and to participate meaningfully in issues and policies directly affecting the State.

Twelve years into the passage of the Act, the government remains committed to strengthening all its institutions. This has been demonstrated in its renewed drive in 2010, as the Freedom of Information Unit embarked upon training and sensitizing public officials on their roles and responsibilities in administering the Act.

As the report demonstrates, we are committed to changing the old cultural paradigm of secrecy to one of transparency and accountability. We have made a number of strides forward in training public officials and it remains high on our agenda for 2011 as we continue to chart the way forward. I am confident that all public authorities will continue to rise above the challenges

and continue to proactively and upon request, make information easily accessible and available to the public.

It is clear that the changing political landscape worldwide demands that Government fulfils its mandate of governance for the people, through the people and by the people, where information becomes the central catalyst for change.

Minister's Message



The Honourable Dr. Surujrattan Rambachan MINISTER OF FOREIGN AFFAIRS AND COMMUNICATIONS

Freedom of information is today a social and political necessity needed to advance human liberty and security in the contemporary world of globalization and increasing democratization. It is a fundamental right and a critical element of all freedoms desired by humanity. This right fully supports the much talked about freedom of expression, which is impossible without a 'right to know' and a 'right to access public information'. The importance of the right to information has been recognized by numerous international legal instruments including the Universal Declaration of Human Rights and the American Convention on Human Rights. All of the above instruments are clear on the right of the people to access public information, and obligations of states to make information available to the people.

People have a right to information that affects their lives, and the State has a duty to provide this information. There are numerous benefits a country can reap from Freedom of Information laws, particularly when enforced. Countries with a laws and cultures of making public information 'public', and easily accessible stands to grow faster in promoting democratic governance, improving security, promoting integrity in transactions, and promoting human rights and free speech. The general objective of such legislation promotes effective, equitable and inexpensive exercise of the right of access to information, and to establish clear and concise procedures for requesting and providing information. This law mandates all public entities to establish publication schemes that will regularly provide detailed information regarding their core functions, nature of activities and operations and information they possess.

A fundamental objective of democracy is to promote civil liberty. A critical element of civil liberty itself is free speech, and free speech is only enhanced with unfettered access to information. With such laws in place, citizens can without restraint, access any information needed to demand accountability from their government. An environment in which citizens and government regularly interact in open space as a result of available information and education promotes accountability, and systems in which government operations are open for public scrutiny builds platforms for democratic governance, enhance accountability and deters acts of corruption.

The introduction of our Freedom of Information legislation in 1999 has been variously described as heralding a "radical departure"; "the end of the culture of public service secrecy" and the move into a brave new world of public service openness, transparency and disclosure. It has also become a very important tool available to the citizen to gain access to a wide range of information which, up until recently, would have been withheld on grounds of secrecy.

As we therefore seek to create a knowledge based society, I urge all our citizens to be more proactive in their thirst for information, to broaden the avenues through which they access their information and indeed, rather than depend solely on the media, to instead seek for themselves the information that would, and indeed, could transform their everyday lives.

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.

As outlined in section 40 (1) of the Act, the Minister with responsibility for Information, as soon as practicable after the end of each year, must 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 eighth report on the FOIA for the period January 1 to December 31, 2010. The report has revealed the following findings:

Summary Data - Section 40 (3)

(a)	The number of requests made to public authorities	1556
(b)	The number of decisions that an applicant was not entitled to access to a document pursuant to a request	68
(c)	The number of applications for judicial review of decisions under this Act	7
(d)	The number of complaints made to the Ombudsman with respect to the operation of this Act and the nature of those complaints	64
(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 appendix
(i)	Any other facts, which indicate an effort by public authorities to administer and implement the spirit and intention of this Act	See appendix

INTRODUCTION

The Freedom of Information Act (FOIA) was passed in 1999 and implemented fully in August 2001. Through the passage of the Act citizens now have a legal right to access information held by the Government, with limited and warranted exceptions. The May 1999 meeting of the Commonwealth Law Ministers provided the impetus for the design and passage of the Freedom of Information Act (FOIA). The spirit of the Act promulgates that when information is shared, the quality of the resulting government policies is improved. The legislation opened a new era of transparency, accountability and openness in public governance thus guaranteeing the opportunity for citizens to participate fully in the affairs of the State.

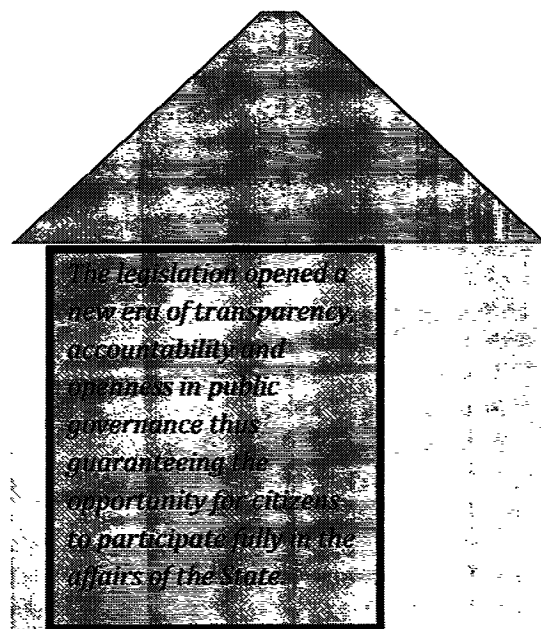
With the implementation of the FOIA, the public service moved from an era of official secrecy to one of greater openness, while both the individual's right to privacy and the legitimate interests of the State remain protected. It meant that Public Authorities had to adopt the spirit of disclosure rather than dissimulation to effectively uphold the spirit and principles of the Act.

Under the FOIA, citizens gained the right to:

1. access official records held by public bodies and;
2. have personal information about them held by such bodies corrected or updated where necessary

With this new enforceable right to information, the burden of proof now lies on the Government to show why the information should be disclosed. The adoption of the FOIA made way for the following benefits:

- Greater accountability and transparency to counteract corruption and complacency within the public service
- More efficient and effective Government



- More opportunities for public participation on policies and issues that affect society
- Greater trust between citizens and the Government and
- Improved decision-making for Government as they are now under scrutiny and have greater public input of citizens who are better informed

FOIA Main Provisions

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

1. A public authority must make 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). They are also 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 to be printed on both the official *Gazette* and in a daily newspaper in circulation in Trinidad and Tobago.



2. Citizens have 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.

Exemptions and Exempt Authorities

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, documents relating to trade secrets (sections 24-35).

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.

- 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:
 1. 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
 2. The Trinidad and Tobago Unit Trust Corporation
 3. The Export-Import Bank
 4. The Agricultural Development Bank
 5. The Trinidad and Tobago Mortgage Finance Company Limited
 6. Taurus Services Limited
 7. The Business Development Company Limited
 8. The National Entrepreneurship Development Company Limited
 9. National Enterprises Limited
 10. The Central Bank of Trinidad and Tobago
 11. The Integrity Commission of Trinidad and Tobago

THE ACT IN REVIEW 2010

Requests

The Freedom of Information Unit (FOIU) evaluated the FOI requests submitted in 2010 which included: the volume of requests, the number of public authorities submitting quarterly reports on information requested, most requested information, the response times and the outcomes of the requests.

Volume of Requests

As seen in Figure 1 below, there has been a steady increase in the volume of requests from 2005 to 2010. This 27 % increase can be partially attributed to the increased number of individuals requesting medical records through the Act. With the passage and implementation of the Data Protection Act, we can anticipate a significant decrease in the number of requests in the future.

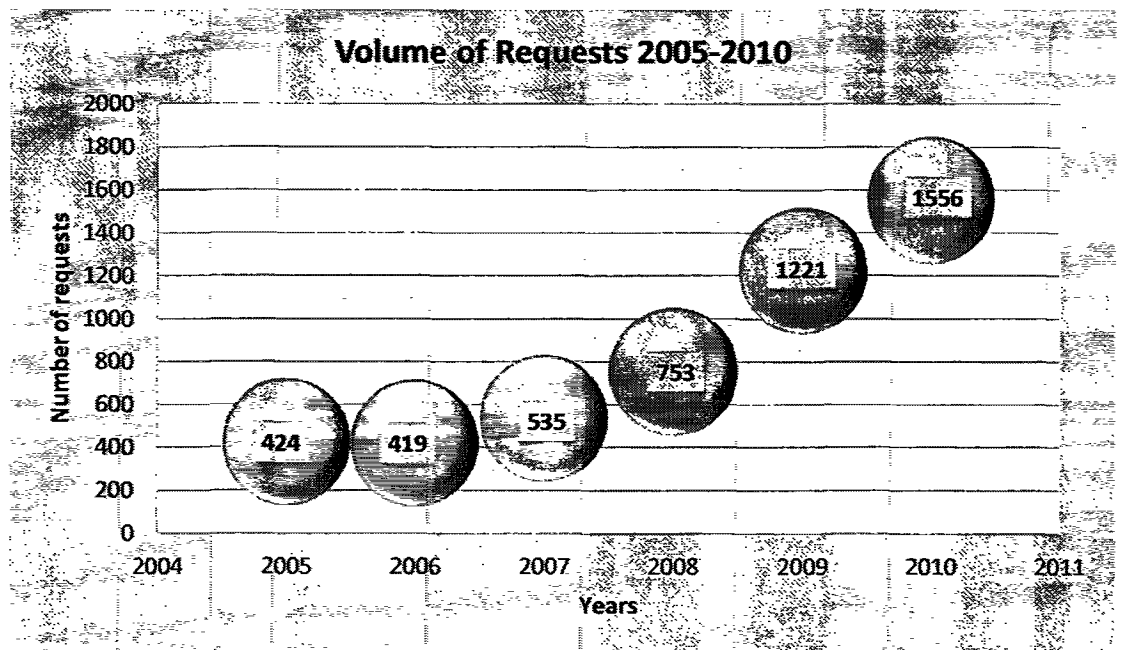


Figure 1

Submission of Quarterly Reports

According to section 40 (2), (3)(a-i) of the Act, each public authority is required to furnish the Minister of Government, to whom responsibility for information is assigned, with information that is required for the preparation of the report to be laid before each House of Parliament. The prescribed requirements for these reports are submitted quarterly to the FOIU, compiled and fed directly into the preparation of the Annual Report. Of the approximate 190 public authorities in Trinidad and Tobago only 21% (40), met their statutory obligation, in submitting the quarterly reports (figure 2).

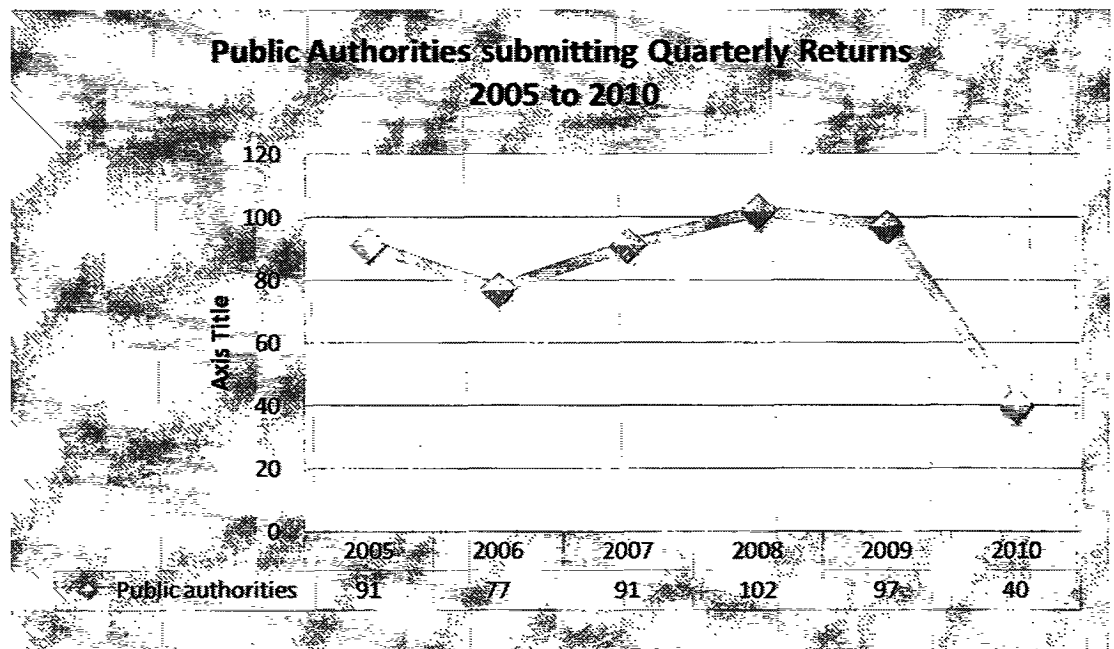


Figure 2

Most requested information

Under the FOIA, citizens have a legal right to request any information that the Government holds. In 2010, the majority of information requested was for personal records which constituted approximately 55.7% (496) of all requests. The second most requested information was for internal working documents while the least requested documents were those relating to international relations, commercial affairs and cabinet documents, which collectively only accounted for 1.7% (16) of all requests (table 1).

Documents requested	Number of requests	%
Personal records	496	55.7
Internal working documents	200	22.4
Public Authorities operations	97	10.8
Environmental Impact Assessment	39	4.3
Law enforcement	21	2.3
Personal Privacy	11	1.2
Legal proceedings	10	1.1
International relations	9	1
Economy/ Commercial affairs	5	0.5
Cabinet documents	2	0.2

Table 1

Response timelines for requests

According to Section 15 of the Act, public bodies are required to notify an applicant of the approval or refusal of his or her request “not later than thirty days after the day on which the request is duly made”. As seen in figure 3, approximately 72% of all requests were processed within the 30 days stipulated by the Act. This reflects an improvement from 2009 where 67% of all requests were completed within 30 days. Reasons cited for any further delay included but are not limited to the following:

1. Delay in internal processes to obtain requisite approval to respond to the request for access to information
2. Awaiting submission of documents from other departments
3. Difficulty in compiling the requested information
4. Difficulty in locating records
5. Incomplete records
6. Awaiting input and advice from legal department
7. Volume of information to be collected

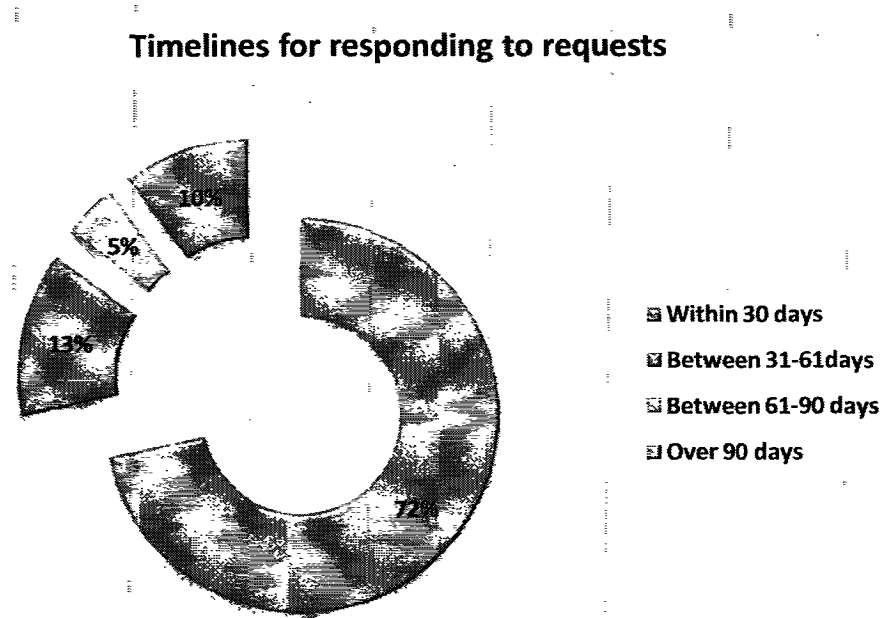


Figure 3

Outcomes of requests

When an applicant submits a request, a public authority can take one of the following actions:

1. Grant in full: All the information requested by the applicant is granted in full
2. Grant in part: For legitimate and clearly identified reasons, the applicant can only be given access to some of the information
3. Defer: the information requested is deferred on the grounds of Section 19 (1) where the information requested is currently being prepared for presentation in Parliament or for release to the media.
4. Refused: For legitimate and clearly identified reasons in Part IV of the Act, the applicant cannot be granted the requested information

In 2010, 79% (567) of all requests were granted in full by public bodies while 4% were granted in part, 7% deferred or 10% refused.

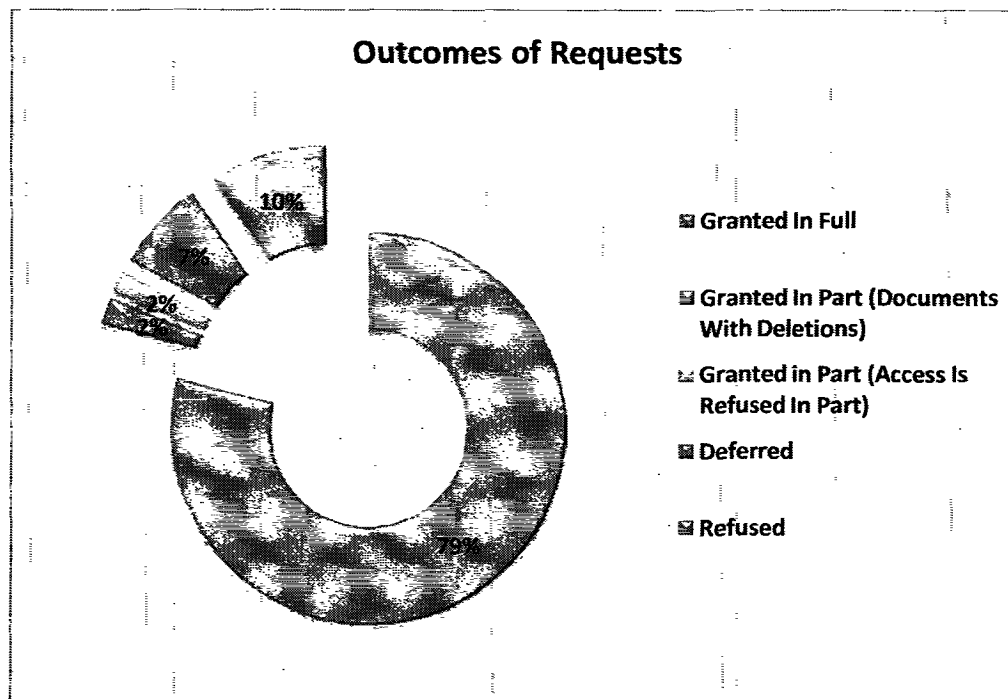


Figure 4

Appeals to the Ombudsman and Judicial Review

According to section 38A (1) of the Act, a person aggrieved by the refusal of a public authority to grant access to an official document, may, within twenty-one days of receiving notice of the refusal under section 23(1), complain in writing to the Ombudsman and the Ombudsman shall, after examining the documents after its exists, make such recommendations with respect to the granting of access to the document as he or she thinks fit.

At the end of 2010, a total of sixty-four (64) complaints were made to the Ombudsman. By the close of the calendar year, 61% (39) of the cases were closed and 39% (25) remained opened (figure 5). See appendix II for a detailed list of complaints made to the Ombudsman and their outcomes.

Further under Section 39 (1) of the Act states that “for the removal of doubt, a person aggrieved by a decision of a public authority under this Act may apply to the High Court for judicial review of the decision”. During the period under review seven (7) applications for Judicial Review has been made to the High Court under the Act.

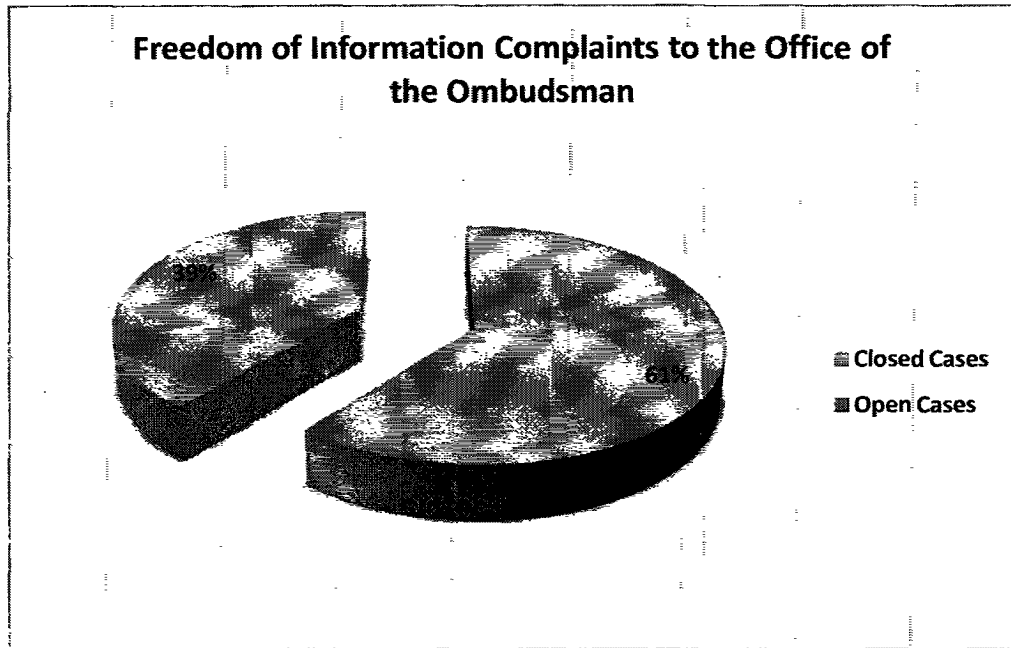


Figure 5

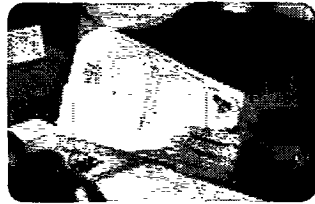
OPERATIONS OF THE FREEDOM OF INFORMATION UNIT 2010

Training Seminar

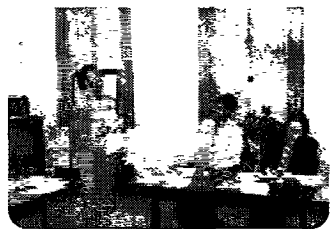
In 2010, The Unit witnessed an exciting first quarter as it embarked on a series of training sessions, specifically targeting the administrators of the Act, to ensure consistency and efficiency throughout the public service.

On the 2nd February 2009, the Freedom of Information Unit was set up in the then Ministry of Information (MoI), with one of its mandate to sensitise all public authorities on their roles and responsibilities in facilitating public access to official documents. Based on the correlation of reports from 2005 to 2009, the Unit found it imperative to embark on a training proposal to effectively fulfill its mandate. The drive to prioritise our training was justified by the need to ensure that the 'gatekeepers' of the Act were better prepared to handle the increased number of requests thus leading to a training and education drive in 2010. There were a number of circumstances that have highlighted an urgent need for training of Designated, Alternate and Legal Officers who are vested with the responsibility of efficiently administrating the Act. These included:

1. The culture of secrecy that has been entrenched within the public service from colonial traditions



*Freedom of Information Training
Workshop at the Old Fire Station
Building, Corner Harts and
Abercromby Street, Port-of-Spain,
2010*



2. Many Designated Officers and Decision-makers were without standard guidelines on the processes and procedures required for 'best practices' on the Act and this has led to many inconsistencies among public authorities as well as contributing to the further delay in responding to applicants
3. Many organizations did not deem themselves to be public authorities and in so doing were not fulfilling their legal and administrative obligations within the Act
4. The marked increase in the number of public authorities meant that there were newly assigned Designated Officers with little or no knowledge of their responsibilities

The Unit successfully fulfilled its objective through a series of workshops from January to February 2010. A total of 59 public authorities were trained (appendix 3) which amounted to approximately 160 public officers. At the end of the sessions officers were equipped with the knowledge and tools to better administer the Act.

Sensitisation sessions

In conjunction with the training workshops the Unit continued to facilitate sensitization sessions throughout the year with a number of public agencies upon their request (appendix 4). These sessions served to guide other officials within the public authorities on the major support role that all departments must engage in throughout the organization to enable effective FOI legislation. The participants included Executive Management, Permanent Secretaries, Records Managers and Human Resource Specialists.

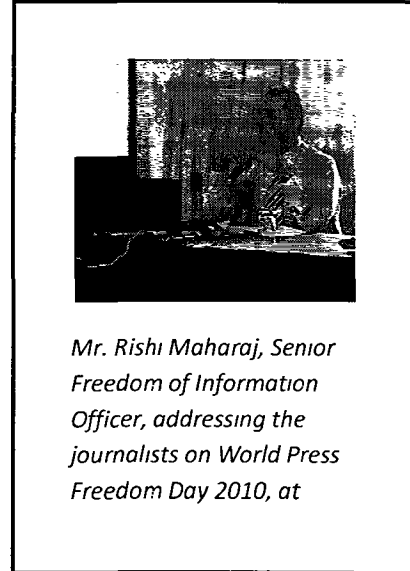
World Press Freedom Day

Every year on 3rd May UNESCO celebrates World Press Freedom Day. The event commemorates the fundamental principles of press freedom around the world and in 2010 special recognition was given to the importance of freedom of information as a core aspect of freedom of expression and its contribution to democratic governance.

As a member State of UNESCO, the Media Association of Trinidad and Tobago (MATT) also celebrated this momentous occasion locally, by hosting a two-day conference at Kapok Hotel for professionals in the field of journalism throughout the Caribbean region. On Tuesday 4th May 2010, Senior Freedom of Information Officer, Mr. Rishi Maharaj, chaired a one hour session with the journalists,

emphasising the role and importance of freedom of information in Trinidad and Tobago. His captivating and informative lecture served as a guide to media personnel on how powerful their role is as “the eyes and ears of the public”. By utilizing the FOIA, they could provide citizens with accurate information that is of public interest and in so doing foster democracy and public participation in societal affairs.

The celebration was also marked by a mini seminar hosted by the National Library Information System Authority (NALIS), on Monday 3rd May 2010. This informative session was specifically geared towards members of the public. Freedom of Information Officer Andrea Peters, used the platform to educate the public on the significance of the event as well as to create an awareness of the existence and importance of the FOIA.



Mr. Rishi Maharaj, Senior Freedom of Information Officer, addressing the journalists on World Press Freedom Day 2010, at

LOOKING AHEAD

Evaluating the Act

From its implementation in 2001 to date, the FOIA has been under the purview of three different Ministries at varying points within the last ten (10) years. Although the mandate has remained consistent, between 2003 and 2007, its operations functioned on a limited basis focusing mainly on internal sensitization on a needs basis only. In December 2007 the functions of the Act were fully transferred to the newly constituted Ministry of Information until May 2010, when the Ministry was dissolved and responsibility for the Act was transferred to the Office of the Prime Minister.

As such it can be seen that over the last ten (10) years, the approach towards the implementation of the Act has not been altogether coherent or aligned. Also during this time the courts have also made several pronouncements of the need to review the drafting and purpose of the Act to make it more in keeping with the changing values of openness and transparency. Most notably Mr. Justice Allan Mendonca, Justice of Appeal stated in the case of *“Chandresh Sharma v Integrity Commission, 2005”* said that “I think there is clearly a need to review the FOIA”. It should also be underscored that during this period, jurisdictions on which the current legislation was modeled against, e.g. New South Wales (Australia) and New Zealand, have also revised their respective FOI legislation in order to keep abreast with the changing morals and values of developing societies.

Therefore given that the current policy framework for the Government of Trinidad and Tobago proposed to “table amendments to provide for and strengthen provisions” for legislation relating to Access to Official Information, in 2011, the FOIU will be conducting a full evaluation into the operations of the FOIA during the last nine years. The purpose of this evaluation would be to review and assess the operations of the FOIA to determine the following:

- The extent to which the Act has met its stated objectives.
- The strengths and weaknesses of the Act.
- The degree to which the Act is being utilized by citizens.

- The impact of the Act on public authorities.
- The overall effectiveness of the Act when compared to similar legislation within other jurisdictions

The evaluation will focus on the issues of Design, Relevance, Effectiveness and Impact which is expected to be completed by the end of 2011.

Passage of the Data Protection Bill and Establishment of the Office of the Information Commissioner

The Freedom of Information Unit looks forward in anticipation to the implementation of the Data Protection Bill, which works in converse perspective to the Freedom of Information Act. The Data Protection Bill 2011 was laid in Parliament on January 19, 2011. The Bill 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 will also seek 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.

Once the Bill is assented to by the President of the Republic of Trinidad and Tobago, a regulatory entity will be established headed by an 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.

CONCLUSION

In spite of the many challenges faced over the years, 2010 has certainly seen some successes in executing one of its main mandates: to educate public authorities on their role and functions in ensuring transparency and accountability under the Act. The positive responses from all our training and sensitization sessions emphasised the need to continue and expand the initiative if we are to ensure consistency and sustained performance. The increased number of persons seeking redress from the Ombudsman is also a reflection that the public is becoming more aware of their rights and in exercising these rights, it puts further pressure on public authorities to review how they handle requests for information in the future.

In 2011, the Unit continues to strive for excellence as we concentrate on evaluating the administration of the Act over the past years in an effort to carve the way forward. This process shall see us implementing policies, processes and procedures to ensure that the principles upon which the Act is based become the mantra throughout the government service. We anticipate that as we go forward, we would be able to transform our public institutions into entities that are transparent, accountable, equally accessible to all and open to public participation, so we can then say without hesitation that we have fully adopted Freedom of Information legislation.

Appendices

Appendix 1

Sum of Requests submitted by Public Authorities for 2010

Name of Public Authority	Sum of Requests Received by Applicants
Accreditation Council of Trinidad and Tobago	0
Central Administrative Services Tobago	1
Central Tenders Board	0
College of Science Technology and Applied Arts of Trinidad & Tobago	0
Education Facilities Company Limited	1
Electrical Inspectorate Division	0
Environmental Management Authority	154
Evolving Technologies and Enterprise Development Company Limited	0
Housing Development Corporation	3
Industrial Court of Trinidad & Tobago	0
Inland Revenue Division	83
Ministry of Education	119
Ministry of Finance	21
Ministry of Labour and Small and Micro Enterprise	2
Ministry of National Security	133
Ministry of Public Utilities and the Environment	2
Ministry of Tourism	2
National Agricultural Marketing and Development Corporation	4
National Helicopter Services Limited	0
National Lotteries Control Board	17
North West Regional Health Authority	51
Office of the Prime Minister	10
Palo Seco Agricultural Enterprises Ltd	0
Personnel Department	3
Petroleum Company of Trinidad and Tobago Limited	7
Regulated Industries Commission	0
San Fernando City Corporation	0
Service Commissions Department	753
South West Regional Health Authority	149
Statutory Authorities' Service Commission Department	30
Telecommunications Authority of Trinidad and Tobago	0
The Environmental Commission of Trinidad and Tobago	0

Name of Public Authority	Sum of Requests Received by Applicants
The Vehicle Maintenance Corporation of Trinidad & Tobago Ltd	8
Trinidad & Tobago Electricity Commission	0
Trinidad & Tobago Free Zones Company Limited	0
Trinidad & Tobago Meteorological Services	0
Trinidad & Tobago Postal Corporation	2
Trinidad and Tobago Film Company Limited	0
Water and Sewerage Authority	1
Youth Training and Employment Partnership Programme Ltd.	0
TOTAL	1556

APPENDIX II

Complaints made to the Office of the Ombudsman of Trinidad and Tobago 2010

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
1.	South West Regional Health Authority	The Complainant requested the following information: <ul style="list-style-type: none"> • All correspondence, including individual summaries of all meetings between the SWRHA and Mr. Percy Cezair and/or Capricorn Services and • a detailed Financial statement as paid to Percy Cezair and /or Capricorn Services 	The Ombudsman wrote to the authority and is awaiting a response.
2.	South West Regional Health Authority	The Complainant requested information relating to an ambulance which was booked by David Martin to collect a patient at Mon Repos.	The Ombudsman wrote to the authority and is awaiting a response.
3.	PETROTRIN	The Complainant requested <ul style="list-style-type: none"> • a copy of the agreement of payment of injury compensation to Augatar Phillip on behalf Leon David Phillip and • Copy of settlements agreement between all parties based on what they had settled upon. 	The Ombudsman reviewed the matter and agrees with the response given by the public authority. Both the authority and the complainant were informed accordingly. File Closed.
4.	University of Trinidad and Tobago	The Complainant requested <ul style="list-style-type: none"> • monthly payments to Johns Hopkins University by Mt. Hope 	The Ombudsman reviewed the matter and agreed with the public authority's response with respect

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
		<ul style="list-style-type: none"> • services for payments above • Payments to any other foreign university period from inception. 	to items 1 and 2. However, recommendations were made with respect to item no.3. Both the public authority and the complainant were advised accordingly. Filed Closed.
5.	North West Regional Health Authority	The complainant requested the particulars relating to interview for Executive Secretary held on October 29, 2009	The Ombudsman wrote the public authority upon the Complainant's request for review. Thereafter, the complainant received the information requested. File Closed.
6.	North West Regional Health Authority	The complainant requested <ul style="list-style-type: none"> • Reports from nurses in attendance during baby's delivery • Dr. Roop's report • Reports of results from Quality Dept. and independent panel's investigation 	Ombudsman reviewed the matter and made recommendations which were conveyed to both the authority and the complainant accordingly. File Closed.
7.	Ministry of National Security	Complainant requested a copy of the outward immigration card for M/Mc Laren Richards for the month of October and November 2009.	The Ombudsman reviewed the matter and agreed with the response given by the public authority. The complainant was advised accordingly. File Closed.
8.	Ministry of National Security	The complainant requested copies of statements taken from all witnesses in a complaint against the complainant	The Ombudsman reviewed the matter and agreed with response given by the authority. The complainant was advised accordingly. File Closed.
9.	Ministry of Energy and Energy Affairs	The complainant requested A copy of Inspector's report	The Ombudsman wrote the complainant

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
		arising from site visit on Feb 24, 2010 to Cumaca Quarry. Copies of all photographs taken relating to the site visit on Feb 24, 2010	requesting clarifications on instructions. Awaiting response from the complainant's attorney-at-law.
10	Morvant Police Station	The complainant requested a copy of the report made by her which was lodged at the Morvant Police Station.	The Ombudsman reviewed the matter and found that the complainant made the request to the wrong public authority. The complainant was advised to make the request to the proper authority. File closed.
11	Ministry of Education	The complainant requested copies of the Common Entrance Exam Papers 1984 and the CXC exam papers 1989.	The Ombudsman reviewed the matter and agreed with the response given by the public authority. Applicant informed accordingly. File closed.
12	Ministry of Public Utilities	The complainant requested <ul style="list-style-type: none"> • Copy of all invoices and requests for payments for legal services by lawyers since January 1, 2002 of TTPOST • Copy of all vouchers and cheques of fees actually paid for Legal Services by Lawyers since January 1, 2002 	The Ombudsman reviewed the matter and agreed with the response given by the public authority. Complainant advised accordingly. File closed.
13	Chief Fire Officer	The following were requested Listing of the names, ranks and service numbers of all applicants of the Joint Staff 2010-2012. The criteria used for making selections The reason(s) why the	The Ombudsman wrote to the authority and is awaiting a response.

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
		complainant was not selected.	
14	Occupational Health and Safety Authority	A copy of the investigation report related to an accident involving the complainant was requested.	The Ombudsman reviewed the matter and agreed with the response given by the authority. The complainant was advised accordingly. File closed.
15	Tobago Regional Health Authority	Copies of all /any medical history/ records pertaining to the complainant's father were requested.	The Ombudsman wrote to the authority and is awaiting a response.
16	Ministry of National Security	Copy of the Police Case File involving the complainant and others for robbery and false imprisonment together with the investigator's report	The Ombudsman wrote to the authority and is awaiting a response.
17	Commissioner of Police	The complainant requested a copy of the report made by her which was lodged at the Morvant Police Station.	The Ombudsman wrote to the authority and is awaiting a response.
18	National Library and Information System Authority	Policy documents or rules of procedure re the access of materials and usage of the Young Adult's section of the Library	The Ombudsman investigated and was satisfied with the response from the authority. The complainant was advised accordingly. File Closed.
19	National Insurance Board	Copy of the contribution card for the years 1980 to 1983 for the complainant was requested.	On review the Ombudsman agreed with the response given by the authority. The complainant was advised accordingly. File Closed.
20	Arima Borough Corporation	Copy of a report on an incident between the complainant and employee of the Corporation which occurred Jan 2010	On review the Ombudsman agreed with the response given by the authority. The complainant was advised accordingly. File Closed.

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
21	South West Regional Health Authority	The complainant requested information relating to the implementation of surgical uniforms or "scrubs" as uniforms for medical doctors	On review the Ombudsman recommended that the authority answer all questions. The complainant was advised accordingly. File Closed.
22	Cross Crossing Medical Complex	Medical records/history retained by the medical institution pertaining to the complainant's father was requested	The complainant was informed that because the institution was privately run and not a public authority as defined under the Freedom of Information Act, the Office of the Ombudsman did not have the jurisdiction to review the matter. File Closed.
23	Office of the Chief Personnel Officer	The following information was requested: <ul style="list-style-type: none"> • Terms and conditions for estate police in the public service • Existing document authorizing contracted employees to supervise • Any changes to terms and conditions of public officers. 	Ombudsman reviewed the matter and made recommendations which were conveyed to the Authority. The authority informed the Ombudsman that the complainant received the information in light of the recommendations made. The complainant was advised accordingly. File Closed.
24	Ministry of National Security	Complainant requested a report relevant to the medical diagnosis and treatment of the relevant Private at the Teteron Barracks on February 1, 2010	The Ombudsman reviewed the matter and recommended that the complainant be given the pertinent medical report. Awaiting response from the authority.
25	Ministry of National Security	Names of person(s) who received work permits for	Ombudsman reviewed the matter and made

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
		1/1/06 – 31/12/09 under Unicell Paper Mills Caribbean Ltd.	recommendations to the authority. Awaiting a response from the authority.
26	Trinidad and Tobago National Petroleum Co. Ltd.	Copies of investigation and /or accident reports and medical reports arising out of an accident which occurred on September 28, 2009.	Ombudsman reviewed the matter and made recommendations which were conveyed to the authority. Awaiting a response from the authority.
27	Service Commissions Department	The complainant requested the following information: Document when employed as an attendant at St. Ann's Hospital Copy of documents as Estate Police.	The ombudsman reviewed the matter and made recommendations. All parties informed accordingly. File closed.
28	Statutory Authorities Service Commission	The Complainant requested the following namely: His status on the merit list Whether persons on the said merit list had been appointed to the post of Work Supervisor I	The ombudsman reviewed the matter and advised the complainant. File closed.
29	Teaching Service Commission	The Complainant requested the following: A copy of the special report accompanying application for Head of Department in December 2008. The score attained in the interview for Head of Department on April 29, 2009 for the post of Head of Department The position of the complainant on the merit list.	The ombudsman is awaiting further instructions from the complainant.
30	PETROTRIN	The Complainant requested medical records from April 2008 to June 2009	The Ombudsman was informed by the authority and the complainant that the requested documents were obtained. File closed.

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
31	Ministry of Education	<ul style="list-style-type: none"> • The Complainant requested the following information: • Seniority list for the Point Fortin RC School. • Copy of staff reports for the complainant from 2005 – present • Copies of any correspondence concerning the complainant's acting appointment to the post of Vice Principal and /or Principal 	The Ombudsman reviewed the matter and agreed with part of the decision of the Authority. However, recommendations were conveyed to the authority with respect to number three of the complainant's request.
32	Housing Development Corporation	The Complainant requested copies of the valuator's reports in respect of houses situate at Maloney and Arima respectively	The Complainant received copies of the report from the authority. File closed.
33	Government Human Resource Services Company Ltd.	The Complainant requested a list of all persons titled with corresponding salary at the organization	The Ombudsman reviewed the matter and made recommendations which were conveyed to the Authority. The complainant was advised accordingly. File closed.
34	COSTAATT	The Complainant requested reports, notes , recommendations merit lists, scores and any other documents pertaining to the successful candidate for the position of full time lecturer of Geography	The Ombudsman reviewed the matter and agreed with the response of the Authority. The complainant was advised accordingly. File closed.
35	South West Regional Health Authority	The Complainant requested copies of all medical notes, nursing notes, any test and results pertaining to the	The authority informed the ombudsman that information requested was provided to the

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
		treatment of the Complainant	complainant. The ombudsman wrote to the complainant's attorney -at-law seeking to ascertain if all medical records had been received. No response has been received to date.
36	Police Service Commission	The Complainant requested copies of the marking schemes for the 2006, 2008 and 2009 police duties component of the police promotion exam to the rank of Sergeant.	The ombudsman reviewed the matter and agreed with the response of the authority. The complainant was advised accordingly. File Closed.
37	COSTAATT	The complainant requested access to the ranking and /or merit list of candidates for the position of full time lecturer in Geography.	The ombudsman reviewed the matter and made recommendations which were conveyed to the authority. The complainant was informed to liaise with the designated officer of the authority.
38	Teaching Service Commission	The complainant requested copies of all reports, notes, recommendations, merit lists, scores and any other documents pertaining to the complainant in June and December 2009.	The ombudsman reviewed the matter and agreed with the response of the authority. The complainant was informed accordingly. File closed.
39	South West Regional Health Authority	The Complainant requested the following information: <ul style="list-style-type: none"> All correspondence, including individual summaries of all meetings between the SWRHA and Mr. Percy Cezair and/ or Capricorn Services and 	The Ombudsman wrote to the authority and is awaiting a response.

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
		<ul style="list-style-type: none"> a detailed Financial statement as paid to Percy Cezair and /or Capricorn Services 	
40	South West Regional Health Authority	The Complainant requested information relating to an ambulance which was booked by David Martin to collect a patient at Mon Repos.	The Ombudsman wrote to the authority and is awaiting a response.
41	PETROTRIN	<p>The Complainant requested</p> <ul style="list-style-type: none"> a copy of the agreement of payment of injury compensation to Augatar Phillip on behalf Leon David Phillip and Copy of settlements agreement between all parties based on what they had settled upon. 	<p>The Ombudsman reviewed the matter and agrees with the response given by the public authority. Both the authority and the complainant were informed accordingly.</p> <p>File Closed.</p>
42	University of Trinidad and Tobago	<p>The Complainant requested</p> <ul style="list-style-type: none"> monthly payments to Johns Hopkins University by Mt. Hope services for payments above Payments to any other foreign university period from inception. 	<p>The Ombudsman reviewed the matter and agreed with the public authority's response with respect to items 1 and 2. However, recommendations were made with respect to item no.3. Both the public authority and the complainant were advised accordingly.</p> <p>Filed Closed.</p>
43	North West Regional Health Authority	The complainant requested the particulars relating to interview for Executive Secretary held on October 29, 2009	The Ombudsman wrote the public authority upon the Complainant's request for review. Thereafter, the

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
			complainant received the information requested. File Closed.
44	North West Regional Health Authority	The complainant requested <ul style="list-style-type: none"> • Reports from nurses in attendance during baby's delivery • Dr. Roop's report • Reports of results from Quality Dept. and independent panel's investigation 	Ombudsman reviewed the matter and made recommendations which were conveyed to both the authority and the complainant accordingly. File Closed.
45	Ministry of National Security	Complainant requested a copy of the outward immigration card for M/Mc Laren Richards for the month of October and November 2009.	The Ombudsman reviewed the matter and agreed with the response given by the public authority. The complainant was advised accordingly. File Closed.
46	Ministry of National Security	The complainant requested copies of statements taken from all witnesses in a complaint against the complainant	The Ombudsman reviewed the matter and agreed with response given by the authority. The complainant was advised accordingly. File Closed.
47	Ministry of Energy and Energy Affairs	The complainant requested A copy of Inspector's report arising from site visit on Feb 24, 2010 to Cumaca Quarry. Copies of all photographs taken relating to the site visit on Feb 24, 2010	The Ombudsman wrote the complainant requesting clarifications on instructions. Awaiting response from the complainant's attorney-at-law.
48	Morvant Police Station	The complainant requested a copy of the report made by her which was lodged at the Morvant Police Station.	The Ombudsman reviewed the matter and found that the complainant made the request to the wrong public authority. The complainant was advised to make the

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
			request to the proper authority. File closed.
49	Ministry of Education	The complainant requested copies of the Common Entrance Exam Papers 1984 and the CXC exam papers 1989.	The Ombudsman reviewed the matter and agreed with the response given by the public authority. Applicant informed accordingly. File closed.
50	Ministry of Public Utilities	The complainant requested <ul style="list-style-type: none"> • Copy of all invoices and requests for payments for legal services by lawyers since January 1, 2002 of TTPOST • Copy of all vouchers and cheques of fees actually paid for Legal Services by Lawyers since January 1, 2002 	The Ombudsman reviewed the matter and agreed with the response given by the public authority. Complainant advised accordingly. File closed.
51	Chief Fire Officer	The following were requested Listing of the names, ranks and service numbers of all applicants of the Joint Staff 2010-2012. The criteria used for making selections The reason(s) why the complainant was not selected.	The Ombudsman wrote to the authority and is awaiting a response.
52	Occupational Health and Safety Authority	A copy of the investigation report related to an accident involving the complainant was requested.	The Ombudsman reviewed the matter and agreed with the response given by the authority. The complainant was advised accordingly. File closed.
53	Tobago Regional Health Authority	Copies of all /any medical history/ records pertaining to the complainant's father	The Ombudsman wrote to the authority and is awaiting a response.

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
		were requested.	
54	Ministry of National Security	Copy of the Police Case File involving the complainant and others for robbery and false imprisonment together with the investigator's report	The Ombudsman wrote to the authority and is awaiting a response.
55	Commissioner of Police	The complainant requested a copy of the report made by her which was lodged at the Morvant Police Station.	The Ombudsman wrote to the authority and is awaiting a response.
56	National Library and Information System Authority	Policy documents or rules of procedure re the access of materials and usage of the Young Adult's section of the Library	The Ombudsman investigated and was satisfied with the response from the authority. The complainant was advised accordingly. File Closed.
57	National Insurance Board	Copy of the contribution card for the years 1980 to 1983 for the complainant was requested.	On review the Ombudsman agreed with the response given by the authority. The complainant was advised accordingly. File Closed.
58	Arima Borough Corporation	Copy of a report on an incident between the complainant and employee of the Corporation which occurred Jan 2010	On review the Ombudsman agreed with the response given by the authority. The complainant was advised accordingly. File Closed.
59	South West Regional Health Authority	The complainant requested information relating to the implementation of surgical uniforms or "scrubs" as uniforms for medical doctors	On review the Ombudsman recommended that the authority answer all questions. The complainant was advised accordingly. File Closed.
60	Cross Crossing Medical Complex	Medical records/history retained by the medical institution pertaining to the complainant's father was requested	The complainant was informed that because the institution was privately run and not a public authority as

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
			defined under the Freedom of Information Act, the Office of the Ombudsman did not have the jurisdiction to review the matter. File Closed.
61	Office of the Chief Personnel Officer	The following information was requested: <ul style="list-style-type: none"> • Terms and conditions for estate police in the public service • Existing document authorizing contracted employees to supervise • Any changes to terms and conditions of public officers. 	Ombudsman reviewed the matter and made recommendations which were conveyed to the Authority. The authority informed the Ombudsman that the complainant received the information in light of the recommendations made. The complainant was advised accordingly. File Closed.
62	Ministry of National Security	Complainant requested a report relevant to the medical diagnosis and treatment of the relevant Private at the Teteron Barracks on February 1, 2010	The Ombudsman reviewed the matter and recommended that the complainant be given the pertinent medical report. Awaiting response from the authority.
63	Ministry of National Security	Names of person(s) who received work permits for 1/1/06 – 31/12/09 under Unicell Paper Mills Caribbean Ltd.	Ombudsman reviewed the matter and made recommendations to the authority. Awaiting a response from the authority.
64	Trinidad and Tobago National Petroleum Co. Ltd.	Copies of investigation and /or accident reports and medical reports arising out of an accident which occurred on September 28, 2009.	Ombudsman reviewed the matter and made recommendations which were conveyed to the authority. Awaiting a response from the authority.

Appendix III

List of Participants in FOI Workshop held in 2010 (January-February)

Public Authorities	Number of Officers trained
The National Insurance Board	2
Ministry of Finance	3
Ministry of National Security	3
Defence Force	3
Office of the Commissioner of Police	3
NLCB	2
Venture Capital	1
Valuation Division	2
Office of the Prime Minister	2
Judiciary	3
Statutory Authorities Service Commission	3
Boxing Board of Control	2
Chief Personnel Officer	3
Service Commission	4
Sports Company of Trinidad and Tobago	2
Industrial Court	2
Ministry of Sport and Youth Affairs	2
Prison Service of Trinidad and Tobago	2

Public Authorities	Number of Officers trained
Port-of-Spain City Corporation	3
Arima Borough Council	2
Siparia Regional Regional Corporation	2
San Juan/Laventille Regional Corporation	2
Princes Town Regional Corporation.	3
Point Fortin Borough Corporation	2
San Fernando City Corporation	3
Couva /Tabaquite/Talparo Regional Corporation	3
Diego Martin Regional Corporation	2
Ministry of Local Government	2
Sangre Grande Regional Corporation	1
Arima City Corporation	2
North Central Regional Health Authority	1
South West Regional Health Authority	2
North West Regional Health Authority	2
Trinidad and Tobago Forensic Science Centre	2
Ministry of Health	3
The Nursing Council of Trinidad and Tobago	2
PAESL	3
Ministry of Agriculture	2
Queen's Hall	1
Education Facilities Company	1

Public Authorities	Number of Officers trained
YTEPP	2
National Helicopters Services Ltd.	3
National Infrastructure Development Company	3
Housing Development Corporation	2
Ministry of Planning, Housing and Environment	3
Ministry of Works and Transport	3

Appendix IV

List of training done in 2010 upon request of public authority

Location	Date
Local Government (POS City Corp)	14-7-2010
Office of the Attorney General	27-7-2010
Ministry Local Government	16-9-2010
Ministry of Justice	28-10-2010
Totals	

Appendix V

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
Accreditation Council of Trinidad and Tobago	The Accreditation Council of Trinidad and Tobago (ACTT) will have a reading room in a few months. In addition, persons seeking to access information will be accommodated at ACTT's present premises. The public may inspect and/or obtain copies of certain mat	<p>The public may inspect ACTT's operational documents:</p> <ul style="list-style-type: none"> • Chapter 39:06 • Corporate Governance Manual • Policies & Procedures Manual including the Administrative and Personnel Polices Manual. • Strategic Plan • Annual Business and Training Plans
Airports Authority of Trinidad & Tobago	<p>Located in Library at Airports Administration Centre Piarco International Airport</p> <p>South Terminal</p> <p>Golden Grove Road, Piarco</p>	<p>Journals on:</p> <ul style="list-style-type: none"> • Industrial Relations • Human Resource • Occupational Health and Safety • Law Reports • Employment • Co-operatives
Central Statistical Office	<p>(a) Publications and information Unit</p> <p>(b) CSO Library</p>	<p>All publications produced by the CSO</p> <ul style="list-style-type: none"> • Agricultural

	<p>Both areas are located on the Ground Floor of the CSO</p> <p>National Statistics Building 80 Independence Square Port of Spain</p>	<p>Statistics</p> <ul style="list-style-type: none"> • Population and Vital Statistics • Labour Force Statistics • Gross Domestic Product • Indices on Retail Prices • Producers Prices and Sales • Overseas Trade and Travel • Statistics
Central Tenders Board	<p>A large room with table and chairs; two (2) cabinets of reading material re contracts and related matters. Located at</p> <p>Central Tenders Board 116, Frederick Street Port of Spain</p>	<ul style="list-style-type: none"> • Legislation • Policy and Procedural documents • Information on contracts awarded • Tender on contracts awarded • Tender Notice • Periodical (Development Business Journal)
Chaguanas Borough Corporation	<p>The reading room is situated in the Council Chambers, however, if there is a scheduled meeting, alternative arrangements are made.</p>	<ul style="list-style-type: none"> • Legislation • Policy and Procedural documents • Information on contracts awarded • Tender on contracts awarded
Cipriani College of Labour and Co-operative Studies	<p>Located at the Main Library</p> <p>Cipriani College of Labour & Co-Operative Studies Churchill Roosevelt Highway, Valsayn,</p>	<ul style="list-style-type: none"> • Daily Newspapers • Journals • Magazines • Library Brochures • Exam Past Papers • College Vision and Mission Statements
College of Science Technology and Applied Arts of Trinidad & Tobago	<p>Situated at City Campus COSTATT, 9-11 Melville Lane Port of Spain</p>	<ul style="list-style-type: none"> • Books • Brochures • Pamphlets

Eastern Regional Health Authority	<p>The Reading Room/Freedom of Information Centre of the Eastern Regional Health Authority is located on the upper floor of our Head Office, Supercare Building, Eastern Main Road, Sangre Grande.</p> <p>It is open to the public from 9:00a.m. to 3:00p.m. on normal</p>	<p>Magazines, Newsletters, Brochures from local and international agencies on health-related and general topics</p> <p>Documents dealing with the ERHA's goals, objectives, strategies and policies</p> <p>Laws of Trinidad and Tobago</p> <p>Periodic reports prepared by ERHA, Consult</p>
Education Facilities Company Limited	<p>2nd Floor, Long Circular Place 74 Long Circular Road Maraval, Trinidad and Tobago</p>	<ul style="list-style-type: none"> • Books • Bibliographies • Abstracts • Catalogues • Annual Reports • Organisational Charts • Journals • Brochures • Pamphlets
Electrical Inspectorate Division	<p>No Reading room currently exists. However members of the Public can readily access information at the following offices:</p> <ol style="list-style-type: none"> 1. Head Office, Corner EMR and Cochran St. Tunapuna; 2. #11 Independence Ave, San Fernando; 3. Jerningham Street, Scarborough, Tobago <p>Mondays to Fridays - 8:30 a.m. - 4.00 p.m.</p>	<p>Books</p> <p>Annual Reports</p> <p>Organisational Charts</p> <p>Journals</p> <p>Brochures</p> <p>Pamphlets</p>
Environmental Management	<p>Mondays to Fridays - 8:30 a.m. - 4.00 p.m.</p>	<p>Books, Periodicals, newspapers,</p>

Authority	Level 1 8 Elizabeth Street St. Clair	newsletters and reports
Firearms Appeal Board	Reading space identified with a desk, chair and computer	Books Annual Reports Organisational Charts
Government Human Resource Services Limited	Two sectioned areas consisting of: 1) Four chairs and a table 2) Four couches and two tables	Brochures Magazines FOIA pamphlets
Housing Development Corporation	There is a reading room available at the Ministry of Housing (2nd floor) 44-46 South Quay, Port-of-Spain.	Books Annual Reports Organisational Charts Brochures Pamphlets
Immigration Division	Reading located at the Ministry of National Security Temple Court Abercromby Street Monday to Friday, between the hours of 8 am to 4 pm.	Books Annual Reports Organisational Charts Brochures Pamphlets
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"> ▪ Text References ▪ Magazines ▪ Newspapers

<p>Ministry of the Attorney General</p>	<p>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</p> <p>The room can accommodate over thirty (30) persons. Information can be obtained from a manual index card system</p>	<ul style="list-style-type: none"> ▪ Law Books ▪ Legal Magazines ▪ Monthly Law Journals ▪ Trinidad and Tobago Gazette
<p>Ministry of Tourism</p>	<p>Reading Area 2nd Floor Ministry of Tourism Corner Duke and St. Vincent Streets Port of Spain</p>	<ul style="list-style-type: none"> ▪ Brochures ▪ Reports ▪ Magazines ▪ Guidelines and Publications on Tourism Related Matters
<p>Ministry of Trade & Industry</p>	<p>Located in Library Level 13, 63-65 Nicholas Tower, Port of Spain</p>	<p>Copies of legislation, laws regulations and orders Reports of Government Agencies Documents Policies of agencies within the purview of the Ministry</p>
<p>National Agricultural Marketing and Development Corporation</p>	<p>NAMDEVCO'S conference room located at its Head Office, S.S Erin Road, Debe serves as a reading room</p>	<ul style="list-style-type: none"> ▪ Brochures ▪ Reports ▪ Magazines ▪ Guidelines and Publications
<p>National Energy Skills Center</p>	<p>Library Trinidad and Tobago Institute of Technology Esperanza Road brechin Castle Couva</p>	<ul style="list-style-type: none"> ▪ Brochures ▪ Reports ▪ Magazines ▪ Guidelines and Publications

<p>National Gas Company of Trinidad & Tobago Limited</p>	<p>National Gas Company's Corporate Library</p>	<ul style="list-style-type: none"> ▪ Business and Managerial Journals ▪ Natural Gas and Petrochemical journals ▪ Engineering and Information technology Publications ▪ GASCO News - The corporate journal of the National Gas Company of Trinidad and Tobago Limited ▪ Energy industry related magazines and publications
<p>National Helicopter Services Limited</p>	<p>The Reading room is located at the company's facility: NHSL Helport Camden Couva</p>	<ul style="list-style-type: none"> ▪ Brochures ▪ Reports ▪ Magazines ▪ Guidelines and Publications
<p>National Infrastructure Development Company Limited</p>	<p>There currently exist no reading room, however the NIDCO Board room is in an office that has a room that could be used by members of the Public when needed.</p>	<ul style="list-style-type: none"> ▪ Brochures ▪ Reports ▪ Magazines ▪ Guidelines and Publications
<p>National Institute of Higher Education, Research, Science & Technology</p>	<p>NIHERST Documentation Centre Corner Old Piarco Road and Churchill Roosevelt Highway D'abadie, Trinidad</p> <p>Postal Address: P.O. Box 113, Port of Spain, Trinidad</p> <p>Telephone: 642-6112, 642-9371</p> <p>Fax: 642-1353</p> <p>Email: doc-centre@niherst.gov.tt</p> <p>Opening Hours: Monday to Friday</p>	<ul style="list-style-type: none"> ▪ NIHERST Annual Reports ▪ NIHERST Agricultural Seminar Publications ▪ NIHERST Children's Science Magazine ▪ Newspaper Clippings on NIHERST: 1985-Present ▪ NIHERST Publications in agriculture, biotechnology, higher education, environment, microelectronics,

	8am-4pm	science and technology policy and planning, science & technology statistics
National Insurance Property Development Company Ltd.	Located at NIPDEC's Head Office, 56-60 St. Vincent Street, Port of Spain Open Monday to Friday 8:00 a.m. 4:00 a.m.	List currently being updated
National Library and Information System Authority	There is no designated reading room, but seminar rooms/meeting rooms available as needed	<ul style="list-style-type: none"> ▪ Brochures ▪ Books ▪ Journals ▪ Newspapers ▪ Reports
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"> ▪ Brochures on National Quarries Company Limited's aggregates ▪ Company Newsletters
National Training Agency	The NTA does not have a dedicated Reading Room under the FOI Act. However, the organization's conference Room would be made available to persons visiting the NTA and requiring such a service.	The documents are not displayed but stored in the Communications and Research Library, and are available upon request.
Office of the Prime Minister	Located on the southern side of the 1st floor of the office of the Prime Minister. Nos 13-15 St. Clair Ave St. Clair Port of Spain	Copies of legislation, laws regulations and orders Reports of Government Agencies Documents Policies of agencies within the purview of the Ministry

Palo Seco Agricultural Enterprises Ltd	An area has been identified to accommodate 4 persons at a table	<ul style="list-style-type: none"> ▪ Brochures ▪ Books ▪ Journals ▪ Newspapers ▪ Reports ▪ Circulars
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.	<ul style="list-style-type: none"> ▪ Brochures ▪ Books ▪ Journals ▪ Newspapers ▪ Reports
Personnel Department	The Library Level 3 Personnel Department 76-78 St. Vincent Street Port of Spain	<ul style="list-style-type: none"> ▪ Brochures ▪ Books ▪ Journals ▪ Newspapers ▪ 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"> ▪ Petrotrin's Annual Report ▪ Petromission Newspaper ▪ Petrovision Magazine
Point Lisas Industrial Port Development Corporation Limited (PLIPDECO)	The Reading Room is an air-conditioned, non-smoking area located on the 1 st 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"> ▪ Annual Financial Reports ▪ PLIPDECO Quarterly Newsletter ▪ Rapport ▪ Speeches and Presentations to Public Forums and Conferences ▪ Packages containing general information on the Industrial Estate ▪ Disaster/Evacuation Plan
Police Complaints Authority	Reading space identified with a desk, chair and computer	<ul style="list-style-type: none"> ▪ Brochures ▪ Books ▪ Journals ▪ Newspapers

		<ul style="list-style-type: none"> ▪ Reports
Port Authority of Trinidad & Tobago	Located at the Library at Ferry Terminal Building, Wrightson Road, Port of Spain	The reading room contains port related literature. It includes international publications on a number of port related activities and systems including the latest information on Ports and Harbours, Marine Equipment, Cargo System, Containerisation and Vess
Port of Spain Corporation	Small compact room (used as a library) with one table, six chairs, one computer and shelves with documents. Located at the Library at City Hall, 2-4 Knox Street, Port of Spain	<ul style="list-style-type: none"> Legal Documents Financial and Accounting Documents Registers Contract Documents Minutes Reports Maps Policies Manuals of Operating Procedures
Princes Town Regional Corporation	The Princes Town Regional Corporation has space allocated at the back of the Council's Hall - A Library	<ul style="list-style-type: none"> Legal Documents Financial and Accounting Documents Registers Contract Documents Minutes Reports Maps Policies Manuals of Operating Procedures

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"> ▪ Books ▪ Government documents ▪ Journals and Newsletters ▪ RIC research papers ▪ Legislation - RIC, WASA and T&TEC ▪ Annual Reports ▪ Resources on various aspects of utility regulation
San Fernando City Corporation	There is a conference room equipped with a table and chairs which is located at: Ground Floor Public Health Building City Hall San Fernando	Legal Documents Financial and Accounting Documents Registers Contract Documents Minutes Reports Maps Policies Manuals of Operating Procedures
Sangre Grande Regional Corporation	Arrangements have been made for the use of the Corporation's Chambers on Mondays, Wednesdays and Fridays	Legal Documents Financial and Accounting Documents Registers Contract Documents Minutes Reports Maps Policies Manuals of Operating Procedures
Service Commissions' Department	Library Located at Level 3 Service Commissions Department, Cipriani Plaza, 52-58 Woodford Street, Newtown, Port of Spain	<ul style="list-style-type: none"> ▪ Brochures ▪ Newspapers ▪ Reports ▪ Circulars

Siparia Regional Corporation	<p>Due to critical accommodation problems being experienced at the Corporation, the Council Chamber is utilized as a reading room.</p> <p>Opening Hours: Monday - Wednesday 8:00 a.m. - 4:00 p.m. and Friday 8:00 a.m. - 4:00p.m.</p>	<p>Legal Documents Financial and Accounting Documents Registers Contract Documents Minutes Reports Maps Policies Manuals of Operating Procedures</p>
Statutory Authorities' Service Commission Department (SASC)	A space has been made available at the SASC, 81-83 Abercromby Street, Port of Spain, but has to be furnished and made private	<ul style="list-style-type: none"> ▪ Brochures ▪ Newspapers ▪ Reports ▪ Circulars
Tax Appeal Board	From January 2006 to date, the Library of the Tax Appeal Board has been closed because of its relocation out of the Hall of Justice to temporary premises at #33 Independence Square, Port-of-Spain. Library functions will be resumed when permanent accomodat	<p>Judgements in respect of matters at the Tax Appeal Board Laws of Trinidad and Tobago Tax Volumes from other jurisdictions Professional Journals</p> <p>Note: A Library Assistant is available to provide necessary service</p>
Telecommunications Authority of Trinidad and Tobago	There is a library adjacent to the Registry where records are kept, with accomodation for persons wishing to peruse files.	books, journals, newsletters
The Environmental Commission of Trinidad and Tobago	The Environmental Commission has a small reference library. Opening hours: 8:00 am to 4:00 pm Monday to Friday Policy for use of Library: Open to the general public. All documents are available for	<ul style="list-style-type: none"> ▪ Reference titles ▪ Journals ▪ Texts on: Law; Environmental Chemistry, Environmental Science, Environmental

	reference. Textbooks in the Environmental Commission are not available for loan	<p>Health, Environmental Engineering</p> <ul style="list-style-type: none"> ▪ Informational brochures ▪ Booklets on the Environmental Commission ▪ Computer access is available for electronic information - Compact Disc only
The Nursing Council of Trinidad & Tobago	<p>Room 14' x 16' Designated for Education Officer is available/Accessible.</p> <p>Furnished with - 2 Desks; 2 Cabinets; 1 Bookshelf; 1 Photocopier; Chairs; Computer</p>	<ul style="list-style-type: none"> ▪ Journals (Nursing) ▪ Acts of T&T ▪ Documents re Policies/Guidelines ▪ Books and Magazines ▪ Publications relevant to Nursing ▪ Curricula - Nursing and Midwifery ▪ Health related Journals, magazines and books (Regional and International)
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"> ▪ Medical Journals ▪ Reference Books ▪ Newspapers ▪ Magazines
Trinidad & Tobago Bureau of Standards	<p>Standards Information Centre 1-2 Century Drive, Trincity Industrial Estate Macoya, Tunapuna. Opening Hours: 8:00 a.m. - 4:15 p.m. Mon. - Thur.</p> <p>8:00 a.m. - 4:00 p.m. Fri. Phone: 662-8827 Ext. 102</p>	Standards, Local, Regional, Foreign and International Magazines related to Standards and Developments in Standardisation
Trinidad & Tobago Electricity Commission (T&TEC)	Information can be accessed through T&TEC's website at www.ttec.co.tt	<ul style="list-style-type: none"> ▪ Strategic Plans ▪ Business Plan ▪ Annual Report ▪ Audited Financial Statements

	<p>Members of the public may make general enquiries to T&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"> ▪ Quarterly Financial Reports ▪ Energy Sales and Peak Demand Forecast ▪ Company Newsletters ▪ Magazines ▪ General Information on the Company
Trinidad & Tobago Meteorological Services	The Reading room is located at the Forecast Office and has a dimension of ten feet (10' x 10') with a computer and a small library.	<p>Airport Emergency Manuals</p> <p>WMO Guide and related documents</p> <p>ICAO Meteorological related documents</p>
Trinidad & Tobago National Petroleum Marketing Co.	Library - Located on 1st Floor Phase I NP House Sea Lots	<p>Daily/Weekly Newspapers</p> <p>Technical Literature</p> <p>Managerial Texts</p> <p>Journals</p> <p>Other Professional Literature</p> <p>Access to Information via the internet</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"> ▪ Laws of Trinidad and Tobago ▪ Securities Law and Legislation from regional and international jurisdictions ▪ Annual Reports of Listed Companies ▪ Central Bank Publications ▪ Economic and Statistical reports ▪ Journals and Magazines e.g.

		<p><i>Business Week;</i> <i>Harvard Business Review;</i> <i>The Economist</i></p> <ul style="list-style-type: none"> ▪ Newspapers - Local and international
Trinidad & Tobago Solid Waste Management Co. Ltd	<ol style="list-style-type: none"> 1. The Reading room has two (2) full time staff 2. It is open to the public from 8.00 a.m. to 4.00 p.m. 3. A photocopier is available 4. Strict reference "on site" Reading 	<ol style="list-style-type: none"> 1. Maps, charts, photographs, abstracts and local catalogues 2. Legislation of Trinidad and Tobago 3. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings, bulletins 4. Periodicals and publication 5. Technical documents 6. Sp
Trinidad and Tobago Film Company Limited	TTFC's reading room is the Library which is located on the ground floor at TTFC's office. The library is housed with reading materials, computers, a TV, DVD and the Librarian.	<p>Documents on display in the reading room are film specific and include the following:</p> <ol style="list-style-type: none"> 1. Journals 2. Newspaper clippings 3. Books 4. Magazines 5. DVDs 6. Catalogues
Valuation Division - Ministry of Finance	<p>Division's Library, Head Office: 109 Henry Street, Port of Spain Telephone: 623-4221 Facsimile: 623-5874 Email: valdiv@tstt.net.tt</p>	<ul style="list-style-type: none"> ▪ Brochures ▪ Newspapers ▪ Reports ▪ Circulars
Water and Sewerage Authority	Library situated at Head Office, Water and Sewage Authority, St. Joseph	<ul style="list-style-type: none"> ▪ Strategic Plans ▪ Business Plan ▪ Annual Report ▪ Audited Financial Statements

	Open Mondays-Fridays, 8:00am-4:00pm	<ul style="list-style-type: none"> ▪ Quarterly Financial Reports
Youth Training and Employment Partnership Programme Ltd.	The room is a centralized location at YTEPP's Head Office	<ul style="list-style-type: none"> ▪ Brochures ▪ Newspapers ▪ Reports ▪ Circulars