

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF THE NATIONAL
INSURANCE BOARD
OF TRINIDAD AND TOBAGO

IN COMPLIANCE WITH SECTIONS 7, 8 and 9 OF THE FREEDOM OF INFORMATION ACT 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the National Insurance Board of Trinidad and Tobago is required by law to publish the following statements which list the documents and information generally available to the Public:

The FOIA gives the members of the public:

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

The National Insurance Board of Trinidad and Tobago publishes the following information as approved by the Minister of Finance.

SECTION 7 STATEMENTS

Section 7(1) (a) (i)

Function and Structure of the National Insurance Board of Trinidad and Tobago.

Mission Statement:

To effectively and efficiently manage the Social Security System in Trinidad and Tobago.

The National Insurance Board of Trinidad and Tobago (formerly the Board of Management) is a body corporate established by Section 3(1) of the National Insurance Act as amended by the National Insurance (Amendment) Act 1999 having its principal place of business at 2A Cipriani Boulevard Port of Spain (hereinafter called “the NIB”).

AFFILIATES

National Insurance Property Development Company Limited 100%

Trinidad and Tobago Mortgage Finance Company Limited 51%

THE SCOPE OF BUSINESS OF NIB AND ITS AFFILIATES:

Management of the National Insurance System of Trinidad & Tobago
Mortgage Financing
Property and Project Management

CORPORATE INFORMATION

The NIB’s registered office is located at 2A Cipriani Boulevard, Port of Spain. There are fourteen (14) local offices located in Arima, Barataria, Chaguanas, Couva, Point Fortin, Port Of Spain, Princes Town, Rio Claro, San Fernando, Sangre Grande, Siparia, St James, Tunapuna and Tobago.

The NIB is governed by a Tripartite Board of Directors comprising eleven (11) members appointed by the Minister of Finance as follows:

- a) Three (3) members nominated by Government;
- b) Three (3) members nominated by the associations most representative of Business;
- c) Three (3) members nominated by the associations most representative of labour;
- d) A person, who in the opinion of the Minister, is independent of Government, Labour and Business, who shall be Chairman;
- e) The Executive Director as an ex-officio member.

Six (6) Board sub-committees assist in formulating and guiding the business and policies of the NIB:-

- The Human Resource Committee
- The Audit Committee
- The Tenders Committee
- The Computer Project Implementation Committee
- The Finance Committee
- The Investment Committee

The Company's executive management team comprises of the Executive Director, five (5) Executive Managers and sixteen (16) Senior Managers.

- **Executive Director**
- **Five (5) Executive Managers**
 - Executive Manager – Insurance Operations
 - Executive Manager – Investments, Finance & Business
 - Executive Manager – Planning and Technology
 - Executive Manager – Human Resources
 - Corporate Secretary/Manager Legal
- **Seventeen (17) Senior Managers**
 - Area Operations Manager (3)
 - Manager Insurance Operations
 - Manager Investments
 - Mortgages Manager
 - Financial Accountant
 - Manager Business Services
 - Manager Research and Development
 - Manager IT Development
 - Manager IT Infrastructure
 - Senior HRO Compensation Development and HR Planning
 - Senior HRO Employee and Industrial Relations
 - Legal Officer (2)
 - Manager Corporate Communications
 - Executive Assistant

STRUCTURE OF THE NIB

The current organizational structure of the NIB is divided into five (5) strategic Business Units in the areas of Insurance Operations, Planning and Technology, Human Resources, Investment, Finance and Business and Legal/Secretariat.

- **The Insurance Operations Business Unit**

The main functions are:-

The receipt of National Insurance (NI) contributions, processing of claims for NI benefits, registration of employers and employees under the NI system, maintaining and updating contribution records and monitoring employer compliance.

- **The Investment, Finance and Business Unit**

- (a) Provides accounts payable, accounts receivable, chequing, financial reporting, investment, mortgage administration, treasury management, contract administration and administrative services.
- (b) Provides property management, courier, general maintenance, security and printing services.

- **Planning and Technology**

Responsibility for three (3) areas:

- (a) Maintenance of the Insurance Administration Database and relevant infrastructure;
- (b) Systems Development i.e. the acquisition, development, evaluation and implementation of all software used throughout the NIB.
- (c) Corporate Planning and Research to support the planning function and operations of the NIB.

- **Human Resources**

Manages training and development, human resource planning, organisation and industrial relations, compensation management, payroll, recruitment, disciplinary procedures, personnel filing services and the Library facilities.

- **Legal/Secretariat Division**

Responsible for two (2) areas:

- (a) Provides legal, corporate secretarial, contracts administration services and advises on legislative amendments necessary for the effective functioning of the NI system.
- (b) Public Relations – which provides community relations, public relations and information services.

There is one (1) independent Department:

- The Internal Audit Department which provides independent, objective assurance and consultancy designed to improve the organisation's operations.

EFFECT OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC

The framework for the scope of business of NIB and its affiliates is three-fold:

1. To effectively operate and manage the system of National Insurance in Trinidad and Tobago.
2. To manage projects in the Region that assist in the development of the Region.
3. Mortgage Financing.

Section 7(1) (a) (ii)

CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE NIB

The NIB maintains records that relate to its administrative function, support services and its technical operations (related to its core business activities of National Insurance.) These records include the following documents:

- i) Files dealing with administrative support and general administrative documents, for the operations of the NIB.
- ii) Personnel files which detail staff appointments, job applications, job promotions, transfers, resignations, deaths, retirement, leave, vacation, etc.

- iii) Financial Records (records relating to budgets, capital investments, financial planning and reporting, cheques, vouchers, invoices, receipts, pay records, financial statements).
- iv) Internal and external correspondence files.
- v) Legislation and legal instruments, Guide to Amendments to the National Insurance Act.
- vi) Correspondence with Ministers and other Public Authorities, Reports to the responsible Minister on the Social Security Scheme.
- vii) Minutes of Board Committees and the Board of Management.
- viii) Strategic Business Plans, proposals, reviews and reports.
- ix) Corporate Procedural Policy Instructions.
- x) Speeches and presentations to public forums
- xi) Annual Reports and audited financial accounts laid in Parliament.
- xii) Records related to the management and operation of the National Insurance System including employer and employee contribution files, claims, pension records, etc.
- xiii) Records of legal decisions, decisions of the NI Appeals Tribunal, contracts, agreements, tender documents and procedures, litigation and other legal proceedings.
- xiv) Consultancy Reports, Actuarial Review Reports.
- xv) Research papers on Social Security Systems, information technology and public assistance programs.
- xvi) Pension Plan Fund Reports.

Section 7 (1) (a) (iii)

DOCUMENTS PREPARED FOR PUBLICATION AND INSPECTION

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 9.30 a.m. and 3.00 p.m. on normal working days at:-

**THE NATIONAL INSURANCE BOARD
OF TRINIDAD AND TOBAGO
PUBLIC RELATIONS DEPARTMENT
NIB HOUSE
2A CIPRIANI BOULEVARD
PORT OF SPAIN
PHONE – (868) 625-2171-8
FAX: (868) 627-1787**

National Insurance Benefit booklets and pamphlets
Annual Reports
NI Forms
Speeches and presentations to public forums, conferences
Employers' Guide

If distribution copies of these publications are out of stock, requestors would be required to pay for photocopying or duplication.

All general information is also available on the NIB's website: www.nibtt.co.tt

Section 7 (1) (a) (iv)

DOCUMENTS AVAILABLE BY WAY OF SUBSCRIPTION

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

Section 7 (1) (a) (v)

PROCEDURE FOR ACCESSING DOCUMENTS FROM NIB

How to Request Information

- 1) Requests and public services under the FOIA will be entertained between the hours of 10:00 a.m. and 2:30 p.m. daily.
- 2) All requests for access to documents that are not readily available in the public domain are to be made on the Request for Access to Official Document(s) Form that is available from the Designated Officer at the NIB.
- 3) Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer in the form of a letter.

- 4) To ensure prompt handling of requests, please address it to the Designated Officer of the National Insurance Board of Trinidad and Tobago
- 5) Requests will be acknowledged as official when made on the prescribed form.
- 6) Applicants must provide sufficient information to enable the Designated Officer to identify the document(s) being requested.

TIME ALLOWED

- 7) Applicants will be notified within thirty (30) calendar days whether or not the request is approved.
- 8) Applicants whose requests are incomplete or unclear will be informed of same by the Designated Officer who will make arrangements to meet with the applicant for consultation with a view to clarifying the request.
- 9) The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.
- 10) Applicant's whose request for documents is refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Officer will consult with the applicant about alternative resources that are open to him/her.

FEES AND CHARGES

- 11) Details of charges for photocopies or purchase of documents already in the public domain will be determined based upon individual requests by applicants.
- 12) Applicants will be required to complete an official company invoice before funds are paid to the Cashier.
- 13) Regulations for fees under the FOIA are not yet in force and, documents requested under the FOIA will be provided free of charge.

Section 7 (1) (a) (vi)

OFFICERS IN THE NIB RESPONSIBLE FOR

- 1) The initial receipt of an action upon notices under section 10;
- 2) Request for access to documents under section 13; and
- 3) Application for correction of personal information under section 36 of the FOIA.

The Designated Officer is:

WENDY A. ALI

The National Insurance Board of Trinidad & Tobago

2A Cipriani Boulevard

Port of Spain

Phone: (868) 625-2171/8 Ext. 311/312

Fax: (868) 624-0276

Email: ccbs@nibtt.co.tt

The Alternate Officer is:

NIALA PERSAD

The National Insurance Board of Trinidad and Tobago

2A Cipriani Boulevard

Port of Spain

Phone: (868) 625-2171/8 Ext. 311/312

Fax: (868) 624-0276

Email: nib@nibtt.co.tt

Section 7 (1) (a) (vii)

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

At this time, there are no bodies that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

LIBRARY/READING ROOM FACILITIES

Information in the public domain can be accessed through our website at
www.nibtt.co.tt.

General Information enquiries can be made to the:

**Corporate Secretary/Manager Legal
Legal Department
National Insurance Board
2A Cipriani Boulevard
Port Of Spain
Phone: (868) 625-2171/8 Ext. 311/312**

For the purposes of FOIA reference, documents may be viewed between 9:30 a.m. and 3:00 p.m. in the designated reading area located at the:

**The National Insurance Board of Trinidad and Tobago
Library
First Floor, Administration Building
National Insurance Board
2A Cipriani Boulevard
Port of Spain**

The public is required to adhere to the rules and regulations outlined for use of the facility.

SECTION 8 STATEMENTS

Section 8(1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the NIB, not being particulars contained in another written law. The Laws/Acts which impact upon the NIB are as follows:

1. The National Insurance Act Chapter 32:01 and the Regulations thereto.
2. Legal Notice No. 213 of 1999 – the National Insurance Order.
3. Legal Notice No. 54 of 1999.
4. The National Insurance (Benefits) (Amendment) Regulations, 1999.
5. The National Insurance (Agreement and Administrative Arrangement on Social Security between Canada and Trinidad and Tobago) Order, 1998.
6. The National Insurance (CARICOM Reciprocal Agreement on Social Security) Order 1998.
7. The Freedom of Information Act No. 26 of 1999.

All documents listed above are available for purchase at the Government Printery.

Section 8(1) (a) (ii)

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

The following in-house documents can be made available for inspection only upon request.

- Corporate Policy and Procedural Instructions
- Tenders procedure
- Recruitment policy
- The NIB Training Manual
- Y2K Contingency Manual
- Guide to Amendments to the National Insurance Act No. 35 of 1971 and Regulations.

Section 8 (1) (a)

In enforcing written laws or schemes administered by the Public Authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

- Benefit Pamphlets and booklets.

SECTION 9 STATEMENTS

Section 9 (1) (a)

A report, or statement containing the advice or recommendations, of a body or entity established within the National Insurance Board of Trinidad and Tobago.

- Reports of Corporate Policies and Procedures Management Group
- Reports of the Actuarial Review Committee

Section 9 (1) (b) - Section 9 (1) (d)

At this time we have no reports under the aforementioned sections.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the National Insurance Board of Trinidad and Tobago by a scientific or technical expert, whether employed within the National Insurance Board of Trinidad and Tobago or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- Report on Quantitative Research National Insurance Board, Caribbean Market Research Limited.
- NIBCOL Collection of Research Papers and/or Presentations.

Section 9 (1) (f)

A report prepared for the National Insurance Board of Trinidad and Tobago by a consultant who was paid for preparing the report.

- National Insurance Board Annual Reports containing the NIB's audited financial statements 1972/73 to 2001/2002.

Section 9 (1) (g) – Section 9 (1) (l)

At this time we have no reports under the aforementioned sections.

Section 9 (1) (m)

A valuation report prepared for the National Insurance Board of Trinidad and Tobago by a valuator; whether or not the valuator is an officer of the National Insurance Board of Trinidad and Tobago.

- The first, second, third, fourth, and fifth Actuarial Valuations of the National Insurance System.