



Government of the Republic of Trinidad and Tobago

Freedom of Information Act Chap 22:02

ANNUAL REPORT TO PARLIAMENT

2016

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EXECUTIVE SUMMARY

The Freedom of Information Act Chapter 22:02 gives members of the public the legal right to request access to information in the possession of public authorities, subject to certain and limited exemptions.

Pursuant to **section 40 (1)** of the FOIA, the Minister with responsibility for information is required to present an annual report to Parliament giving an account of the operations of the FOIA. The summary of the operation of the FOIA in accordance with section 40(3) is included in Table 1 below.

Table 1: Summary of information required under section 40 of the Freedom of Information Act

Activity	Number/Remarks
1. Number of requests made to public authorities	1121
2. Number of decisions that an applicant was not entitled to 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.	111 <i>Ref. 5.3</i>
3. Number of applications for judicial review of decisions under the Freedom of Information Act and the outcome of those applications.	187 <i>Ref. 5.4</i>
4. Number of complaints made to the Ombudsman with respect to the operation of the FOIA and the nature of those complaints.	20 <i>See Appendix III</i>
5. Number of notices served upon each public authority under section 10 (1) and the number of decisions by the public authority which were adverse to the person's claim.	None
6. Particulars of any disciplinary action taken against any officer in respect of the administration of this Act.	None
7. The amount of charges collected by each public authority under this Act.	None
8. 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 [section 7(1)(viii)]	<i>See Appendix IV</i>
9. Any other facts which indicate an effort by public authorities to administer and implement the spirit and intention of this Act.	None

1.0 INTRODUCTION

The Freedom of Information Act Chap 22:02 (“FOIA”) arose out of the principles of the Harare Declaration¹ that was signed by the Commonwealth Heads of Government in 1995². One of the principles state “... *the individual’s inalienable right to participate by means of free democratic political processes in framing the society in which he or she lives*” and “*the protection of promotion ... just and honest government*”.

The FOIA affords members of the public:

- (i) the legal right to request access to information that is held by public authorities and other bodies which exercise public functions;
- (ii) the right to scrutinize the actions of Government, by which means there is a measure of accountability; and
- (iii) access to information, thus allowing the public to engage in social dialogue and participate in the Government’s decision making and policies.

This Freedom of Information report for 2016 is the fourteenth report prepared under **Section 40 (1)** of the Freedom of Information Act Chap 22:02 (“FOIA”).

Section 40 (1) of the FOIA mandates that “*The Minister shall as soon as practicable after the end of each year, prepare a report on the operation of this Act during the year and cause a copy of the report to be laid before each House of Parliament*”.

This report provides information public access to official government documents of public authorities with exceptions.

The Annual Report is sub-divided into the following sections

- 2.0 Legal Framework
- 3.0 Administration of the Freedom of Information Act
- 4.0 Monitoring of the Freedom of Information Act
- 5.0 Statistical Analysis, inter alia:
 - the number of requests made to public authorities;

¹ Commonwealth Heads of Government Meeting in Harare, Zimbabwe 1991

² The affirmation of the Harare Declaration was done in Millbrook, New Zealand (at the Commonwealth Heads of Government Meeting in Auckland) where a firm commitment was made to fulfill the Declaration and as such the Commonwealth Heads of Government agreed to the Millbrook Commonwealth Action Programme.

- the number of decisions that an applicant was not entitled to access a document;
- the number of judicial review applications and their outcomes; and
- the number of complaints to the Ombudsman and the nature of those complaints.

2.0 LEGAL FRAMEWORK

The Freedom of Information Act Chap 22:02 (FOIA) was passed by an Act of Parliament No 26 of 1999³. It gives members of the public a general right (with exceptions) to request access to official documents in public authorities. The FOIA is made up of five parts:

- Part I deals with the Preliminaries which became operational on November 20, 2000;
- Part II deals with Publication of Certain Documents and Information was operationalized on April 30, 2001; and
- Parts (III-V) deals with Right of Access to Information, Exempt Documents and Miscellaneous and came into force on August 30, 2001.

Section 7 of the FOIA mandates annual publication (in the Gazette and in a daily newspaper) of information held by public authorities, namely, a statement setting out the particulars of the organization and functions; a statement of categories of documents maintained in its possession; statements of material prepared for inspection by members of the public; the procedure to be followed by a person when a request for access to a document is made; a statement listing all boards, councils, committees and other bodies established for the purpose of advising the public authority and details of whether the authority maintains a library or reading room and what materials are available.

Section 15 of the FOIA prescribes a thirty-calendar day period for an official response when an official request is made. While **Section 23** mandates that if a public authority refuses access to the information requested, they must provide reasons for such denial and must inform the Applicant of their right to approach the Ombudsman (**Section 38A**) or apply to the High Court for judicial review (**Section 39**).

The FOIA, carries a presumption of disclosure, as it crystallizes the public's right to access information. However, such right is not absolute and **Part IV** of the FOIA lists the following documents which are regarded as exempt documents:

- Cabinet documents
- International Relations documents
- Law enforcement
- Defence and security documents

³ Amended by Act 92 of 2000 and Act 14 of 2003

- Internal Working documents
- Documents affecting legal proceedings
- Trade Secret documents
- Materials obtained in confidence
- Documents where secrecy provisions apply
- Documents affecting personal privacy
- Documents affecting the economy and commercial affairs

Section 35 of the FOIA allows for the disclosure of an exempt document in the public interest as per Part IV of the FOIA. The grounds a public authority must consider are:

- where there is abuse of authority or neglect in performance of official duty;
- injustice to an individual;
- danger to the health or safety of an individual or of the public; and
- unauthorized use of public funds

The FOIA also provides for certain public authorities to be exempted from its provisions (**Section 5**). The following public authorities have received exemption orders:

1. First Citizens Bank Group⁴ which includes:
 - First Citizens Holdings Limited
 - First Citizens Bank
 - First Citizens Corporate Services Limited
 - First Citizens Bank Mortgage and Trust Company Limited
2. Trinidad and Tobago Unit Trust Corporation⁵
3. Export-Import Bank⁶
4. Agricultural Development Bank⁷
5. Trinidad and Tobago Mortgage Finance Company Limited⁸

⁴ Legal Notice 21/2003 Freedom of Information (Exemption) Order

⁵ Legal Notice 21/2003 Freedom of Information (Exemption) Order

⁶ Legal Notice 21/2003 Freedom of Information (Exemption) Order

⁷ Legal Notice 21/2003 Freedom of Information (Exemption) Order

⁸ Legal Notice 21/2003 Freedom of Information (Exemption) Order

6. Taurus Services Limited⁹
7. Business Development Company Limited¹⁰
8. National Entrepreneurship Development Company Limited¹¹
9. National Enterprises Limited¹²
10. Central Bank of Trinidad and Tobago¹³
11. Integrity Commission of Trinidad and Tobago¹⁴
12. Justice Protection Programme¹⁵

⁹ Legal Notice 21/2003 Freedom of Information (Exemption) Order

¹⁰ Legal Notice 21/2003 Freedom of Information (Exemption) Order

¹¹ Legal Notice 21/2003 Freedom of Information (Exemption) Order

¹² Legal Notice 21/2003 Freedom of Information (Exemption) Order

¹³ Legal Notice 76/2004 Freedom of Information (Exemption) (No.2) Order

¹⁴ Legal Notice 131/2005 Freedom of Information (Exemption) (No.3) Order

¹⁵ Legal Notice 48/2015 Freedom of Information (Exemption) (No.4) Order

3.0 ADMINISTRATION OF THE FREEDOM OF INFORMATION ACT

3.1 *The Freedom Of Information Unit*

The Freedom of Information Unit (Unit) was established in 2001 to monitor, advise, train and report on the statutory compliance of public authorities in accordance with the Freedom of Information Act Chapter 22:02.

In 2016, the Unit was under two separate Ministries - the former Ministry of Communications and the Ministry of Public Administration.

The organisational structure of the Unit (Figure 1) allows for the employment of nine (9) members of staff. The positions of Executive Director and Senior FOI Officer – Client Relations and Training, were not filled since the establishment of the Unit. Consequently, the Unit continued to operate with three (3) members of staff: 2 officers in Client Relations and Training and 1 officer in Research.

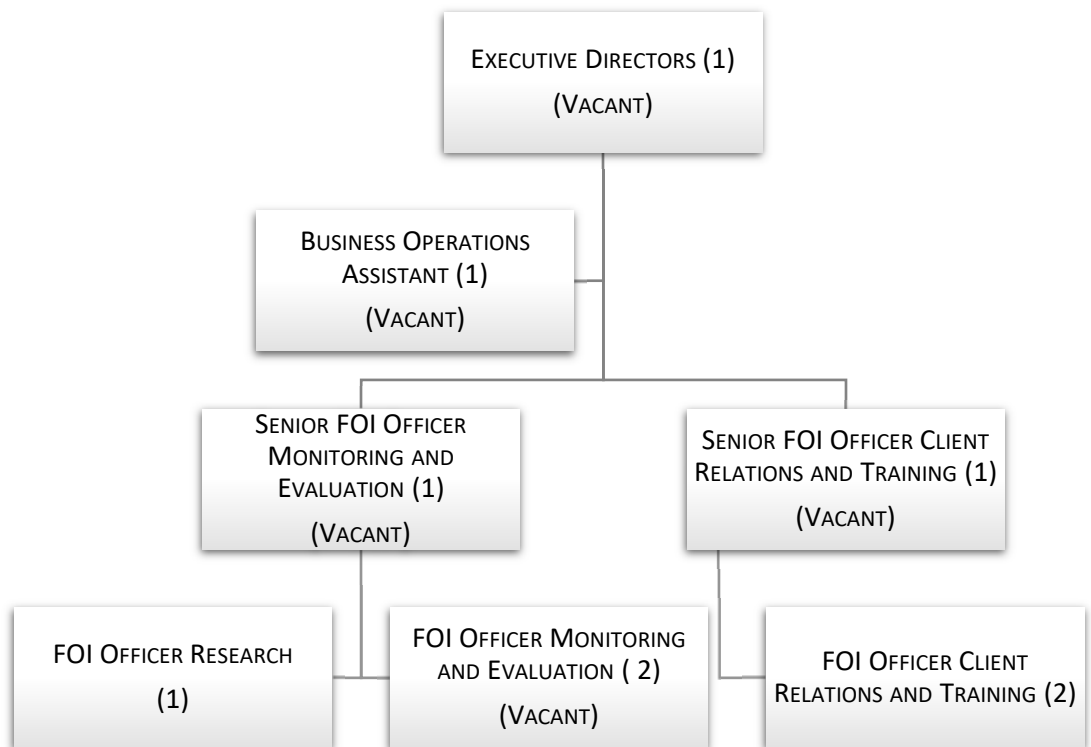


Figure 1: Organizational Structure of the Unit

The three core functional areas within the Unit are:

1. Client Relations and Training – ensuring that all public authorities are aware of their responsibilities under the FOIA through sensitization and training;

2. Monitoring and Evaluation – the operations of the FOIA and making recommendations to ensure compliance with the objectives of the FOIA;
3. Research – To maintain an awareness of latest trends and developments in freedom of information.

3.2 Training Sessions conducted by the Freedom of Information Unit

The Unit conducted four (4) training sessions which included participants from all staffing levels of the public authorities. These training sessions were undertaken to ensure that public authorities were fully cognizant of their statutory obligations and responsibilities under the FOIA. Table 2 lists the public authority/organs where training was conducted for the year.

Table 2: Freedom of Information Training Sessions held in 2016

PUBLIC AUTHORITY/ORGANS	DATE OF TRAINING
Ministry of Public Administration and Communications	September 14, 2016
Ministry of Planning and Development	September 28, 2016
Public Service Academy	October 20, 2016
Deputy Permanent Secretary Forum	November 3, 2016

Going forward, the Unit will:

- Increase training of public officers at various public authorities to enhance their compliance of the FOIA; and
- Increase public outreach in rural communities to inform citizens of their rights under the FOIA.

4.0 MONITORING OF THE FREEDOM OF INFORMATION ACT

4.1 Quarterly Returns

Pursuant to **sections 40(2), 40(3) (a)–(i)** of the FOIA, public authorities must furnish the Minister with information as required for the preparation of the annual report to be laid before each House of the Parliament. The relevant information is submitted by the public authorities to the Unit by way of quarterly returns.

For 2016, there were approximately two hundred and seventy-five (275) public authorities which had a legal obligation to submit freedom of information statements and returns. Forty-nine (49) or 18% of public authorities (see **Appendix I**) submitted quarterly returns, which were used to prepare this Annual Report.

Of those submissions, ministries and departments had the largest volume, thereafter body corporates¹⁶ (12) followed by companies (11). The graph below illustrates the type of public authorities and the number of returns submitted per public authority.

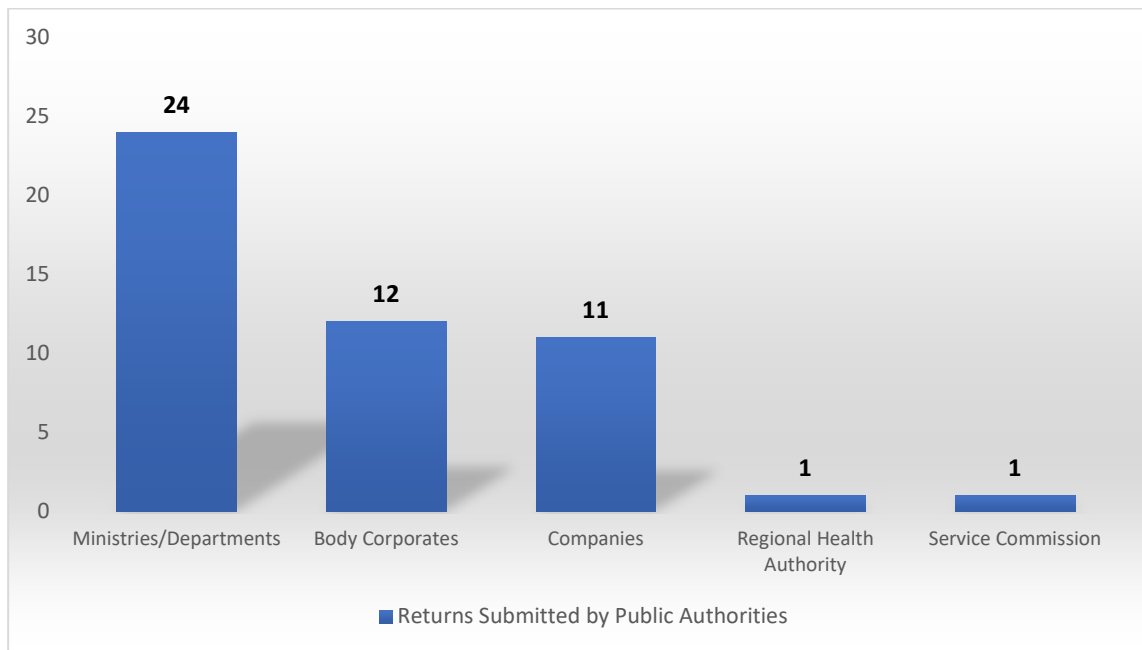


Figure 2: Quarterly Return submissions by Public Authorities for 2016

¹⁶ A body corporate or unincorporated entity (i) in relation to any function which it exercises on behalf of the State; (ii) which is established by virtue of the President's prerogative by a Minister of Government in his capacity as such or by another public authority; or (iii) which is supported, directly or indirectly, by Government funds and over which Government is in a position to exercise control.

The listing of public authorities which did not submit quarterly returns is listed in **Appendix I**.

4.2 Publication of Annual Statements

Pursuant to **sections 7 to 9** of the FOIA, public authorities are required to publish an annual public statement in the Gazette and a daily newspaper. The annual statement contains the organisational structure of the public authority; the operations of the organization; listing of the reading room and the name of the designated and alternate freedom of information officer.

Fifteen (15) public authorities published annual statements via the Gazette during the year. Table 4 highlights the public authorities which published their annual statements in 2016.

Table 3: Publication of Public Statements by Public Authorities in the Gazette - 2016

PUBLIC AUTHORITIES	Reference – Gazette
1. Ministry of Planning and Development	Gazette No.4, Vol. 55, 11 January, 2016
2. Trinidad and Tobago Electricity Commission	Gazette No.18, Vol. 55, 1 February, 2016
3. The CEPEP Company Limited	Gazette No.19, Vol. 55, 2 February, 2016
4. Water and Sewerage Authority	Gazette No.25, Vol. 55, 23 February, 2016
5. Ministry of Public Utilities	Gazette No.27, Vol. 55, 26 February, 2016
6. Trinidad and Tobago Securities and Exchange Commission	Gazette No.29, Vol. 55, 1 March, 2016
7. Trinidad and Tobago Postal Corporation	Gazette No.33, Vol. 55, 15 March, 2016
8. Electrical Inspectorate Division	Gazette No.40, Vol. 55, 11 April, 2016
9. Ministry of Social Development and Family Services	Gazette No.49, Vol. 55, 25 April, 2016
10. Rural Development Company of Trinidad and Tobago	Gazette No.82, Vol. 55, 5 July, 2016
11. National Infrastructure Development Company Ltd (NIDCO)	Gazette No.93, Vol. 55, 8 August, 2016
12. Regulated Industries Commission (RIC)	Gazette No.96, Vol. 55, 16 August, 2016
13. Ministry of National Security – General Administration	Gazette No.114, Vol. 55, 7 October, 2016
14. Trinidad and Tobago National Petroleum Marketing Company Limited	Gazette No.117, Vol. 55, 18 October, 2016
15. Phoenix Park Gas Processors Limited (PPGPL)	Gazette No.146, Vol. 55, 29 December, 2016

5.0 STATISTICAL ANALYSIS

This section to provides an analysis of the information required by the FOIA under **section 40(3)**.

5.1 *Number of Requests made for the year 2016*

For the year 2016, a total of one thousand, eight hundred and sixty-one (1,861) request required determination as follows:

- Requests brought forward from previous quarter year(s) - 748
- New requests received from forty-nine (49) public authorities - 1,121
- Request withdrawn - 8

Of this total, 1,094 requests were finalized (see Section 5.3)

The Inland Revenue Division recorded the highest number of requests with 293 requests, followed by The North West Regional Health Authority with 156 requests and the Ministry of Education with 110 requests. The listing of the various organizations and the number of requests received are found in **Appendix II**.

5.2 *Categories of Requested Information*

The most requested documents were Personal Records with 380 or 29.3%. This was followed by Internal Working Documents with 372 or 28.7% and Other Documents totaling 327 or 25.2%. Figure 3 provides a complete breakdown of the categories of information requested.

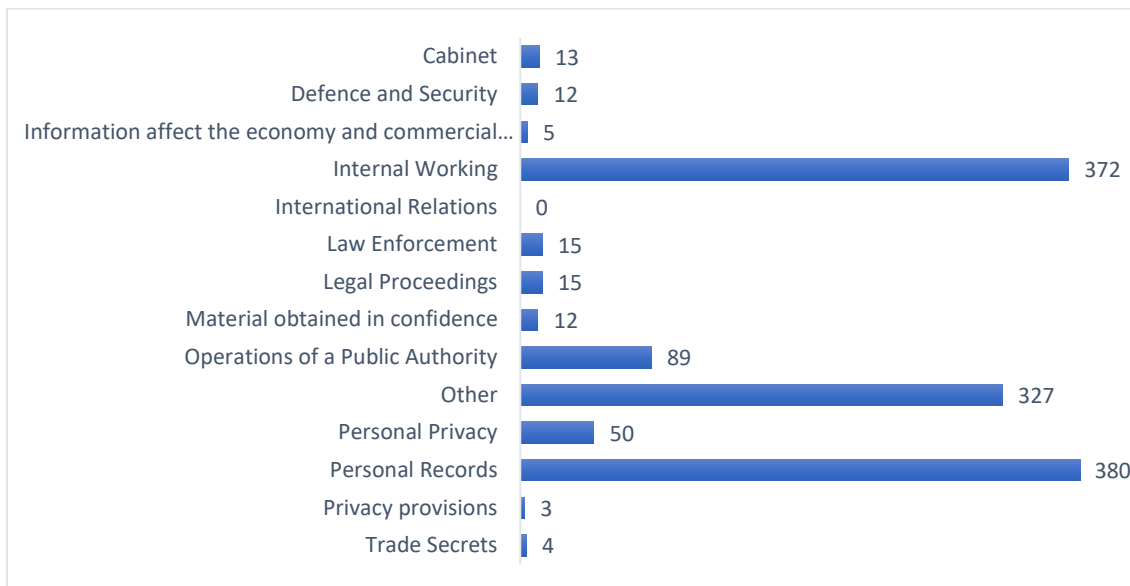


Figure 3: Information requested under the FOIA by Category (documents)

5.3 Action taken on Freedom of Information Requests

Request to access for information or documents may be:

- (i) Granted in Full – all the information requested is given to the applicant.
- (ii) Granted in Part – applicant may get access to some of the information requested.
- (iii) 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
- (iv) Refused – a request is refused if the document requested falls under Part IV of the Act, with exemptions.

In 2016, approximately 1,094 requests were finalised. Figure 4 shows the action taken on the requests.

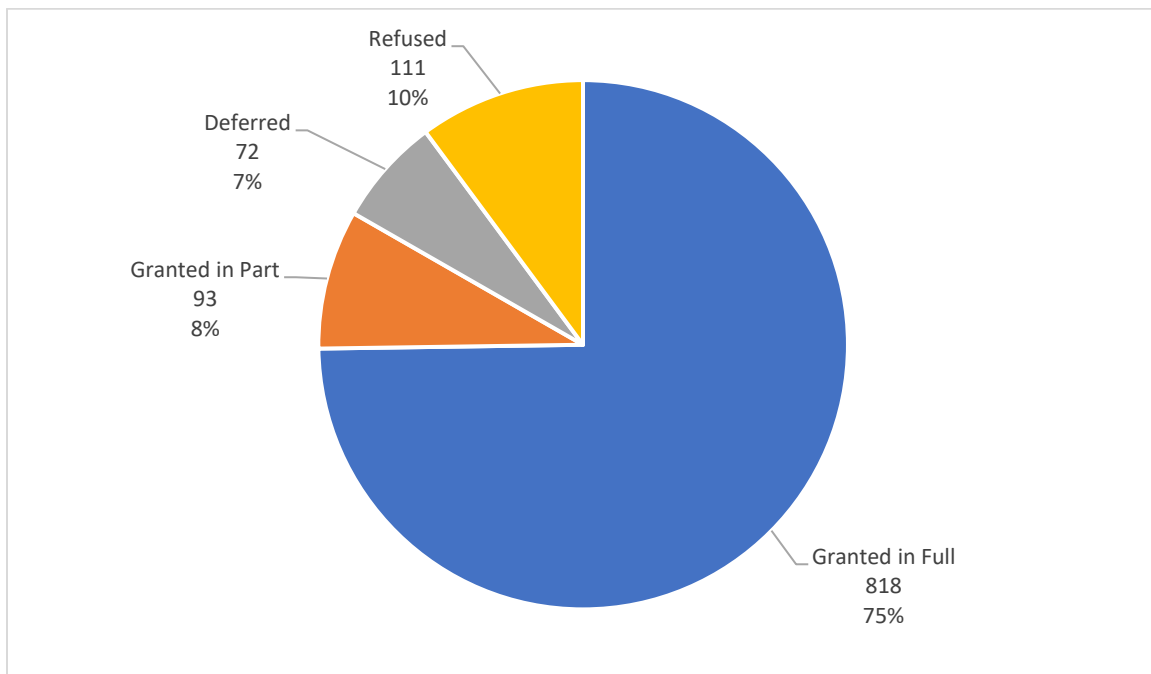


Figure 4: Action taken on FOI Requests

5.4 Judicial Review

Pursuant to **Section 39** of the FOIA, a person aggrieved by a decision of a public authority under the FOIA may apply to the High Court for judicial review of the decision. It should be noted that an applicant whose request for information has been denied, must be informed of his/her right to apply

to the High Court for judicial review of the decision and the time within which the application for review is required to be made.

For the year 2016, one hundred and eighty-seven (187) matters were filed to the High Court for judicial review.

5.5 Complaints made to the Office of the Ombudsman

Any applicant who is aggrieved by the refusal of a public authority to grant access to an official document is entitled to approach the Ombudsman for redress. It is noteworthy that the Ombudsman's role is merely advisory and as such a public authority is not compelled to change its decision in relation to an application under the FOIA.

During the period under review, the Office of the Ombudsman received twenty (20) complaints from aggrieved applicants. The Ombudsman liaised successfully with public authorities to ensure that the matters raised by the aggrieved applicants were treated with in keeping with the statutory obligations under the FOIA. (See **Appendix III**).

5.6 Other Matters

For the year 2016, the examination of the submitted quarterly returns by the Public Authorities revealed the following:

- No notices were served upon any public authority under section 10 (1) and no decisions rendered by the public authority which were averse to a person's claim;
- No Disciplinary action was taken against an officer in the administration of the FOIA;
- No Charges were collected under the FOIA;
- No acts were submitted by any authority to demonstrate an intention to administer and implement the spirit and intention of the FOIA.

5.7 Reading Room

Section 7(1)(viii) of the FOIA mandates that a Public Authority in its published annual statement indicates whether they maintain a reading room for the public and lists what is available for public consumption and times of operation.

Appendix IV lists the particulars of any reading room or other facility provided by twenty-two (22) public authorities for use by applicants or members of the public and lists their publications that are regularly on display.

APPENDICES

Appendix I: Non-Compliant Public Authorities – Submission of Quarterly Return Forms¹⁷

- | | | |
|---|--|--|
| 1. Adoption Board | 22. Anti Corruption Investigation Bureau | 39. Registration, Recognition, and Certification Board |
| 2. Immigration Division | 23. La Brea Industrial Development Corporation | 40. Boards Regulating and the Practice of Medicine and Related Professionals |
| 3. Point Fortin Borough Corporation | 24. Princes Town Regional Corporation | 41. LIAT Limited |
| 4. Advisory Town Planning Panel | 25. Archaeological Committee | 42. Rent Assessment Board |
| 5. Industrial Court | 26. Lake Asphalt of Trinidad and Tobago (1978) Limited | 43. Boilers Examiners Board |
| 6. Point Lisas Port Development Corporation Ltd | 27. Princess Elizabeth Home for the Handicapped Children | 44. Livestock and Livestock Products Board |
| 7. Agricultural Society of Trinidad and Tobago | 28. Arima Borough Corporation | 45. Rum Distillers Ltd |
| 8. Infrastructure, Quarries & Urban Development | 29. Land Survey Board of Trinidad and Tobago | 46. BWIA |
| 9. Port Authority of Trinidad and Tobago | 30. Public Transport Service Corporation | 47. Mayaro/Rio Claro Regional Corporation |
| 10. Air Transport Licensing Authority | 31. Betting Levy Board | 48. San Fernando City Corporation |
| 11. Institute of Marine Affairs | 32. Law Reform Commission | 49. Caribbean Agricultural Research and Development Institute |
| 12. Port-of-Spain City Corporation | 33. Queens Hall | 50. Medical Council of Trinidad and Tobago |
| 13. Airport Authority of Trinidad and Tobago | 34. Board of Film Censors | 51. San Juan/Laventille Regional Corporation |
| 14. Intellectual Property | 35. Law Revision Commission | 52. Caribbean Development Network Ltd |
| 15. Powergen | 36. Registrar General | 53. MIC Institute of Technology (MIC-IT) |
| 16. Alutech Limited | 37. Board of Industrial Training | 54. Sangre Grande Regional Corporation |
| 17. Interdisciplinary Child Development Centre | 38. Legal Aid and Advisory Authority | 55. Caribbean Food Corporation |
| 18. Premier Services Ltd | | |
| 19. Alutrint Limited | | |
| 20. INVESTT | | |
| 21. Prices Council | | |

¹⁷ This list of non-compliant public authorities may include entities that are defunct.

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|--|---|---|
| 56. Military-led Academic Training Programme | 79. Central Authority | 99. Tobago House of Assembly |
| 57. Seafoods Industry Development Company Ltd | 80. National Academy for the Performing Arts | 100. Civilian Conservation Corps |
| 58. Caribbean Industrial Research Institute (CARIRI) | 81. St. Dominic Home | 101. National Emergency Ambulance Service Authority |
| 59. Minimum Wages Board | 82. Central Tenders Board | 102. Tourism and Industrial Development Company |
| 60. Sentencing Commission | 83. National Agricultural Marketing and Development Corporation | 103. Cocoa Development Company of Trinidad and Tobago |
| 61. Caribbean Investment corporation | 84. St. Mary`s Home | 104. National Energy Corporation of Trinidad and Tobago |
| 62. Ministry of Communications | 85. Chaguanas Borough Corporation | 105. Tourism Development Company of Trinidad and Tobago |
| 63. Service Commissions | 86. National Agro Chemical Ltd | 106. Colonial Life Insurance Company Ltd |
| 64. Caribbean Leasing Company Ltd | 87. Sugar Industry Labour Welfare Committee | 107. National Energy Skills Centre (NESC) |
| 65. Ministry of Foreign and CARICOM Affairs | 88. Chaguaramas Development Authority (CDA) | 108. Transport Board |
| 66. Siparia Regional Corporation | 89. National Association of Village and Community Councils | 109. Community Based Environment Protection Enhancement Programme |
| 67. Caribbean Microfinance Ltd | 90. Sugar Manufacturing Company Ltd | 110. National flour Mills |
| 68. Ministry of Labour | 91. Children`s Authority | 111. Trinidad and Tobago Anti-Doping Organization |
| 69. Sport and Culture Board of Management | 92. National Broadcasting Network | 112. Community Improvement Services Ltd |
| 70. Carnival Institute | 93. Tax Appeal Board | 113. National ICT Company Ltd |
| 71. Ministry of Works and Transport | 94. Cipriani College of Labour and Cooperative Studies | 114. Trinidad and Tobago Association for Retarded Children |
| 72. Sport Company of Trinidad and Tobago | 95. National Carnival Commission | 115. COSTAATT |
| 73. Caroni 1975 Ltd | 96. Telecommunications Services of Trinidad and Tobago Ltd | |
| 74. NAPA Hotel | 97. Citizen Security Programme | |
| 75. St Jude`s Industrial School for Girls | 98. National Commission for Self Help | |

116. National Infrastructure Development Company Limited	135. Trinidad and Tobago Defence Force	Marketing Company Limited
117. Trinidad and Tobago Association in Aid of Deaf	136. Defence Council	154. Div. Education, Research & Technology
118. Council for Innovation and Competitiveness	137. National Museum and art Gallery	155. National Schools Dietary Services Limited
119. National Insurance Appeals Tribunal	138. Trinidad and Tobago Development Finance Ltd	156. Trinidad and Tobago Police Service
120. Trinidad and Tobago Blind Welfare Association	139. Defence Force Commission Board	157. Div. Finance, Trade & the Economy
121. Council of Legal Education	140. National Operations Centre	158. National Steel Symphony Orchestra
122. National Insurance Board	141. Trinidad and Tobago Fire Service	159. Trinidad and Tobago Prison Service
123. Trinidad and Tobago Boxing Board of Control	142. Dental council of Trinidad and Tobago	160. Div. Food Security, Natural Resources and the Env. and Sustainable Dev
124. Couva/Tabaquite/Talparo Regional Corporation	143. National Population Council	161. National Theatre Arts Company
125. National Insurance Property Development Company Ltd	144. Trinidad and Tobago Forensic Science Centre	162. Trinidad and Tobago Racing Authority
126. Trinidad and Tobago Bureau of Standards	145. Development Company Limited	163. Div. Health, Wellness & Social Protection
127. Creative TT	146. National Productivity Council	164. National Training Agency
128. National Library and Information Systems Authority	147. Trinidad and Tobago Forest Products Company	165. Trinidad and Tobago Solid Waste Management Ltd
129. Trinidad and Tobago Cadet Force	148. Diego Martin Regional Corporation	166. Div. Settlements, Public Utilities, Rural Development
130. Criminal Injuries Compensation Board	149. National Quarries Company Limited	167. National Trust Organisation
131. National Lotteries Control Board	150. Trinidad and Tobago Hospitality and Tourism Institute	168. Trinidad Nitrogen Company Ltd
132. Trinidad and Tobago Civil Aviation Authority	151. Div. Community Dev, Youth Dev & Sport	169. Div. Tourism, Culture, Antiquities and Transportation
133. Criminal Justice System	152. National Reforestation and Watershed Rehabilitation Programme	170. National Cultural Commission
134. National Mentorship Programme	153. Trinidad and Tobago National Petroleum	171. Trinidad Northern Areas Ltd

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| 172. Drug Advisory Committee | 192. Union Estate Electricity Generation Company Limited | 208. Evolving TecKnologies and Enterprise Dev Co Ltd |
| 173. NATPET Investment Company | 193. Emergency Medical Personnel Council of Trinidad and Tobago | 209. Office of Solicitor General |
| 174. TRINMAR Ltd | 194. Nurses and Midwives Council of Trinidad and Tobago | 210. Zoological Society of Trinidad and Tobago |
| 175. East Port of Spain Development Company Ltd | 195. University of the West Indies (UWI) –Open Campus | 211. Export Centres Company Ltd |
| 176. NATSTAR Manufacturing Company Ltd | 196. Environmental Commission | 212. Office of the Director of Public Prosecutions |
| 177. TRINTOC Services Ltd | 197. Occupational Safety and Health Authority | 213. Export TT |
| 178. East Side Plaza | 198. Urban Development Corporation of Trinidad and Tobago | 214. Opticians Council of Trinidad and Tobago |
| 179. New City Mall | 199. Equal Opportunities Commission | 215. Fair Trading commission |
| 180. TT Connect Service Centres | 200. Office of the Chief State Solicitor | 216. Palo Seco Agricultural Enterprises Ltd |
| 181. Eastern Caribbean Institute of Agriculture and Forestry (ECIAF) | 201. UTT | 217. Food Advisory Committee |
| 182. NGC NGLM Company Ltd | 202. Equal Opportunities Tribunal | 218. Penal/Debe Regional Corporation |
| 183. TT LNG | 203. Office of Chief Parliamentary Counsel | 219. Friendly Societies |
| 184. Eastern Regional Health Authority | 204. Youth training Centre Board of Management | 220. Pesticides and Toxic Chemicals Board |
| 185. NGC TT NGL Ltd | 205. Estate Management and Business Development Company Ltd | 221. Green Fund Advisory Committee |
| 186. TT Marine Petroleum Company Ltd | 206. Office of Disaster Preparedness and Management | 222. Pharmacy council of Trinidad and Tobago |
| 187. Economic Development Board | 207. Youth Training Education Partnership Programme | 223. Housing Development Corporation (HDC) |
| 188. NIHERST | | 224. Phoenix Park Gas Processors Limited |
| 189. Tunapuna/Piarco Regional Corporation | | 225. Hugh Wooding Law School |
| 190. Education Facilities Company Limited | | 226. Pilotage Authority |
| 191. North Central Regional Health Authority | | |

Appendix II: Number of FOI Requests received by Public Authorities for the Year 2016

Agency Title	No. of Requests
1. Accreditation Council of Trinidad and Tobago	2
2. Caribbean New Media Group Limited	0
3. Children's Life Fund	0
4. Electrical Inspectorate Division	0
5. Environmental Management Authority	77
6. Government Human Resource Services	0
7. Government Information Services Limited	3
8. Immigration Division	1
9. Inland Revenue Division	293
10. Institute of Marine Affairs	0
11. Land Settlement Agency	0
12. Meteorological Services Division	1
13. Ministry of Agriculture, Land and Fisheries	54
14. Ministry of Attorney General and Legal Affairs	22
15. Ministry of Community Development, Culture and the Arts	12
16. Ministry of Education	110
17. Ministry of Energy and Energy Industries	12
18. Ministry of Finance	10
19. Ministry of Health	10
20. Ministry of Housing and Urban Development	66
21. Ministry of National Security	95
22. Ministry of Planning and Development	18
23. Ministry of Public Administration and Communications	8
24. Ministry of Public Utilities	4
25. Ministry of Rural Development & Local Government	11
26. Ministry of Social Development and Family Services	1
27. Ministry of Sport and Youth Affairs	5
28. Ministry of Tourism	3
29. Ministry of Trade and Industry	4
30. National Gas Company	1
31. National Helicopter Services Limited	1

Agency Title	No. of Requests
32. National Information and Communication Technology Company Limited	0
33. National Maintenance Training and Security Company Limited	4
34. Office of the Prime Minister	19
35. Personnel Department (Office of the Chief Personnel Officer)	14
36. Petroleum Company of Trinidad and Tobago	51
37. Police Complaints Authority	3
38. Regulated Industries Commission	0
39. Rural Development Company of Trinidad and Tobago	2
40. Statutory Authorities Services	27
41. T&T Postal Corporation	1
42. Telecommunications Authority of Trinidad and Tobago	0
43. The CEPEP Company Limited	1
44. The North West Regional Health	156
45. The Vehicle Management Corporation	0
46. Trinidad and Tobago Electricity Commission	6
47. Trinidad and Tobago Free Zones	0
48. Trinidad and Tobago Securities and Exchange Commission	0
49. Water and Sewerage Authority	13
Total	1,121

Appendix III: Complaints to the Ombudsman

Public Authority	Reasons for the Complaint	Outcome
<p>1. Office of the Ombudsman</p> <p>1 Feb 2016</p>	<p>The applicant requested his personal file and copies of all correspondence between the Service Commissions Department; Ministry of the Environment; Ministry of Agriculture and the Office of the Chief Personnel Officer.</p>	<p>The applicant was informed by the Ombudsman that the Office of the Ombudsman is not a public authority for the purposes of the Freedom of Information Act, Chap.22:02. Also, the applicant was informed that section 98 (7) of the Constitution of Trinidad and Tobago provides that any work done by the Ombudsman is privileged in the same manner as if the proceedings were proceedings in a Court.</p>
<p>2. Office of the Ombudsman</p> <p>3 Feb 2016</p>	<p>The applicant requested a copy of the notes and advice produced at a meeting held between the Ombudsman and the applicant around 1987- 1988 concerning a land matter in Mc Bean, Couva.</p>	<p>The applicant was informed by the Ombudsman that the Office of the Ombudsman is not a public authority for the purposes of the Freedom of Information Act, Chap.22:02. Also, the applicant was informed that section 98 (7) of the Constitution of Trinidad and Tobago provides that any work done by the Ombudsman is privileged in the same manner as if the proceedings were proceedings in a Court.</p>
<p>3. Ministry of National Security</p> <p>12 Apr 2016</p>	<p>The applicant was dissatisfied with the response received from the Director, Forensic Science Centre</p>	<p>The Ombudsman reviewed the matter and accepted the decision of the Designated Officer of the public authority. Both the public authority and the applicant were informed accordingly.</p>

Public Authority	Reasons for the Complaint	Outcome
<p>4. Trinidad and Tobago Electricity Commission (TEEC)</p> <p>4 May 2016</p>	<p>The applicant sought the Ombudsman’s intervention after she was denied access to the following-</p> <ol style="list-style-type: none"> 1. All documents with respect to the supply of the electricity to at Carlsen Field. 2. All documents for job reference number 24880. 3. The list of projects from which residents in the Central Distribution Area obtained a supply of electricity during 2015. 4. All documents for job reference number 0156/12. 	<p>Ombudsman reviewed the matter and accepted the decision made by the public authority to deny the applicant access to the information requested. Both the public authority and the applicant were informed accordingly.</p>
<p>5. National Library and Information System Authority</p> <p>15 May 2016</p>	<p>The public authority denied the applicant access to an Air Quality Report which was conducted by CARIRI. Consequently, the applicant sought a review under section 38A of the FOIA.</p>	<p>The Ombudsman met with the Designated Officer of the public authority in order to review the matter. Upon review, the Ombudsman accepted the decision of the public authority to deny access to the document requested since the document did not belong to the public authority. Both the public authority and the applicant to be informed accordingly.</p>
<p>6. National Library and Information System Authority</p> <p>8 July 2016</p>	<p>The public authority denied the applicant access to an Air Quality Report which was conducted by CARIRI. Consequently, the applicant sought a review under section 38A of the FOIA.</p>	<p>The Ombudsman met with the Designated Officer of the public authority in order to review the matter. Upon review, the Ombudsman accepted the decision of the public authority to deny access to the document requested since the document</p>

Public Authority	Reasons for the Complaint	Outcome
		<p>did not belong to the public authority.</p> <p>Both the public authority and the applicant to be informed accordingly.</p>
<p>7. San Fernando City Corporation</p> <p>1 July 2016</p>	<p>The applicant was not satisfied with the response received by the Corporation as it related to her request for access to the following documents namely-</p> <ol style="list-style-type: none"> 1. All Municipal documents pertaining to the name change of the property listed at Gopaul Lands now being called Angela Church Street, Marabella. 2. Any and all Council minutes as it relates to the said name change of Church Street, Marabella to Angela Church Street, Marabella/Gopaul Lands. 3. A copy of the Resolution proposing this name change under the Municipal Corporation Laws. 	<p>Upon review in accordance with section 38A of the FOIA, the Ombudsman examined the documents presented by the Corporation and found that there was no legal basis to substantiate the decision taken by the Corporation to change the name of the street. The Ombudsman recommended that the Corporation initiate steps to correct the error made.</p> <p>The applicant was informed accordingly.</p>
<p>8. Service Commissions Department</p> <p>15 July 2016</p>	<p>The applicant was denied access to the following documents-</p> <ol style="list-style-type: none"> 1. The criteria/procedure used for the appointment of Technical Officers, in particular, Economist I in the Public Service 2. To clarify the process utilized to determine the seniority of officers for initial 	<p>The Ombudsman reviewed the matter and was not in agreement with the response given to the applicant as it related to item no.1 of his request. The Ombudsman made certain recommendations which were conveyed to the public authority.</p> <p>The applicant was informed accordingly.</p>

Public Authority	Reasons for the Complaint	Outcome
	<p>appointment where the officers assume office on the same day in the same position.</p>	
<p>9. Ministry of Energy and Energy Industries</p> <p>10 Aug 2016</p>	<p>The applicant was denied access to his request for any adverse report/complaint made against him by anyone acting on behalf of the Ministry</p>	<p>The Ombudsman met with officials from the Ministry and reviewed the matter in accordance with section 38A of the FOIA. The Ombudsman accepted the decision of the Ministry. The applicant was informed accordingly.</p>
<p>10. National Library and Information System Authority (NALIS)</p> <p>30 Aug 2016</p>	<p>The applicants were denied access to the following-</p> <ol style="list-style-type: none"> 1. The qualifications and work experience of the Audit Manager 2. NALIS Internal Audit Plan for the years 2014, 2015 and 2016 	<p>The Ombudsman reviewed the matter and agreed with the response given to the applicants as it related to item no. 1 of the request. The Ombudsman did not agree with the response given to them as per item No. 2 of the request. The Ombudsman made her recommendations which were conveyed to the public authority. The applicants were informed accordingly.</p>
<p>11. Office of the Chief Personnel Officer</p>	<p>The applicant was not satisfied with the response received for his request for the following- A copy of the Collective Agreement that declares these allowances: Laundry Allowances, Meal Allowances, Living Out Allowances and Psychiatric Allowances as Duty Allowance for Health workers, namely Nurses</p>	<p>The Ombudsman reviewed the matter and found that the public authority had not responded to the request made by the applicant. The Ombudsman conveyed her recommendations to the said public authority which revisited its initial response to the applicant. The applicant was informed accordingly.</p>

Public Authority	Reasons for the Complaint	Outcome
	and Nursing Assistants, if such agreements exist.	
12. Environmental Management Authority 15 Sep 2016	<p>The applicant was refused access to the following-</p> <p>A letter of complaint that was submitted in respect of activities being conducted at Cumaca Road, Cumaca.</p>	<p>The Ombudsman met with officials from the public authority and reviewed the matter in accordance with section 38A of the FOIA. The Ombudsman accepted the decision of the public authority.</p> <p>The applicant was informed accordingly.</p>
13. Trinidad and Tobago Electricity Commission and The Water and Sewerage Authority 13 Oct 2016	<p>The applicant sought a review because the respective public authorities refused the applicant's request for access to the following-</p> <ol style="list-style-type: none"> 1. Copies of documents as proof of the electricity connection registered on lands situated at Valencia. 2. Copies of documents as proof of water connection relating to account number 0404743E on lands situated at LP#19 San Pablo Trace, Valencia 	<p>The Ombudsman met with officials from both public authorities and conducted her review in accordance with section 38A of the FOIA.</p> <p>The Ombudsman agreed with the responses given to the applicant by both public authorities.</p> <p>The applicant was informed accordingly.</p>
14. Ministry of Education 20 Oct 2016	<p>The applicants sought the Ombudsman's intervention when they were refused access to the following-</p> <ol style="list-style-type: none"> 1. SEA 2016 Language Arts paper re: #1741328792 2. SEA 2016 Mathematics Paper re: #1741328792. 3. SEA 2016 Request for Review results report that 	<p>The Ombudsman met with the relevant officer from the Ministry of Education and conducted her review in accordance with section 38A of the FOIA.</p> <p>The Ombudsman agreed with the response given to the applicants by the Ministry. The applicants were informed accordingly.</p>

Public Authority	Reasons for the Complaint	Outcome
	<p>would have been generated by CXC/Original Scoresheet: re: #1741328792</p>	
<p>15. Trinidad and Tobago Electricity Commission</p> <p>24 Oct 2016</p>	<p>The applicant sought the Ombudsman’s intervention after being refused access to the following-</p> <ol style="list-style-type: none"> 1. The application for a new electricity connection at #20 Bamboo Settlement No. 1 Valsayn in the period January 2015 to the present. 2. The type of service applied for. 3. Warden Certificate of Assessment of premises and any other relevant documents 	<p>The Ombudsman met with the relevant officer of the public authority and conducted the review in accordance with section 38A of the FOIA. The Ombudsman agreed with the response given to the applicant by the public authority. The applicant was informed accordingly.</p>
<p>16. Office of the Prime Minister</p> <p>24 Oct 2016</p>	<p>The applicant sought the Ombudsman’s intervention after being denied access to the National Environmental Assessment Task Force Oil Spill Report.</p>	<p>The Ombudsman met with the official from the public authority and reviewed the matter. The Ombudsman did not agree with the decision taken by the public authority to deny access to the said document in its entirety. The Ombudsman conveyed her recommendation that there should be partial disclosure of the said document in accordance with section 35 of the FOIA. The applicant was informed accordingly.</p>
<p>17. Port-of- Spain City Corporation</p> <p>15 Nov 2016</p>	<p>The applicant sought the Ombudsman’s intervention having regard to the response received from the public</p>	<p>The Ombudsman perused the response given to the applicant and was not satisfied with the reply provided to the applicant.</p>

Public Authority	Reasons for the Complaint	Outcome
	<p>authority that it was not in possession of the following information-</p> <ol style="list-style-type: none"> 1. Under what Agency or Authority administers the Charlotte Street Market project and who is the direct person/officer in charge of the Project. 2. List the names of all vendors that are enrolled in the said Project and indicate the total number of vendors enrolled in the project in 2016. 3. Indicate if the said project was given approval by the City Engineer, if so provide a copy of the approved plan. 	<p>The Ombudsman conveyed her position to the public authority but the applicant's request under the FOIA remains outstanding. The Ombudsman has scheduled a meeting to treat with the matter.</p>
<p>18. Office of the Ombudsman</p> <p>6 Dec 2016</p>	<p>The applicant has requested the following from the Office of the Ombudsman-</p> <ol style="list-style-type: none"> 1. The top 15 offices in descending order from the Office of the Ombudsman; 2. Who occupies these said offices and their relevant salaries; and 3. Details of any training seminars and/or conferences that these persons attended from 2010 to present and the cost of the same. 	<p>The request remains outstanding. This applicant has commenced judicial proceedings against the Office. The Ombudsman is however of the opinion that the Office is not a public authority and is not subject to the provisions of the FOIA. The matter is pending.</p>
<p>19. Office of the Ombudsman</p>	<ol style="list-style-type: none"> 1. The applicant requested copies of all correspondence 	<p>The Ombudsman informed the applicant that there was no</p>

Public Authority	Reasons for the Complaint	Outcome
<p>6 Dec 2016</p>	<p>between Service Commissions Department and/or other state agencies related to the applicant's complaint of recognizing her degree for the purpose of promotion to acting appointment to Assistant Conservator of Forests;</p> <p>2. Reasons for the undue delay in providing a response to the applicant</p>	<p>formal complaint lodged in the applicant's name to the Office. Consequently, the Office did not commence any investigation into the alleged complaint. The applicant was informed accordingly.</p>
<p>20. Office of the Ombudsman</p> <p>6 Dec 2016</p>	<p>1. The applicant requested copies of all correspondence between Service Commissions Department and/or other state agencies related to the applicant's complaint of recognizing her degree for the purpose of promotion to acting appointment to Assistant Conservator of Forests;</p> <p>2. Reasons for the undue delay in providing a response to the applicant.</p>	<p>The Ombudsman informed the applicant that there was no formal complaint lodged in the applicant's name to the Office. Consequently, the Office did not commence any investigation into the alleged complaint. The applicant was informed accordingly.</p>

Appendix IV: Public Authorities Reading Room

Public Authority	Documents normally on Display in the Reading Room
<p>1. Petrotrin</p> <p>Petrotrin Learning Centre PLC Pointe a Pierre Mondays – Fridays 8:30am – 11:00am and 1:30 – 3:00pm</p>	<ul style="list-style-type: none"> • Petrotrin’s Annual Report • Petromission newspaper • Petrovision magazine • Booklets, leaflets, pamphlets, videotapes, and brochures highlighting various aspects of the company’s functions, organisation, operations or services.
<p>2. Government Human Resource Services Company Ltd</p> <p>16 Mulchan Seuchan Road, Chaguanas</p>	<ul style="list-style-type: none"> • Company (GHRS) brochures and leaflets. • Human Resource and Business Magazines. • Daily Newspapers.
<p>3. Ministry of National Security</p> <p>Temple Court II 52 – 60 Abercromby Street Port of Spain Opening Hours Monday – Friday 8:00am – 4:00pm</p>	
<p>4. Trinidad and Tobago Securities Exchange Commission</p> <p>Library at Prince’s Court, Keate Street, Port of Spain. Meeting Room at 57-59 Dundonald Street, Port of Spain</p>	<ul style="list-style-type: none"> • Books, Periodicals, Magazines, annual Reports of Registrants. • Inspections of filings by registrants which are kept separately in a records centre. • Daily Newspapers.
<p>5. National Information and Communication Technology Company Limited</p> <p>1st Floor Lord Harris Court 52 Pembroke Street Port of Spain 8:00am – 4:00pm</p>	<ul style="list-style-type: none"> • iGovTT Strategic Plan • iGovTT Annual Reports • National ICT Plans • Copies of the International Organisation for Standardization (10001-1004) • TTconnect promotional brochures • iGovTT promotional brochures

Public Authority	Documents normally on Display in the Reading Room
	<ul style="list-style-type: none"> • Various reading materials relating to Governance and ICT
<p>6. Land Settlement Agency Orange Grove Road South Orange Estate Tacarigua</p>	<ul style="list-style-type: none"> • LSA’s Strategic Plans • Achievement Reports • Valuation Reports prepared by the commissioner of Valuations for Sites Listed in the Schedule of the State Land (Regularizations of Tenure) Act No. 25 of 1998 • Environmental Impact • Statements/Reports • Technical Journals • Brochures of the Land Settlement Agency • Technical Books – Statistics, Information Technology, Housing
<p>7. Ministry of Community Development, Culture and Arts</p> <p>Ground Floor, Corner Jerningham Ave and Queen’s Park East Belmont, POS Monday – Friday 8:00am – 4:00pm</p>	<ul style="list-style-type: none"> • General Reference • Motivational and Personal Development • Spiritual; Social Studies; Sociology; Psychology • Politics; Economics; Law ; Community Development • Social Welfare; Medical Sciences Business Management Information Technology; Art; The Arts Sports; Music • Local Literature; Foreign Literature History • Accounting; Tourism; Communications Magazines • Event Planning; Project Management • Human Resources Management
<p>8. Ministry of Energy and Energy Industries</p> <p>North Office Library Waterfront Centre, Level 24, Tower C, No. 1 Wrightson Road, POS 8:00am – 4:00pm</p>	<ul style="list-style-type: none"> • Laws of Trinidad and Trinidad in relation to the Energy sector • Energy – related maps • Reports – Annual Technical Meetings (ATMs), MEEI annual reports, Environmental Impact Assessments (EIAs)

Public Authority	Documents normally on Display in the Reading Room
<p>South Office Library. Maska Compound, South Trunk Road, La Romaine, San Fernando 8:00am – 4:00pm</p>	<ul style="list-style-type: none"> • Periodicals (hardcopy and digital) • Industry-related books (hardcopy and digital) • Industry- related books (hardcopy and digital) • Industry-related reference collection i.e. Directories, dictionaries, thesauri and glossaries • Energy – related dissertations • Training manuals • Local and international industry- related standards.
<p>9. Meteorological Services Division Rawinsonde Building, South Terminal, Piarco Airport, Piarco Mondays – Friday 8:00am – 4:00pm</p>	<ul style="list-style-type: none"> • Technical Meteorological and Civil Aviation Regulations • Scientific (Meteorological) journals, magazines, books and other publications • Law books of the Republic of Trinidad and Tobago
<p>10. Ministry of Housing and Urban Development 2nd Floor of the Housing and Urban Development 44-46 South Quay Port of Spain Opening Hours 8:30am – 4:00pm</p>	<ul style="list-style-type: none"> • Government documents including annual reports, The Trinidad and Tobago Gazette, Newsletters from Ministries; • Collection of the Laws of the Republic of Trinidad and Tobago; • Legal Practitioners Texts and other Legal textbooks; • Newspapers • Magazines (both local and foreign) • E-professional journals
<p>11. Ministry of Planning and Development Level 6, Eric Williams Finance Building Port of Spain</p>	<ul style="list-style-type: none"> • Government documents including annual reports, The Trinidad and Tobago Gazette, Newsletter from Ministries • Collection of the Laws of the Republic of Trinidad and Tobago

Public Authority	Documents normally on Display in the Reading Room
<p>Opening Hours Monday – Friday 8:30am – 3:30pm</p>	<ul style="list-style-type: none"> • Legal Practitioners Texts and other Legal textbooks • Newspaper • Magazines (both local and foreign) • E-professional journals
<p>12. Ministry of Public Utilities</p> <p>2 Elizabeth Street, St. Clair</p> <p>Opening Hours Monday – Friday 8:30am – 3:30pm</p>	<ul style="list-style-type: none"> • Copies of Trinidad and Tobago Gazette • Public Sector Investment Programme(PSIP) • Reports of Government Agencies • Policies of Agencies within the purview of the Ministry • Administrative Reports of the Ministry • Legal Notices • Bills - House of Representatives and Senate • Hansard Reports relating to Debates in the Senate and House of Representative
<p>13. Ministry of Social Development and Family Services</p> <p>ABMA Building 55-57 St. Vincent Street Port of Spain</p>	<ul style="list-style-type: none"> • Articles • Periodicals • Handouts • Administrative Reports of Ministry • Files dealing with administrative support and general administration documents for the operations of the Ministry. • Files dealing with the accounting and financial management function of the Ministry. • Files dealing with matters relating to the procurement of supplies, services and equipment • Maps/charts/photographs/compact disk/diskettes/abstracts/tables/catalogues. • News releases, speeches originating in the Ministry • Policy and Procedure documents • Documents relating to strategic review of the Ministry.

Public Authority	Documents normally on Display in the Reading Room
	<ul style="list-style-type: none"> • Documents relating to Information Technology • Legislation and Legal Instruments • Files dealing with training – local and foreign and technical cooperation • Minutes/Agenda of meetings • Files dealing with circulars, memos, notices, bulletins etc. • Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants/ Technical, Corporate, Valuation etc. • Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings • Files dealing with official functions, conferences and events hosted and attended by the Ministry inventories. • Periodicals and publications • Complaint/suggestion files • Research studies magazines on the Ministry of Social Development and Family Services.
<p>14. Ministry of Sport and Youth Affairs</p> <p>6th Floor, 12 Abercromby Street Port of Spain</p> <p>Opening Hours 8:00am – 4:15pm</p>	<ul style="list-style-type: none"> • Policy Documents, newsletters, Estimates, Budget Speeches, Audit Reports, Bulletins, Laws of Trinidad and Tobago, Acts and Legal Notices, Administrative Reports, Annual Reports, SSIP Reports, PSIP Reports
<p>15. Ministry of Tourism</p> <p>Level 8 Tower C International Waterfront Complex 1A Wrightson Road, Port of Spain</p>	<ul style="list-style-type: none"> • Books, Journals • Articles, periodicals • Magazines, Catalogues, Brochures

Public Authority	Documents normally on Display in the Reading Room
<p>Opening Hours Tuesday & Thursday 9:00am – 3:00pm</p>	
<p>16. iGOVTT</p> <p>1st Floor Lord Harris Court 52 Pembroke Street Port of Spain</p> <p>Monday – Friday 8:00am – 4:00pm</p>	<ul style="list-style-type: none"> • iGovTT Strategic Plan • IGovTT Annual Reports • National ICT Plans • Copies of the International Organisation for Standardization(10001-10004). • ttconnect promotional brochures • iGovTT promotional brochures • Various reading materials relating to Governance and ICT
<p>17. Regulated Industries Commission</p> <p>1st Two floors Furness Building Cor. Wrightson Road Independence Square Port of Spain</p>	<ul style="list-style-type: none"> • Books • Journals and Newsletters • Government Documents • Regulated Industries Commission research papers • Legislation – Regulated Industries Commission • Water and Sewerage Authority • Tobago Electricity Commission annual reports • Resources on various aspects of utility regulation
<p>18. Statutory Authorities Service Commission Department</p>	<ul style="list-style-type: none"> • Although there is no designated reading room, a space is provided when necessary
<p>19. Electrical Inspectorate Division</p>	<ul style="list-style-type: none"> • No reading room <p>Information may be readily accessed at the four offices located at:</p> <ul style="list-style-type: none"> • 48 Eastern Main Road, Arouca • Maska Bld South Trunk Road, La Romain • Carrington Street, Scarborough, Tobago • 2 Elizabeth Street, St Clair <p>Monday – Friday 9:00am – 3:00pm</p>

Public Authority	Documents normally on Display in the Reading Room
<p>20. Water and Sewerage Authority</p> <p>Head Office Farm Road, St Joseph</p> <p>Monday – Friday 8:00am – 4:00pm</p>	<ul style="list-style-type: none"> • WASA’s Corporate Business Plans • Training Policies & Procedures • Operation & Maintenance Manuals • Feasibility Studies of Water supply projects • American Water and Wastewater Standards • Water Rehabilitation Projects • Standard Operation Procedures for Water Treatment Plants
<p>21. Telecommunications Authority of Trinidad and Tobago</p>	<ul style="list-style-type: none"> • A reading room exists within the Library at the Authority with accommodation for persons wishing to peruse documents/files • Books • Journals • Newsletters
<p>22. Trinidad & Tobago Electricity Commission</p> <p>Second Floor Stanley Ottley Building #7 Uriah Butler Highway North, Mt Hope. Tel:663-8832 Ext. 2169 Website- www.ttec.co.tt</p>	<ul style="list-style-type: none"> • Strategic Plans; Business Plan; Annual Report; Audited Financial Statements; Energy Sales and Peak Demand Forecast • Energy Sales, Peak Demand and Generation Statistics • Guidelines for Retroactive Billing • Code of Industrial Relations Practice • Industrial procedures – commercial • Training Policy • Environmental Policy • Employee Handbook • Code of Ethics • Consumer Tips • Industrial Relations Procedural Instructions • Safety Manual • Safety Rules, Prequalified contractors • Wiring for Light and Power Booklet • T&TEC, RIC Standards and You

Public Authority	Documents normally on Display in the Reading Room
	<ul style="list-style-type: none"> • Towards a Better and Brighter Future – A Consumer Guide to T&TEC’s Application for a Review of tariffs • Advice to kite Flyers • Consumption patterns of Appliances • Conserve Electricity • Holiday Safety • Prepare for Hurricane Safely • Guidelines on Food Care • Learn About Electricity • What to do During Periods of Load Shedding • Electrical Safety Tips • T&TEC Motor Protection Guide • How to open a new Account • welding sets can overload circuits at home and in your neighbourhood • T&TEC- The Nation’s Sole Transmission and Distribution Utility • Disaster Preparedness – lightning • Disaster Preparedness – Earthquakes • Disaster Preparedness – Storms and Hurricanes • Watts Happening