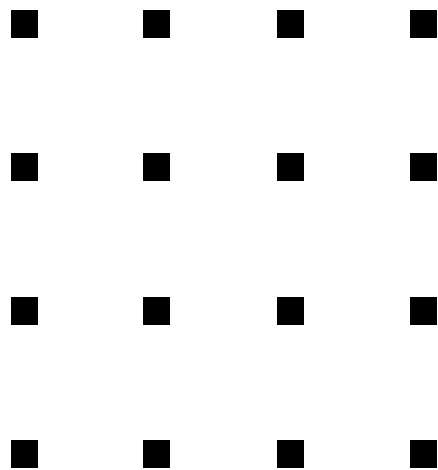




THE FREEDOM OF INFORMATION ACT, 1999



**Report to
Parliament
2001 - 2003**

THE FREEDOM OF INFORMATION ACT, 1999

REPORT TO PARLIAMENT 2001 - 2003

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EXECUTIVE SUMMARY

The Freedom of Information Act, 1999 gives the public of Trinidad and Tobago the right of access to information in the possession of public authorities, subject to certain specific and limited exemptions.

Section 40 (1) of the Freedom Of Information Act, 1999 requires that the Minister as soon as practicable at the end of each year, prepare a report on the operation of the Act during that year and lay the report 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 First Report on the Freedom of Information Act, (FOIA) 1999, as amended, and covers the period February 20, 2001 to December 31, 2003. For the purposes of this report the first year of operation is deemed to be February 2001 to February 2002, the second year from February 2002 to February 2003 and the third year from February 2003 to December 2003.

This report describes how the Act was administered and highlights activities associated with its implementation. The main highlights regarding usage of the Act are as follows:

- **Total requests received (Feb. 2001 - Dec. 2003) - 489**
- **Total no. of decisions that an applicant was not entitled to access for the period Feb. 2001 - Dec. 2003 - 53**
- **No. of applications for judicial review of decisions under this Act (Feb. 2001 - Dec. 2003) - 11**
- **No. of complaints made to the Ombudsman for the period Feb. 2001 - Dec. 2003 - 21**

INTRODUCTION

Freedom of Information principles in Trinidad and Tobago originated from the Harare Declaration that was signed by Commonwealth Heads of Government in 1995. Consequently, the Freedom of Information Act, 1999, as amended, was assented to on November 4, 1999 and came into full effect on February 20, 2001. The Act seeks to enhance governance through increased transparency and accountability, and to facilitate increased public participation in the development of national policy.

The object of the Act as stated in Section 3 (1) is “to extend the right of members of the public to access to information in the possession of public authorities by:

- (a) Making available to the public information about the operations of public authorities and, in particular, ensuring that the authorisations, policies, rules and practices affecting members of the public in their dealings with public authorities are readily available to persons affected by those authorisations, policies, rules and practices; and
- (b) Creating a general right of access to information in documentary form in the possession of public authorities limited only by exceptions and exemptions necessary for the protection of essential public interests and the private and business affairs of persons in respect of whom information is collected and held by public authorities.”

The Act gives members of the public the right to:

- (i) Request access to documents held by public authorities;
- (ii) Request correction of personal information held on files in the possession of public authorities; and
- (iii) To seek review of such decisions by complaint to the Ombudsman and application for judicial review where such requests are refused.

The Freedom of Information Act, No. 26 Of 1999, was amended by Act No 92 of 2000 and Act No. 14 of 2003.

2. ORGANIZATION

Cabinet Minute No. 2094 of November 1, 2000 records agreement for the establishment of a Freedom of Information Unit, for a period of one (1) year, as the administering and implementing agency for the Act. The Unit was established in May 2001 within the former Ministry of Communications and Information Technology. By mid-August of that year, the Unit was fully staffed by a Head, 2 Legal Officers, 1 Communications Officer and 1 Assistant Administrator.

In August 2001, the Unit was transferred to the Office of the Prime Minister. In December 2001, the Unit fell under the purview of the Ministry of Public Administration

and Information. Cabinet Minute No. 898 of May 9, 2002 agreed to retain the positions in the Unit until September 30, 2003.

The two (2) main functions of the Unit were:

- Ensuring stakeholder understanding and participation; and
- Monitoring and reporting.

Specific duties included:

- Advising public authorities on legal requirements of the Freedom of Information Act (FOIA);
- Training/sensitisation of public officials;
- Development and delivery of public awareness programmes;
- Development and maintenance of a database of public authorities and matters related to the implementation of the Act;
- Monitoring of the implementation of the Act;
- Establishing administrative systems to support implementation of, and reporting on, the Act; and
- Reporting to Parliament.

In the post September 2003 period, the Freedom of Information function was absorbed into, and included as a component of the wider activities of the Ministry of Public Administration and Information. The administering/monitoring function was integrated into the core functions of the Public Service Transformation Division (PSTD).

Activities involving the sensitisation and support of public authorities and provision of guidance to members of the public were carried out under the supervision of the Director of PSTD, supported by a Senior Policy Analyst (PSTD) and a Legal Officer of the Legal Division. Emphasis was placed on strengthening the monitoring and reporting aspect of the function with specific focus on the implementation of the project to enhance the Information Management System of the FOI function.

3. IMPLEMENTATION

The Unit undertook various activities in support of the implementation of the Act. However, it should be noted that prior to the Unit's establishment, the former Ministries of Public Administration and Communications and Information Technology undertook preparatory work during 2000 – 2001. This work facilitated the full operation and administration of the Act on commencement, and included:

- sensitisation sessions to Cabinet, Heads of public authorities and Media representatives; and
- the development of the structure and budget for the administering agency, the Freedom of Information Unit.

Of note is that one (1) session for Designated Officers and other representatives of public authorities was held in April 2001.

3.1 Sensitisation of Public Authorities

The Unit presented two (2) seminars in Trinidad (October 2001/February 2003) and two (2) in Tobago (June 2001/November 2001) for designated officers and other representatives of public authorities. These were designed to:

- Provide general awareness of the Act;
- Advise participants about their specific duties and responsibilities in respect of the Act;
- Suggest mechanisms for internal administration of and reporting on the Act; and
- Create opportunities for networking.

Additionally, one hundred and one (101) sensitisation sessions were held at individual public authorities and other organisations **See Appendix 1.**

3.2 Development of Templates and Resource Materials

The Unit sought to assist public authorities to ready themselves for their responsibilities under the Act by developing/sourcing and providing generic training/sensitisation and procedural material to enable the setting up of individual FOI administrative systems. Material included:

- A Sample Statement
- Government Printer's Formatting Requirements for the publication of statements
- Guidelines for the preparation of Notices of Refusal in accordance with S. 23 of the Act
- Sample of Notice of Refusal, in accordance with S. 23 of the Act
- Template for timekeeping as developed by Petroleum Company of Trinidad and Tobago (PETROTRIN).
- An Operational Manual on CD entitled "*The Freedom of Information Act 1999: A Guide to Implementation and Practical Application*". This was distributed to public authorities.
- FOIA Request Forms.

3.3 Communications programme

The Freedom of Information Unit undertook the following activities as part of its Communications programme:

February 2002

- FOIA website (www.foia.gov.tt) established and updated in August 2003. Apart from detailed information about the rights afforded to members of the public and procedures for accessing information through the Act, the website includes:
 - downloadable documents such as The Freedom of Information Act, 1999 and the *Request for Access to Official Documents* Forms

- Frequently asked questions (FAQ's)
- Glossary of Terms
- Feedback forms

Additionally, a project was initiated through the PSIP to integrate the databases containing information regarding public authorities and the operations of the Act, with the FOIA website.

May/June of 2002

- two hundred and twenty four thousand (224,000) FOIA brochures were printed for a national awareness campaign and TTPOST was contracted to deliver to all residential mailboxes in Trinidad and Tobago.

July to August 2002

- Print and Internet advertisements were placed for public knowledge
- Two (2) television and three (3) radio features on the FOIA, 1999 were produced and aired
- Fifteen thousand (15,000) posters were printed for distribution to public authorities and members of the public

July 2002 to May 2003

- Sensitisation sessions at libraries and communities were conducted across the nation as follows:

- Visits to branch libraries in partnership with the National Library and Information Systems Authority (NALIS) between July to September 2002. Libraries visited were:

- | | |
|-----------------|------------------|
| ▪ Port of Spain | ▪ Mayaro |
| ▪ Tunapuna | ▪ Scarborough |
| ▪ Arima | ▪ Roxborough |
| ▪ Sangre Grande | ▪ Charlotteville |

- Community Outreach Programme (FOI Caravan) between October 2002 to May 2003

Community meetings were held in collaboration with the Ministry of Community Development to educate members of the public about the FOIA. Presentations were supported by dramatisation on the FOIA by Arts-in-Action. FOI Caravans were conducted in:

- | | |
|---------------------------|-----------------|
| ▪ Laventille/Morvant | ▪ Princes Town |
| ▪ La Horquetta | ▪ Madeleine |
| ▪ Santa Cruz (La Pastora) | ▪ Debe |
| ▪ Carenage | ▪ Point Fortin |
| ▪ Chaguanas | ▪ Siparia |
| ▪ Pt. Lisas Couva | ▪ Sangre Grande |
| ▪ Rio Claro | |

4. MONITORING AND REPORTING

In accordance with the Section 40 (1) of the Act, the Minister is required to present an annual report to Parliament, while Section 40 (2) requires responsible Ministers to furnish information for the preparation of this report. While the Act does not provide a procedure, it requires responsible ministers to furnish information for the preparation of this report.

The Unit therefore developed a manual return system to facilitate the collection of information, on a quarterly basis, from individual public authorities in accordance with the listing at Section 40 (3).

The Unit also set up two electronic databases, one for contact information about public authorities, and the other, for information on the operations of the Act from the individual public authorities. The return system facilitated data entry and collation on the Unit's electronic databases.

During 2002, the Unit implemented a project under the Public Sector Investment Programme for the upgrade and integration of the databases to allow for direct input of returns into the electronic database. This project continued into 2003.

Information regarding complaints to the Ombudsman (Section 40 (3) (d)) is obtained directly from the Office of the Ombudsman of Trinidad and Tobago.

5. ACCESS TO INFORMATION

Statistical Report – Interpretation and Explanation

In accordance with Section 40 (3) of the Act, the following data relate to the operations of the Freedom of Information Act for the period under review:

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

The total number of requests received for the period February 20 2001 to December 31, 2003 was four hundred and eighty nine (489) broken down as follows:

Year		Total Number of Requests Received
1	February 20 2001 – February 19 2002	81
2	February 20 2002 –February 19 2003	337
3	February 20 2003 – December 31 2003	71
Total requests received February 20 2001 – December 31 2003		489

A detailed listing of requests made to public authorities is provided at **Appendix 2**.

- b) The 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.

The total number of decisions that an applicant was not entitled to access was eight (8) and is broken down by reporting year as follows:

February 2001 – February 2002

Provision		Number of Times Provision Invoked
23 (e)	Document does not exist or cannot be located	3
30	Document affects personal privacy	2
33 (1) (b)–(d)	Documents concerning operations of public authority	2
34	Documents to which secrecy provisions apply	1
Total No. of Decisions that an applicant not entitled to access		8

February 2002-February 2003

Provision		Number of Times Provision Invoked
23 (e)	Document does not exist or cannot be located	9
24	Cabinet	4
27	Internal working document	4
29	Document affecting legal proceedings or subject to legal professional privilege	2
30	Document affects personal privacy	4
31	Document relating to trade secrets	12
32	Documents containing material obtained in confidence	2
33 (1) (a)	Documents affecting the economy, commercial affairs	5
33 (1) (b) – (d)	Documents concerning operations of public authority	3
Total No. of Decisions that an applicant not entitled to access		45

February 2003 – December 2003

There is no record of decisions that an applicant was not entitled to access for this period

c) The number of applications for judicial review of decisions under this Act and the outcome of those applications;

During the period under review there were eleven (11) applications for judicial review of decisions under this Act, broken down as follows:

February 2001 – February 2002

Number of Judicial Review Applications	Outcomes
1	Matter Pending (1)

February 2002 – February 2003

Number of Judicial Review Applications	Outcomes
8	Matter Pending (6) Applicant granted relief (2)

February 2003 – December 2003

Number of Judicial Review Applications	Outcomes
2	Matter Pending (1) Information provided (1)

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

A total of twenty-one (21) complaints were made to the Ombudsman for the period February 20, 2001 to December 31, 2003. The yearly breakdown and nature of complaints are provided at **Appendix 3**.

e) The 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.

During the period under review, there is no record of a notice served on any public authority under section 10 (1).

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

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

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

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

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.

A listing of the reading room and other facilities is provided at **Appendix 4**.

i) Any other facts, which indicate an effort by public authorities to administer and implement the spirit and intention of this Act.

A listing of measures taken by public authorities to administer and implement the spirit and intention of this Act is provided at **Appendix 5**.

6. ORDER OF EXEMPTION: Section 5 (1) (c)

During the period under review, the following public authorities applied for and obtained an Order of Exemption from the operations of the FOIA in accordance with Section 5 (1) (c):

First Citizens Bank Group	First Citizens Holdings Limited
	First Citizens Bank Limited
	First Citizens Corporate Services Limited
	First Citizens Bank Mortgage and Trust Company Limited

The Trinidad and Tobago Unit Trust Corporation
The Export-Import Bank
The Agricultural Development Bank
The Trinidad and Tobago Mortgage Finance Company Limited
Taurus Services Limited
The Business Development Company Limited
(formerly the Small Business Development Company Limited)
The National Entrepreneurship Development Company Limited
National Enterprises Limited

The Freedom of Information (Exemption) Order, 2003

The Central Bank of Trinidad and Tobago

The Freedom of Information (Exemption) (No. 2) Order, 2003

APPENDICES

Meetings/sessions held with representatives of public authorities and other agencies to sensitize them about the Freedom of Information Act, 1999.

Public Authority		Date of Meeting
1	Ministry of Finance, Treasury Division	May 16, 2001
2	Ministry of Finance	May 21, 2001
3	Environmental Management Authority	May 23, 2001
4	Ministry of National Security, Immigration Division	May 24, 2001
5	Ministry of Health	May 28, 2001
6	Ministry of National Security, Trinidad and Tobago Police Service	May 31, 2001
7	Office of the Ombudsman of Trinidad and Tobago	June 7, 2001
8	Auditor General's Department	June 7, 2001
9	National Petroleum Company of Trinidad and Tobago	June 8, 2001
10	Tobago House of Assembly	June 11, 2001
11	Tobago Public Authorities	June 12, 2001
12	South West Regional Health Authority	June 26, 2001
13	Ministry of National Security – Organised Crime and Narcotics Unit	July 6, 2001
14	Agricultural Development Bank	July 10, 2001
15	Ministry of Integrated Planning	July 12, 2001
16	ECIAF	July 13, 2001
17	Ministry of Communications and Information Technology	July 18, 2001
18	Ministry of Infrastructure & Local Government	July 18, 2001
19	Solid Waste Management Company Ltd.	July 20, 2001

Public Authority		Date of Meeting
20	Ministry of Enterprise Development and Foreign Affairs	July 26, 2001
21	North West Regional Health, Eastern Regional Health Authority, Medical Board of Trinidad and Tobago	July 27, 2001
22	Ministry of Infrastructure & Local Government	August 7, 2001
23	Ministry of the Attorney General and Legal Affairs	
24	Ministry of National Security – Trinidad and Tobago Defence Force	August 10, 2001
25	Civil Aviation Authority	August 17, 2001
26	Ministry of Community Development	August 21, 2001
27	Public Service Commission, Teaching Service Commission	August 28, 2001
28	Ministry of Housing and Settlements	August 29, 2001
29	National Emergency Management Authority	August 30, 2001
30	T& TEC	September 3, 2001
31	Diego Martin Regional Corporation	September 4, 2001
32	Minister with responsibility for Government Affairs - Briefing	September 5, 2001
33	National Flour Mills	September 6, 2001
34	PETROTRIN	September 13, 2001
35	All Ministries	September 18, 2001
36	Ministry of National Security – Prisons	September 20, 2001
37	Ministry of Infrastructure & Local Government	September 20, 2001
38	Cabinet Secretariat	September 21, 2001
39	Ministry of Infrastructure & Local Government	September 25, 2001
40	Ministry of National Security – Forensic Science Centre	October 9, 2001

Public Authority		Date of Meeting
41	All Ministries	October 11, 2001
42	Betting Levy Board	October 16, 2001
43	National Quarries Limited	October 18, 2001
44	Designated Officers Training Session – Cabildo Chambers	October 23 – 25, 2001
45	Central Tenders Board	November 1, 2001
46	Chaguaramas Development Authority	November 9, 2001
47	Ministry of Education	November 13, 2001
48	Tobago House of Assembly	November 16, 2001
49	Ministry of Community Empowerment	November 20, 2001
50	Ministry of Education	December 6, 2001
51	Eastern Regional Health Authority	December 14, 2001
52	PLIPDECO	December 21, 2001
53	PETROTRIN	January 4, 2002
54	Minister for Tobago Affairs, CAST	January 16, 2002
55	Tobago House of Assembly	January 16, 2002
56	Tobago Regional Health Authority	January 16, 2002
57	St. Michael's School for Boys	January 21, 2002
58	Judiciary of Trinidad and Tobago	January 28, 2002
59	Law Review Commission	January 30, 2002
60	Trinidad and Tobago Bureau of Standards	February 6, 2002
61	Tobago Regional Health Authority	February 7, 2002

Public Authority		Date of Meeting
62	Forestry Division	February 27, 2002
63	NAMDEVCO	March 15, 2002
64	Ministry of Transport – Department of Motor Vehicles Registration	March 22, 2002
65	Ministry of Labour	March 26, 2002
66	NAMDEVCO	April 2, 2002
67	Ministry of National Security – Coast Guard	April 4, 2002
68	Ministry of Foreign Affairs	April 12, 2002
69	Trinidad and Tobago Police Service	April 18 th , 2002
70	Trinidad and Tobago Prison Service	April 23 rd 2002
71	Ministry of Science Technology & Tertiary Education	April 24 th 2002
72	Ministry of Agriculture	April 25 th 2002
73	Ministry of National Security	May 2, 2002
74	Board of Inland Revenue	May 6, 2002
75	Cocoa and Coffee Board	May 8, 2002
76	Board of Inland Revenue	May 9, 2002
77	NALIS	June 17, 2002
78	National Lotteries Control Board	June 18, 2002
79	Ministry of Education	June 20, 2002
80	NIHERST	July 11, 2002
81	ACHEA Conference	July 12, 2002
82	Ministry of Labour and Small and Micro Enterprise Development	August 7, 2002

Public Authority		Date of Meeting
83	PETROTRIN	September 5, 2002
84	Ministry of Planning	September 11, 2002
85	Nursing Council	September 17, 2002
86	T&T Prison Service	September 17, 2002
87	Personnel Department	September 18, 2002
88	PricewaterhouseCoopers	October 1, 2002
89	NEDCO	October 9, 2002
90	Ministry of Labour and Small and Micro Enterprise Development	October 10, 2002
91	South West Regional Health Authority	October 15, 2002
92	Ministry of Community Development and Gender Affairs	October 2002
93	PLIPDECO	14 th February 2003
94	Ministry of Labour and Small and Micro Enterprise Development	October 2002
95	Ministry of Sport and Youth Affairs	14 th July 2003
96	The National Gas Company of Trinidad and Tobago Limited	29 th January 2004
97	Ministry of Education	10 th March 2004
98	South West Regional Health Authority	7 th May, 2004
99	Ministry of Public Utilities and the Environment	16 th July 2004
100	Library Association of Trinidad and Tobago	20 th July, 2004
101	Ministry of Social Development	1 st and 2 nd September 2004

The number of requests made to each public authority

Public Authority	20-Feb-2001 to 19 Feb 2002	20-Feb-2002 to 19-Feb- 2003	20-Feb-2003 to 31-Dec- 2003
Agricultural Development Bank of Trinidad & Tobago	1	4	
Agricultural Society of Trinidad & Tobago	0	0	
Airports Authority of Trinidad & Tobago	0	0	
Auditor General's Department	0	3	
Betting Levy Board	0	1	0
Caribbean Agricultural Research and Development Institute	0	1	
Caribbean Industrial Research Institute			0
Central Bank of Trinidad & Tobago	0	0	
Central Tenders Board	0	1	
Chaguanas Borough Corporation	1	1	
Chaguaramas Development Authority	0	0	
Cipriani College of Labour and Co-operative Studies	0	0	
Civil Aviation Authority	0	0	
Consumer Affairs Division - Ministry of Community Empowerment, Sport & Consumer Affairs	0	0	
Dental Council of Trinidad & Tobago	0	0	
Couva/Tabaquite/Talparo Regional Corporation	1	0	
Diego Martin Regional Corporation	0	0	
Distance Learning Secretariat - Ministry of Human Development, Youth & Culture	0	0	
Eastern Caribbean Institute of Agriculture and Forestry	0	0	
Eastern Regional Health Authority	0	1	2
Export Centres Company Ltd	0	1	
Firearms Appeal Board	0	0	1
Immigration Division	1	0	0
Industrial Court of Trinidad & Tobago	0	0	1
Inland Revenue Division	6	5	15
Institute of Marine Affairs	0	1	
John Donaldson Technical Institute	0	1	0
Lake Asphalt of Trinidad & Tobago (1978) Limited	0	1	
Legal Aid and Advisory Authority	0	1	
LIAT (1974) Ltd.	0	1	
Maritime Services Division	0	0	0
Mayaro/Rio Claro Regional Corporation	0	0	
Metal Industries Company Limited	0	0	
Ministry of Agriculture, Land & Marine Resources	0	1	
Former Ministry of Community Empowerment, Sport & Consumer Affairs	2		
Ministry of Energy & Energy Industries	0	4	

Public Authority	20-Feb-2001 to 19 Feb 2002	20-Feb-2002 to 19-Feb- 2003	20-Feb-2003 to 31-Dec- 2003
Former Ministry of Enterprise Development & Foreign Affairs	0		
Ministry of Finance	0	0	
Former Ministry of Information & Communications Technology	1		
Former Ministry of Infrastructure Development & Local Government	2		
Former Ministry of Legal Affairs	0		
Ministry of National Security	1	11	
Ministry of Planning and Development	7	0	
Ministry of Public Administration and Information		4	0
Ministry of Social Development	0	1	0
Ministry of the Attorney General	1	10	0
Former Ministry of the Attorney General & Legal Affairs	0		
Former Ministry of the Environment	0		
Former Ministry of Transport	0		
Ministry of Works & Transport	1	14	
National Agricultural Marketing and Development Corporation	0	0	
National Broadcasting Network	0	0	
National Emergency Management Agency	0	0	
National Energy Skills Center	0	0	
National Enterprises Limited	0	1	
National Helicopter Services Limited	0	0	
National Institute of Higher Education, Research, Science & Technology	0	1	
National Insurance Appeals Tribunal	0	0	
National Insurance Board	0	0	
National Insurance Property Development Company Ltd.	0	0	
National Library and Information Systems Authority	0	3	
National Lotteries Control Board	0	3	
National Quarries Company Limited	0	0	
National Training Agency	0	0	
North West Regional Health Authority	0	2	
Office of the Prime Minister	1	14	
Organised Crime & Narcotics Unit	0	0	
Palo Seco Agricultural Enterprises Ltd	0	0	
Parliament Republic of Trinidad and Tobago	0	0	
Penal/Debe Regional Corporation	0	2	
Personnel Department	0	0	
Petroleum Company of Trinidad and Tobago Limited	7	18	
Point Fortin Corporation	0	1	
Point Lisas Industrial Port Development	0	0	

Public Authority	20-Feb-2001 to 19 Feb 2002	20-Feb-2002 to 19-Feb- 2003	20-Feb-2003 to 31-Dec- 2003
Corporation Ltd.			
Police Complaints Authority	0	1	
Port of Spain Corporation	0	1	
Public Service Learning Centre	0		
Registration, Recognition & Certification Board	0	0	
Regulated Industries Commission	0	0	
San Fernando City Corporation	0	0	
San Fernando Technical Institute	0	0	
San Juan/Laventille Regional Corporation	1	0	
Sangre Grande Regional Corporation	0	0	
Scholarships and Advanced Training Division	0	0	
Service Commissions Department	43	198	46
Siparia Regional Corporation	0	1	
Small Business Development Company Limited	0	0	
Sport Division - Ministry of Community Empowerment, Sport & Consumer Affairs	0	0	
St. Dominic's Children's Home	0	1	
St. Mary's Children's Home	0	1	
St. Michael's School for Boys	0	0	
Statutory Authorities Service Commission Department	1	2	
Sugar Industry Labour Welfare Committee	0	0	
Tax Appeal Board	0	0	
Telecommunications Services of Trinidad & Tobago Ltd.	0	0	
Tobago Council for Handicapped Children	0	0	
Tobago Regional Health Authority	0	9	2
Tourism and Industrial Development Company of Trinidad & Tobago Ltd.	0	0	
Town & Country Planning Division	3	0	
Treasury Division	0	0	
Trinidad & Tobago Bureau of Standards	0	0	
Trinidad & Tobago Defence Force	0	0	
Trinidad & Tobago Electricity Commission	0	0	
Trinidad & Tobago Fire Service	0	0	
Trinidad & Tobago Forensic Science Centre	0	0	
Trinidad & Tobago Free Zones Company Limited	0	2	
Trinidad & Tobago Mortgage Finance Company Limited	0	1	
Trinidad & Tobago National Petroleum Marketing Co.	0	0	
Trinidad & Tobago Prison Service	0	0	
Trinidad & Tobago Racing Authority	0	0	
Trinidad & Tobago Securities & Exchange Commission	0	0	1
Trinidad Nitrogen Company Limited	0	0	
Urban Development Corporation of Trinidad &	0	7	

Public Authority	20-Feb-2001 to 19 Feb 2002	20-Feb-2002 to 19-Feb- 2003	20-Feb-2003 to 31-Dec- 2003
Tobago			
Valuation Division - Ministry of Finance	0	0	
Venture Capital Incentive Programme	0	0	
Youth Trainind and Employment Partnership Programme Limited	0	0	3
Zoological Society of Trinidad & Tobago	0	0	
Total requests	81	337	71

The number of complaints made to the Ombudsman

February 2001 – February 2002

Nature of Complaints		Outcome
1	Refusal of Ministry of National Security to provide documents because of confidentiality of source.	Documents released

February 2002 – February 2003

Nature of Complaints		Outcome
1	Refusal of Customs and Excise Division to provide documents regarding clearance of goods by virtue of failure to respond within 30 days.	Access to all documents granted
2	Refusal of Ministry of Community Development to respond to request for access to official documents within 30 days.	Access granted to information requested
3	Dissatisfaction with the contents of the report provided by the Chief Probation Officer	Complainant provided with an explanation of the jurisdiction of the Ombudsman under the FOIA
4	Refusal of Service Commissions Department to provide documents related to the appointment of the new Director of Public Prosecutions	No response from the SCD. Complainant advised of right to file for Judicial Review under Section 39 of the FOIA
5	Access denied to documents related to the processing of superannuation benefits on resignation from the teaching service	Ministry advised that the documents do not exist
6	Access denied to tender documents by National Flour Mills	Complainant failed to visit the Office of the Ombudsman as requested to discuss the matter
7	Refusal by THA (Public Administration Division) to provide documents from complainant's personal file at Roxborough Composite School	Awaiting response from the department
8	Access denied by Service Commissions Department (SCD) to documents on complainant's personal file	Awaiting response from the SCD
9	Access denied to corrected examination and evaluation papers by the Nursing Council of T&T	Awaiting response from the Nursing Council of T&T
10	Access to view order of merit list for permanent appointments as Planning Officer I denied	Awaiting response from SCD

The number of complaints made to the Ombudsman (continued)

February 2003 – December 2003

Nature of Complaints		Outcome
1	Access denied to seniority list for Temporary Planning Officers in the Public Service by Service Commissions Dept	Ombudsman advised by SCD that the list was being updated and would be furnished to the Complainant
2	Access Denied to records from former Workers' Bank by First Citizens Bank Ltd. Limited	Bank records exempted under the FOIA
3	Access denied to tenancy and leasing records by Chaguaramas Development Authority (CDA)	The CDA submitted the documents to the Ombudsman at his request for review. The Ombudsman determined that with the exception of one item, all other documents should be made available to the Complainant. The CDA complied with the Ombudsman's recommendation.
4	Access denied to documents related to the recruitment and applications of officers to contract position of Cultural Programme Co-ordinator in the Ministry of Culture and Tourism	Complainant did not respond to the Ombudsman's request for further details wrt her application
5	Access Denied by Ministry of National Security (Prisons Authority) to final examination results papers in respect of an examination the Complainant sat	Ministry of National Security agreed to give the Complainant the opportunity to view only his own final examination results. Complainant has not responded to further enquiries.
6	Access Denied to professional service records by employer, the University of the West Indies	The Complainant was granted access to her personal files but denied access to internal working documents which are of a confidential nature and exempted under the FOIA
7	Access denied by THA (Training Division) to information in relation to the names of persons, nationality, field of employment, and/or : (a) training that received financial assistance in the years 2001-2 and 2002-3 (b) Cost that exceeded \$15,000 (c) Whether training was done locally or abroad	The THA advised that the information requested was subject to exemption under Section 30 (1) of the FOIA but the THA was willing to provide the following information: 1. No. of persons who received awards for 2001-2002 and 2002-2003 2. No. of persons who studied abroad 3. Percentage of persons who received over \$15,000
8	Access denied to file concerning final interview by Ministry of National Security	Ministry of National Security claims there has been no request from the Complainant for information and promised to undertake research.

The number of complaints made to the Ombudsman (continued)

February 2003 – December 2003

Nature of Complaints		Outcome
9	Delay in obtaining information re score for interview for Basic General Nursing	Access granted to requested information
10	Access denied to documents by Ministry of Works and Transport (MOWT)	Complainant informed by the Permanent Secretary, MOWT that the documents do not exist. Matter withdrawn by complainant.

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	Reading Room Details	Documents on Display
Agricultural Development Bank of Trinidad & Tobago	Information Centre located at the Bank's Office at #87 Henry Street, Port of Spain	Annual Financial Reports Brochures: Truth in Lending, Sugar Cane, Finance for Agri Business, Miniature Fact Sheets
Agricultural Society of Trinidad & Tobago	Board Room is temporarily used	
Auditor General's Department	An enclosed office on the third floor of the Eric Williams Financial Building, which is used by officers as a Reference Room.	
Caribbean Agricultural Research and Development Institute	1 Table 6 Chairs Opening hours to the public 9:00 a.m. to 12:00 noon, Monday to Friday	Agricultural Journals and Newsletters Newspapers Technical Papers in Agriculture and Rural Development Technical Publication
Central Tenders Board	A large room with table and chairs; two (2) cabinets of reading material re contracts and related matters	Legislation Policy and Procedural documents Information on contracts awarded Tender on contracts awarded Tender Notice Per
Chaguanas Borough Corporation	The Council Hall is available. If a meeting is scheduled alternative arrangements are made	
Cipriani College of Labour and Co-operative Studies	A section of the Alternate Officer's Office has been designated as the reading room	
Civil Aviation Authority	A room is still being prepared for use as a library/reading room for public access.	
Consumer Affairs Division - Ministry of Community Empowerment, Sport & Consumer Affairs	Located in the Consumer Affairs Division, 3 Duncan Street, Port of Spain	Consumer Research Reports Consumer-related Bulletins General Business Journals CAD Bulletins Books on Consumer related Topic
Couva/Tabaquite/Talparo Regional Corporation	Council Chambers on Mondays, Wednesdays, Thursdays and Fridays between the hours of 1:00 p.m. to 4:00 p.m.	None

Public Authority	Reading Room Details	Documents on Display
Diego Martin Regional Corporation	Council Chamber located at 2-3 Orchid Drive, Petit Valley Hours of operation: Mon-Wed 1pm - 4pm Fri 1pm - 4 pm	Strategic Plans Statutory Minutes Maps Monthly Financial Statements
Eastern Caribbean Institute of Agriculture and Forestry	The Institute's library is the reading room. The library is open from Mondays to Fridays between the hours of 8:00 a.m. to 4:0	Books Bibliographies Abstracts Catalogues Annual Reports Organisational Charts Journals Brochures Pamphlets The Trinidad
Eastern Regional Health Authority	The Reading Room/Freedom of Information Centre of the Eastern Regional Health Authority is located on the upper floor of our He	Magazines, Newsletters, Brochures from local and international agencies on health-related and general topics Documents dealing
Export Centres Company Ltd		
Firearms Appeal Board	Reading space identified with a desk, chair and computer	
Industrial Court of Trinidad & Tobago	Library on the second Floor of the Industrial Court Building	
Institute of Marine Affairs	Literacy Information Centre Institute of Marine Affairs Hilltop Lane CHAGUARAMAS	Published / MA Research Reports / Articles Books, Reiodicals, Annual Reports on a wide range of subjects concerning the Marine,
John Donaldson Technical Institute	Library	Text References Magazines Newspapers
Lake Asphalt of Trinidad & Tobago (1978) Limited	1st Quarter The room is located in the Administration Building of the Company and can comfortably seat two (2) persons. 2nd	Copies of Newsletters General Information on products General Information on the Company
Legal Aid and Advisory Authority	First Floor Library Open 8:00 a.m. to 12:00 noon	Law Books Gazettes Miscellaneous General Legal Material
Maritime Services Division	The reading room is the library which is located in the building of the Maritime Services Division	
Mayaro/Rio Claro	Reading room (8'x10') was constructed.	

Public Authority	Reading Room Details	Documents on Display
Regional Corporation	Table and chair was provided.	
Metal Industries Company Ltd.		
Ministry of Agriculture, Land & Marine Resources	A reading area was provided in the Human Resources Department in this case, but the libraries of the Ministry are the establish	Brochures Books Journals Newspapers
Ministry of Community Empowerment, Sport & Consumer Affairs	Located at Ministry's Head Office, Autorama Building, El Socorro Road, San Juan	Journals Periodicals Newspapers Government Publications Books on issues relevant to the Ministry
Ministry of Energy & Energy Industries	Located in the Library, Level 7, Riverside Plaza, Besson Street, Port of Spain. It has a desk and chair. Soon ot be equipped	Documents are not on display. They are currently on a database in the library which contains over 4,000 items on various aspec
Ministry of Enterprise Development & Foreign Affairs	Located at Riverside Plaza, Besson Street, Port of Spain. Open Monday to Friday 8:00 a.m. to 4:00 p.m.	Commercially purchased material Government Publications Publications sent gratis to the library
Ministry of Finance	Reading room located on Level Six (6) . Libraray, Finance Building is open to the public from 9:00a.m. to 3:00p.m.	Documents listed under Section 7 (i) 9 (iii). Material prepared for publication or inspection.
Ministry of National Security	The Reading Room is located at the Ministry of Nationall Secuirity, Temple Court, Abercromby street, PORT OF SPAIN	* Communications - An overview of the Ministry of National Security (1959-2001) * Project Implementation - Annual Reports *
Ministry of Planning and Development	The reading room is located in the Library Unit of the Ministry of Planning and Development, Level 6 Eric Williams Finance Buil	
Ministry of Social Development	Located at Ministry's Head Office, Autorama Building, El Socorro Road, San Juan	Journals Periodicals Newspapers Government Publications Books on issues relevant to the Ministry
Ministry of the Attorney General	The reading room is at the library of the Ministry of the Attorney General, Level 2 Cabildo Chambers, 23-27 St. Vincent Street,	
Ministry of the Environment	Located at: Level 16 Eric Williams Finance Building Independence Square Port of Spain Tel: 623-4583; Fax: 625-1585; Emai	Coastal Zone Management Small Island Developing States Queen's Park Savannah Institute of Marine Affairs World Bank Global

Public Authority	Reading Room Details	Documents on Display
Ministry of Transport	Ministry of Transport Library 1st Floor Cor. St. Vincent & Duke Streets Port of Spain Email: mot34@msn.com	Newspaper Clippings Annual Financial Reports Brochures Magazines
National Emergency Management Agency	NEMA's conference room serves as the Agency's reading room, and supports its reference library.	Maps of Trinidad and Tobago Public Safety and advisory posters Videos relating to disaster management
National Energy Skills Center	Library Trinidad and Tobago Institute of Technology Esperanza Road brechin Castle Couva	
National Helicopter Services Limited	The Reading room is located at the company's facility: NHSL Heliport Camden Couva	
National Institute of Higher Education, Research, Science & Technology	NIHERST Documentation Centre Block B 1st Floor 155-157 Tragarete Road Port of Spain Opening Hours: Monday to Friday: 8:00	NIHERST Annual Reports NIHERST Agricultural Seminar Publications NIHERST Children's Science Magazine Newspaper Clippings on
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 Systems Authority	The training room, located at NALIS Head office, #109, Abercromby Strret, has been identified to serve as a part-time Reading R	Documents are not made available for regular display in the Reading Room.
National Lotteries Control Board		
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 wish	Brochures on National Quarries Company Limited 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 av	The documents are not displayed but stored in the Communications and Research Library, and are available upon request.
North West Regional Health Authority	Building #1, First Floor Eric Williams Medical Sciences Complex Room 134 (Nuclear Medicine Area)	Regional Health Authorities Act 1994 Disaster Management Plan Report on Medical Records Survey of T&T

Public Authority	Reading Room Details	Documents on Display
		Ministry of Health - P
Office of the Prime Minister	Reading room is yet to be fitted with a computer and other requirements	
Palo Seco Agricultural Enterprises Ltd	Petrotrin's Reading and Audiovisual Room	
Parliament Republic of Trinidad & Tobago	The Parliament Library is currently available to be used as a Reading Room on non-sitting days i.e. when there is no sitting of	
	Penal/Debe Regional Corporation - Council Chambers 4 Dookie Street Penal	
Penal/Debe Regional Corporation	Open Mondays, Wednesdays and Fridays 1:00 p.m. -	No documents on display, due to weekly meetings held by Council, in the Council Chambers.
	The Library Level 3 Personnel Department 76-78 St. Vincent Street Port of Spain	
Personnel Department		Reports
	Audio/Visual Room so as to access documents on CDs, tape recordings or video tapes Reading room equipped with personal compute	
Petroleum Company of Trinidad and Tobago Limited		Petrotrin's Annual Report Petromission Newspaper Petrovision Magazine
	Air-conditioned, in a non-smoking area. Equipped with desk and chairs. FOIA application forms available to facilitate potenti	
Point Lisas Industrial Port Development Corporation Ltd.		News releases, speeches Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings Files dealing with offi
Police Complaints Authority	Reading space identified with a sdesk, chair and computer	
		Legal Documents Financial and Accounting Documents Registers Contract Documents Minutes Reports Maps Policies Manuals o
	Small compact room (used as a library) with: one table, six chairs, one computer and shelves with documents	
Port of Spain Corporation		

Public Authority	Reading Room Details	Documents on Display
		Books Periodicals Magazines Newspapers Newsletters Government reports Budget Speeches Manifestos Training Videos and CD
Public Service Learning Centre	Library located on 2nd Floor, ABMA Building Opening Hours: Monday to Thursday 8:15 a.m. to 4:00 p.m. Friday 8:15 a.m. to 3:4	
San Fernando City Corporation	Ground Floor Public Health Building City Hall San Fernando	
Service Commissions Department	An enclosed area with table and chairs set up at the front of the office	None
Siparia Regional Corporation	Due to critical accomodation problems being experienced at the Co-operation, the Council Chamber is utilized as a reading room.	Because of the location there is no ready material. However these are readily available from the Registry Section, if and when
Small Business Development Company Limited	The reading room is in the Library and is part of SBDC's Information Centre. The facility is available from 8:00 a.m. to 4:00 p	Audio/Video Library Series Entrepreneur Start up Guides Magazines/Periodicals/Journals/ - Local, Regional, International OAS
Sport Division - Ministry of Community Empowerment, Sport & Consumer Affairs	Library of the Sport Division at 86 Duke Street, Port of Spain	Newspapers Journals Periodicals Government Publications Books on sport related topics
Statutory Authorities Service Commission Department	A space has been made available, but has to be furnished and made private	
Tobago Regional Health Authority	Health Information Resource Centre, fully airconditioned, functions as Library, Equipped with three Computers.	Medical Journals Reference Books Newspapers
Tourism and Industrial Development Company of Trinidad & Tobago Ltd.	Located at TIDCO's Park Plaza Office 4th Floor Cor. Park and St. Vincent Streets Port of Spain It forms part of the librar	Documents relating to: Trade and Investment Tourism Country Reports (Caribbean and Latin America Profiles) Feasibility Stud
Trinidad & Tobago Bureau of Standards	Standards Information Centre 1-2 Century Drive, Trincity Industrial Estate Macoya, Tunapuna Opening Hours: 8:00 a.m. - 4:15	Standards, Local, Regional, Foreign and International Magazines related to Standards and Developments in Standardisation

Public Authority	Reading Room Details	Documents on Display
Trinidad & Tobago Electricity Commission	Forms part of the existing library at Head Office 1st Floor 63 Abercromby Street Port of Spain	Corporate Plans Business Plans and Reports Management Policies and Procedures Load and Generation Forecasts Financial Repor
Trinidad & Tobago Fire Service	There is no reading room currently. (One is to be provided)	
Trinidad & Tobago National Petroleum Marketing Co.	Library - Located on 1st Floor Phase I NP House Sea Lots	Daily/Weekly Newspapers Technical Literature Managerial Texts Journals Other Professional Literature Access to Information
Trinidad & Tobago Securities & Exchange Commission	Interested persons have access to material from the library of the Commission and there is a conference room where interested p	Laws of Trinidad and Tobago Securities Law and Legislation from foreign and local jurisdictions Annual Reports of Listed Comp
Urban Development Corporation of Trinidad & Tobago		
Valuation Division - Ministry of Finance	Library	Internal working documents concerning operation of the Valuation Division
Venture Capital Incentive Programme	The VCIP has established a library with various material for perusal by internal and external customers. Persons requesting In	VCIP Guidelines Periodicals VCIP Brochures Reports Venture Capital and other business magazines

Any other facts, which indicate an effort by public authorities to administer and implement the spirit and intention of this Act

Public Authority	Other facts indicating efforts to administer and implement the spirit and intention of the Act
Agricultural Development Bank of Trinidad & Tobago	Training/Sensitisation of Staff to the Act Improvements in Record management System
Agricultural Society of Trinidad & Tobago	Training/Sensitisation of staff to the Act
Central Bank of Trinidad & Tobago	Training /Sensitisation of staff to the Act
Civil Aviation Authority	Introduction of website displaying statements/documents in the public domain Sought Assistance from Senior Management with completion of FOIA Statement Training/Sensitisation of staff to the Act (Management) Sensitisation of Staff to the Act by members of the FOIA Unit
Consumer Affairs Division - Ministry of Community Empowerment, Sport & Consumer Affairs	Introduction of website for displaying statements/documents in the public domain. Training/Sensitisation of staff to the Act
Eastern Caribbean Institute of Agriculture and Forestry	Sensitisation of staff to the Act
Eastern Regional Health Authority	Training/Sensitization of Staff to the Act. Improvements in records management system. Comprehensive list of files and documents in the ERHA made. Catalogue and database Information packages prepared for and distributed to officers appointed under the Act; sensitisation session held at the ERHA f Appointment of Decision Maker, Designated Offcier, Alternate, Action Officers, Alternate Action Officers Approval of Statement sought from Minister of Health Training/Sensitisation of Staff to the Act. Staff of the ERHA attended a sensitisation programme held on July 27, 2001 at the ERHA's Designated Officer attended a Workshop hosted by the Freedom of Information Unit on February 06, 2003. A Compact Di New staff employed for the administration of the Act. The

Public Authority	Other facts indicating efforts to administer and implement the spirit and intention of the Act
	<p>Administrative Assistant, appointed as the Designated Officer assume</p> <p>Legal advice sought on the interpretation of the Act and suggestions given on implementation</p>
	<p>Introduction of a web site for displaying statements/documents in the public domain. Request made to have information pertaining</p>
Export Centres Company Ltd	<p>Training/sensitisation of staff to the Act</p>
Firearms Appeal Board	<p>Training/Sensitisation of staff to the Act</p> <p>Introduction of website for displaying statements/ documents in the public domain</p>
Industrial Court of Trinidad & Tobago	<p>The Industrial Court has been and continues to be ready and willing to assist all applicants under the FOI</p>
Inland Revenue Division	<p>Copied CD's from FOIA to ACIRs and District Revenue Officer V</p> <p>The department's reform programme is in progress therefore will take care of certain aspects of information feedback and immediate response</p>
Institute of Marine Affairs	<p>Training/Sensitisation of Staff to the Act</p>
Lake Asphalt of Trinidad & Tobago (1978) Limited	<p>Training/Sensitisation of staff to the Act</p> <p>One on one communication with managers and some administrative staff in gathering material for completion of the FOIA Statement</p> <p>Improvements in Records Management System. Lake Asphalt is planning a review of its records management practices and investigating the acquisition of Document Management Software Tools. Training in the principles of records management is planned for the year 2002.</p> <p>Improvements in Records Management System</p> <p>Training/Sensitisation of staff to the Act. Handouts were circulated electronically to managers and some senior employees.</p>
Ministry of Agriculture, Land & Marine Resources	<p>Training/Sensitisation of Staff to the Act.</p>
Ministry of Community Empowerment, Sport & Consumer Affairs	<p>Training/Sensitisation of Staff to the Act</p> <p>Improvements in Records Management System</p> <p>Training/Sensitisation of Staff to the Act</p>
Ministry of Energy & Energy Industries	<p>Training/Sensitisation of Staff to the Act</p> <p>Introduction of website for displaying statements/documents in</p>

Public Authority	Other facts indicating efforts to administer and implement the spirit and intention of the Act
	the public domain
Ministry of Enterprise Development & Foreign Affairs	Training/sensitisation of staff to the Act
Ministry of National Security	Introduction of website for displaying statements/documents in the public domain Training/Sensitisation of Staff to the Act
Ministry of Transport	Improvements in Records Management System Training/Sensitisation of Staff to the Act
National Agricultural Marketing and Development Corporation	Improvements in Records Management System Training/Sensitisation of Staff to the Act Funds requested for staff and equipment
National Emergency Management Agency	Improvements in Records Management System Training/Sensitisation of staff to the Act Greater availability of disaster preparedness material and information about NEMA to the public FOI Request Forms available at the front desk Introduction of website for displaying statements/documents in the public domain (nema.gov.tt) Launched May 7th , 2002.
National Energy Skills Center	Design and circulation of form to all departments requesting a listing of all documents in their possession Training/sensitisation of staff
National Institute of Higher Education, Research, Science & Technology	Introduction of website for displaying statements/documents in the public domain Training/sensitisation of staff to the Act
National Insurance Appeals Tribunal	Improvements in Records Management System Training/sensitisation of staff to the Act
National Insurance Property Development Company Ltd.	Improvements in Records Management System Training/sensitisation of staff to the Act
National Library and Information Systems Authority	Training/Sensitisation of Staff to the Act Summary Information on the FOIA made available to staff NALIS Website used for displaying statements/documents in the public domain Training/Sensitisation of Staff to the Act : Introduction of website for displaying statements/documents in the public domain

Public Authority	Other facts indicating efforts to administer and implement the spirit and intention of the Act
	<p>* Four (4) One-Day training sessions held for staff in the public Services Areas</p> <p>*One (1) Workshop held for Directors, resourced by officers of the FOIA Unit.</p>
National Lotteries Control Board	Introduction of website for displaying statements/documents in the public domain
National Quarries Company Limited	Training/sensitisation of Staff to the Act
National Training Agency	<p>Staff of the NTA has been attending all seminars produced by the FOIA Unit to be informed of any changes or updates.</p> <p>Training/sensitisation of Staff to the Act</p> <p>A memo circular was sent to all staff at t the NTA notifying them of information on the FOIA and stating that the Communication</p>
North West Regional Health Authority	<p>Staffing for the Administration of the FOI Unit</p> <p>Minor equipment such as photocopier, computer, telephone requested</p>
Office of the Prime Minister	Reading Room is being prepared
Palo Seco Agricultural Enterprises Ltd	<p>Training/Sensitisation of staff to the Act</p> <p>Discussions held with Petrotrin for the latter to assume responsibility for PSAEL' S obligations under the Act</p>
Penal/Debe Regional Corporation	Training/Sensitisation of staff to the Act
Petroleum Company of Trinidad and Tobago Limited	<p>Training/sensitisation of staff to the Act</p> <p>Improvements in records management</p> <p>Measures taken to obtain feedback from the public</p> <p>Introduction of website for displaying statements/documents in the public domain</p> <p>New staff employed for the administration of the Act</p>
Point Fortin Corporation	Improvements in Records Management Systems
Point Lisas Industrial Port Development Corporation Ltd.	<p>Training/Sensitisation of staff to the Act</p> <p>Improvements in Records Management System</p>
Police Complaints Authority	<p>Introduction of website for displaying statements/documents in the public domain</p> <p>Training/Sensitisation of staff to the Act</p>

Public Authority	Other facts indicating efforts to administer and implement the spirit and intention of the Act
Port of Spain Corporation	Training/Sensitisation of staff to the Act
former Public Service Learning Centre	Improvement in records management system (ongoing upgrading of filing system/preparation of computerised listing of available material) Improvement in records management system (filing system upgraded)
Registration, Recognition & Certification Board	Developing open area to accommodate reading room Introduction of website for displaying statements/documents in the public domain Training/sensitisation of staff to the Act Improvements in records management system
San Fernando Technical Institute	Improvements in Records Management System
San Juan/Laventille Regional Corporation	Introduction of website for displaying statements/documents in the public domain
Service Commissions Department	Training/Sensitisation of staff to the Act
Siparia Regional Corporation	Steps being taken to upgrade records management systems Other steps are being taken to upgrade the Records Managements System
Small Business Development Company Limited	Improvements in Records Management System Training/Sensitisation of Staff to the Act
former Sport Division - Ministry of Community Empowerment, Sport & Consumer Affairs	Training/Sensitisation of Staff Improvements in records management system
St. Dominic's Children's Home	Training/sensitisation of Staff to the Act
St. Mary's Children's Home	Training/Sensitisation of Staff to the Act.
St. Michael's School for Boys	Training/sensitisation of staff to the Act
Statutory Authorities Service Commission Department	Training/Sensitisation of Staff to the Act Improvements in Records Management System
Tax Appeal Board	Training/sensitisation of Staff to the Act Introduction of website for displaying statements/documents in

Public Authority	Other facts indicating efforts to administer and implement the spirit and intention of the Act
	the public domain at www.taxappeal.org.tt Measures taken to obtain feedback from the public
Tobago Regional Health Authority	Introduction of website for displaying statements/documents in the public domain Improvements in Records Management System Training/Sensitization of Staff to the Act New Staff employed for the administration of the Act
Tourism and Industrial Development Company of Trinidad & Tobago Ltd.	Staff informed about matters pertaining to the Act and advised on the procedure to be adopted
Trinidad & Tobago Bureau of Standards	Measures taken to obtain feedback from the public Introduction of website for displaying statements/documents in the public domain
Trinidad & Tobago Fire Service	Training/Sensitisation of Staff to the Act
Trinidad & Tobago Free Zones Company Limited	Improvements in records management system Training/sensitisation of staff to the Act
Trinidad & Tobago Securities & Exchange Commission	Introduction of website for displaying statements/documents in the public domain Improvements in Records Management System
Urban Development Corporation of Trinidad & Tobago	Training/Sensitisation of Staff to the Act