



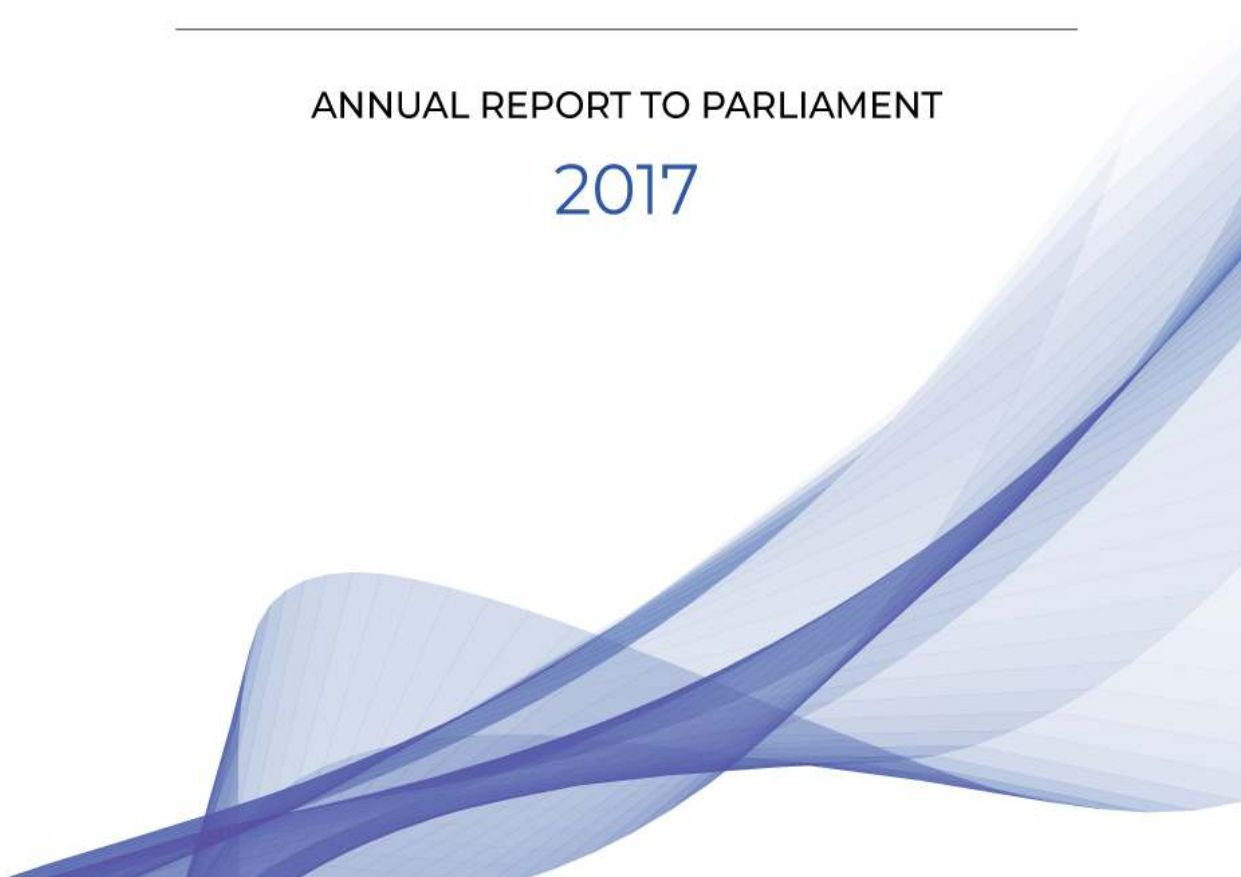
**Government of the Republic of Trinidad and Tobago**

Freedom of Information Act Chap 22:02

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ANNUAL REPORT TO PARLIAMENT

2017



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## EXECUTIVE SUMMARY

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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	1301
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.	174 <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.	203 <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.	12 <i>See Appendix IV</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 V</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

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The Freedom of Information Act Chap 22:02 (“FOIA”) arose out of the principles of the Harare Declaration<sup>1</sup> that was signed by the Commonwealth Heads of Government in 1995<sup>2</sup>. 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 2017 is the fifteenth 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;

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<sup>1</sup> Commonwealth Heads of Government Meeting in Harare, Zimbabwe 1991

<sup>2</sup> 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

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The Freedom of Information Act Chap 22:02 (FOIA) was passed by an Act of Parliament No 26 of 1999<sup>3</sup>. 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

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<sup>3</sup> 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 Group<sup>4</sup> 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 Corporation<sup>5</sup>
3. Export-Import Bank<sup>6</sup>
4. Agricultural Development Bank<sup>7</sup>
5. Trinidad and Tobago Mortgage Finance Company Limited<sup>8</sup>

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

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

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

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

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

6. Taurus Services Limited<sup>9</sup>
7. Business Development Company Limited<sup>10</sup>
8. National Entrepreneurship Development Company Limited<sup>11</sup>
9. National Enterprises Limited<sup>12</sup>
10. Central Bank of Trinidad and Tobago<sup>13</sup>
11. Integrity Commission of Trinidad and Tobago<sup>14</sup>
12. Justice Protection Programme<sup>15</sup>

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

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

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

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

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

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

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



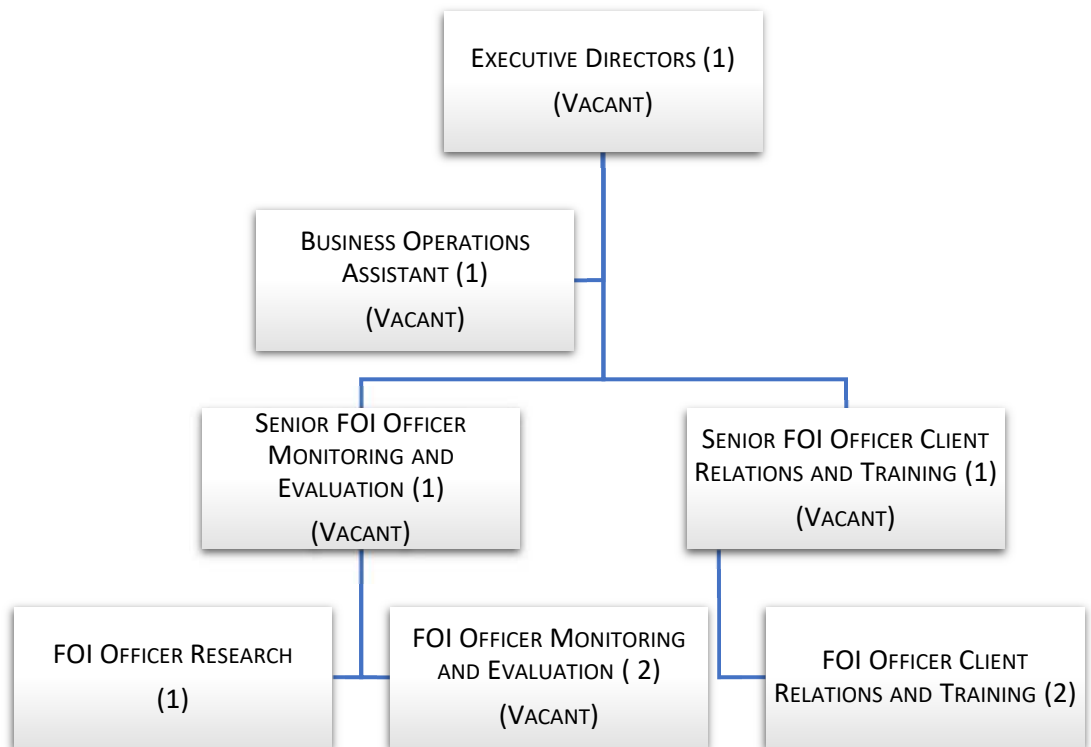
## 3.0 ADMINISTRATION OF THE FREEDOM OF INFORMATION ACT

### 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 2017, the Unit functioned under the Ministry of Public Administration and Communications and relocated from Level 5 Nicholas Tower, 63-65 Independence Square, Port of Spain to the National Library and Information System Authority (NALIS) building at 23 Abercromby Street, Port of Spain.

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*

In 2017, a total of thirty-one (31) training sessions were conducted, where seven hundred and four (704) officers were exposed to the information (Table 2 refers). This represented over 700% increase from the four (4) conducted training sessions held in 2017.

**Table 2: Freedom of Information Training Sessions held in 2017**

<b>PUBLIC AUTHORITY/ORGANS</b>	<b>DATE OF TRAINING</b>
1. Ministry of Community Development, Culture, and the Arts	January 25, 2017
2. Public Service Academy	January 31, 2017
3. Ministry of Education	February 15, 2017
4. Chaguaramas Development Authority	February 21, 2017
5. Children’s Authority of Trinidad and Tobago	March 15, 2017
6. Water and Sewage Authority of Trinidad and Tobago	March 20, 2017
7. Trinidad and Tobago Electricity Commission	March 23, 2017
8. Petroleum Company of Trinidad and Tobago Limited	April 5, 2017
9. Deposit Insurance Corporation Trinidad and Tobago	April 12, 2017
10. Ministry of Public Utilities	April 19, 2017
11. Office of the Prime Minister (Cabinet Secretariat)	April 26, 2017
12. Trinidad and Tobago Bureau of Standards	May 9, 2017
13. Ministry of Public Administration and Communications	May 17, 2017
14. Trinidad and Tobago Bureau of Standards	June 7, 2017
15. Public Service Academy	June 29, 2017
16. Trinidad and Tobago Fire Service – Southern Division	August 3, 2017
17. Trinidad and Tobago Fire Service – Northern Division	August 10, 2017
18. Trinidad and Tobago Fire Service – Central Division	August 17, 2017
19. Statutory Authorities Service Commission	September 5 & 7, 2017
20. Trinidad and Tobago Fire Service – Tobago Division	September 9, 2017
21. Public Service Academy	September 16, 2017
22. Children’s Authority of Trinidad and Tobago	September 28, 2017

23. Trinidad and Tobago Police Service	October 17 - 19, 2017
24. Ministry of Works and Transport (Licensing Division)	October 31, 2017
25. Trinidad and Tobago Police Service	November 9 - 10, 2017
26. Eastern Regional Health Authority	November 14, 2017
27. Youth Training Centre	November 20, 2017
28. The Urban Development Corporation of Trinidad and Tobago (UDeCOTT)	December 8, 2017

### 3.3 *Community and Stakeholder Engagement*

In 2017, a greater emphasis was placed on raising the awareness of the FOIA in the public domain toward:

- (i) Improving the visible profile of the Unit
- (ii) Enhancing information and awareness of the benefits of the legislation.

The Unit partnered with the Jobs and Career Coach of the Ministry of Education and other stakeholders to bolster this initiative to closing the gaps in the dissemination of public information. Targeted areas included rural communities like Cedros, Barrackpore, Vessigny, Manzanilla, Mayaro, Valencia and Rio Claro.

The net benefit realized sensitization of over three thousand (3,000) members of the public about the legislation and the benefits of its use. **Appendix I** lists the public awareness engagements conducted for the year.

The FOIU plans to continue its public outreach efforts in the rural communities of Trinidad and Tobago, as well as an expansion of the current training program with a more focused approach on the informative elements of the program. The aim is to increase compliance of the FOIA in public authorities.

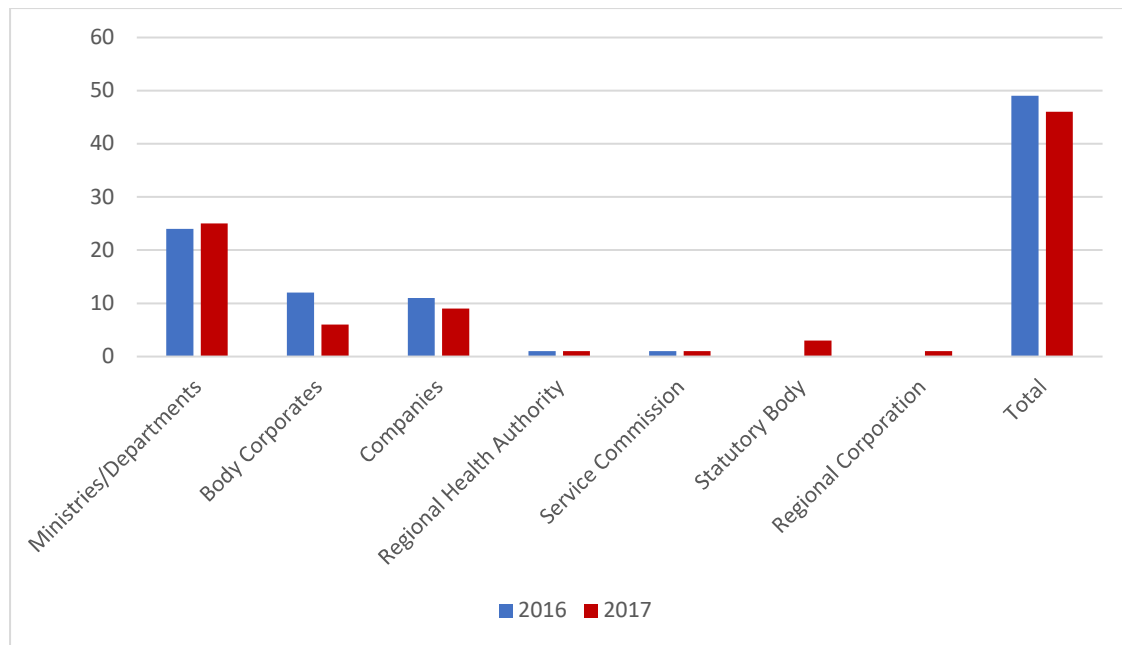
## 4.0 MONITORING OF THE FREEDOM OF INFORMATION ACT

### 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.

Approximately two hundred and seventy (270) public authorities had a legal obligation to submit FOI statements and returns. **Appendix II** highlights the public authorities which did not submit any quarterly returns in 2017. **Appendix III** presents the 46 or 17% of the public authorities which met their obligations with submission of quarterly returns.

Of those submissions, the three main contributors for preparation of the annual report were ministries and departments, companies and body corporates<sup>16</sup> as represented in the graph below.



**Figure 2: Quarterly Return submissions by Public Authorities for 2017**

<sup>16</sup> A body corporate or unincorporated entity (i) in relation to any function which it exercise 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

## 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.

Seventeen (17) public authorities published annual statements via the Gazette during the year. Table 4 highlights the public authorities which published their annual statements in 2017.

**Table 3: Publication of Public Statements by Public Authorities in the Gazette - 2017**

<b>PUBLIC AUTHORITIES</b>	<b>Reference – Gazette</b>
1. National Gas Company of Trinidad and Tobago (NGC)	Gazette No.12, Vol. 56, pp 128-131, 2 February, 2017
2. Ministry of Public Administration and Communications	Gazette No.13, Vol. 56, pp 135-138, 7 February, 2017
3. Trinidad and Tobago Securities and Exchange Commission	Gazette No.26, Vol. 56, pp 248-257, 15 March, 2017
4. Regulated Industries Commission (RIC)	Gazette No.28, Vol. 56, pp 325-335, 20 March, 2017
5. Trinidad and Tobago Postal Corporation	Gazette No.35, Vol. 56, pp 365-376, 29 March, 2017
6. Ministry of Public Utilities	Gazette No.35, Vol. 56, pp 377-389, 29 March, 2017
7. Electrical Inspectorate Division	Gazette No.35, Vol. 56, pp 390-398, 29 March, 2017
8. Police Complaints Authority (PCA)	Gazette No.35, Vol. 56, pp 400-421, 29 March, 2017
9. Trinidad and Tobago Electricity Commission (TTEC)	Gazette No.47, Vol. 56, pp 645-652, 1 May, 2017
10. Meteorological Services Division	Gazette No.51, Vol. 56, pp 682-688, 15 May, 2017
11. Rural Development Company of Trinidad and Tobago	Gazette No.51, Vol. 56, pp 689-697, 15 April, 2017
12. National Information and Communication Technology Company Limited (iGovTT)	Gazette No.63, Vol. 56, pp 774-777, 9 June, 2017

13. Ministry of Community Development, Culture and the Arts	Gazette No.75, Vol. 56, pp 856-865, 19 July, 2017
14. Trinidad and Tobago National Petroleum Marketing Company Limited (NP)	Gazette No.103, Vol. 56, pp 1114-1122, 29 September, 2017
15. Office of the Prime Minister	Gazette No.131, Vol. 56, pp 1378-1394, 1 December 2017
16. Phoenix Park Gas Processors Limited (PPGPL)	Gazette No.135, Vol. 56, pp 1418-1421, 13 December, 2017
17. National Gas Company of Trinidad and Tobago (NGC)	Gazette No.142, Vol. 56, pp 1460-1463, 28 December, 2017

## 5.0 STATISTICAL ANALYSIS

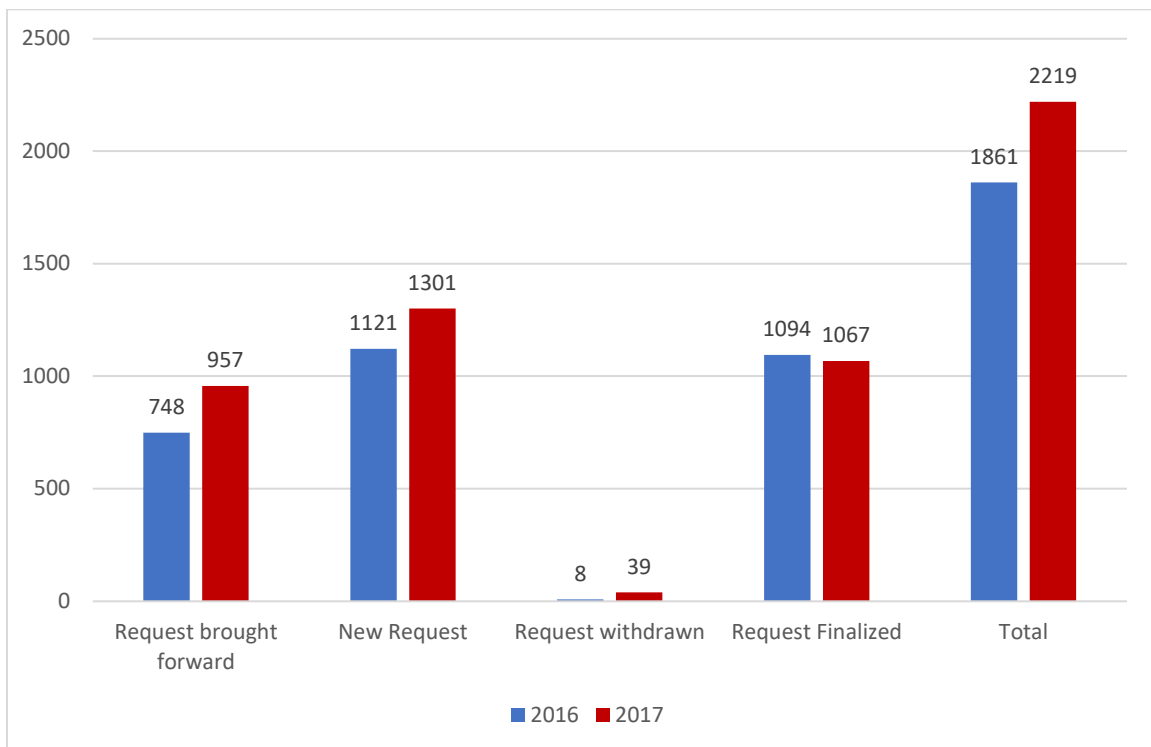
This section provides an analysis of the information required by the FOIA under **section 40(3)**.

### 5.1 Number of Requests made for the year 2017

In 2017, a total of two thousand, two hundred and nineteen (2,219) requests required determination (See Figure 3 below) as follows:

- Requests brought forward from previous year(s) - 957
- New requests received from forty-six (46) public authorities - 1,301
- Request withdrawn - 39

Of this total, 1,067 requests were finalized (see Section 5.3). When compared to 2016, there was an increase in the total number of requests made to public authorities from 1,121 requests to 1,301 or 17%.



**Figure 3: Number of Requests Received by Public Authorities**

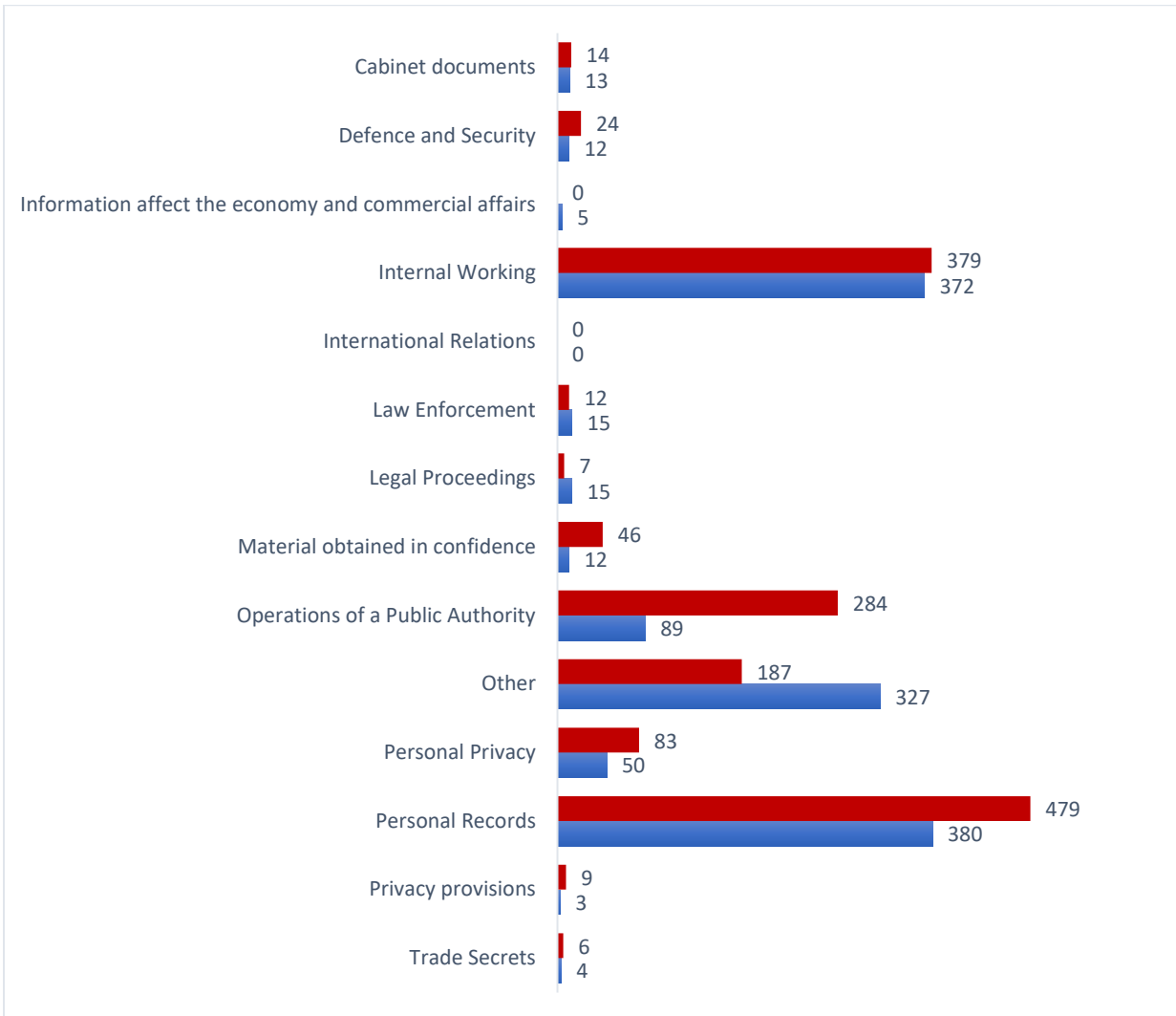
The Inland Revenue Division continued to record the highest number of requests from public authorities with 238, however, this was a reduced number by 55 requests or 81% from that recorded in 2016 (293 requests). The Ministry of Education recorded the second largest requests for

information with 201. 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 479 or 31.3%. This was followed by Internal Working Documents with 379 or 24.8% and Documents concerning the operations of a Public Authority which totaled 284 or 18.6%.

Figure 4 provides a complete breakdown of the categories of information requested.



**Figure 4: Information requested under the FOIA by Category (documents)**

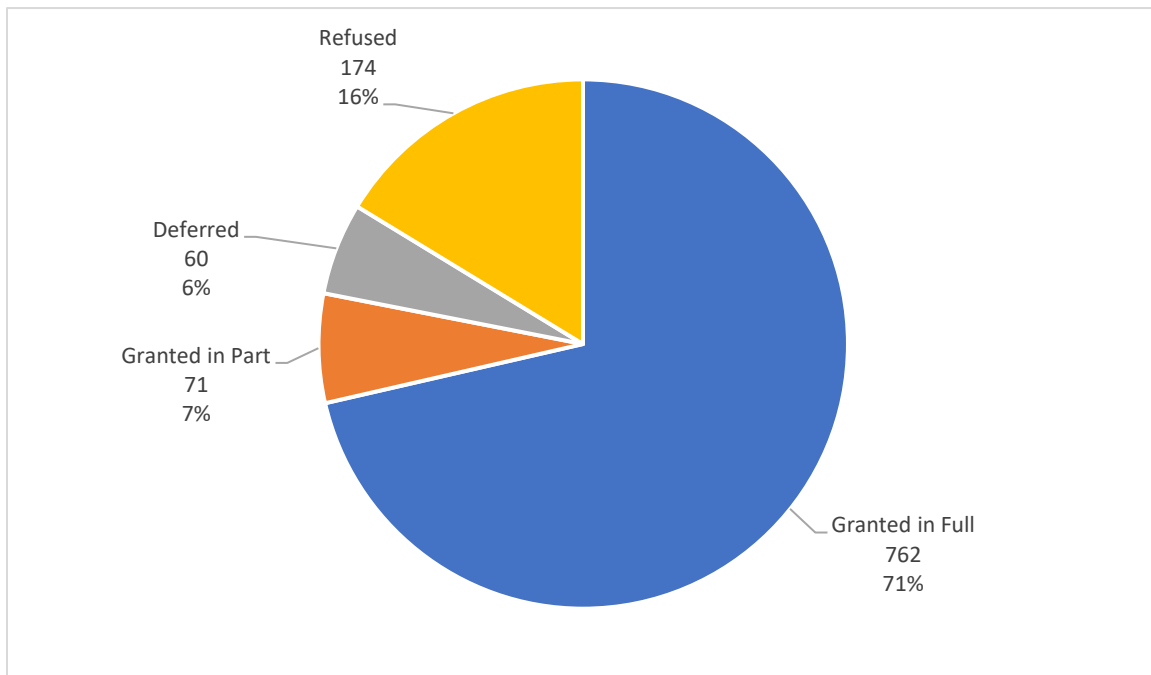
## 5.3 Action taken on Freedom of Information Requests

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 2017, approximately 1,067 requests were completed. Figure 5 shows the action taken on the requests.



**Figure 5: 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 2017, two hundred and three (203) matters were filed to the High Court for judicial review. This represents an increase of 7.9% over 2016 (187).

### *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 twelve (12) complaints from aggrieved applicants. This represents a 4% increase from 2016 (20). 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 IV**).

### *5.6 Other Matters*

For the year 2017, 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 V lists the particulars of any reading room or other facility provided by twenty-five (25) public authorities for use by applicants or members of the public and lists their publications that are regularly on display.

## APPENDICES

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*Appendix I: 2017 Freedom of Information Public Awareness*

<b>INSTITUTION/LOCATION</b>	<b>DATE OF OUTREACH</b>
Williamsville Secondary School, Williamsville	January 26, 2017
Cowen Hamilton Secondary School, Moruga	January 27, 2017
University of the Southern Caribbean, Maracas	February 2, 2017
Rio Claro Taxi Hub, Rio Claro	February 9, 2017
Chaguanas Price Plaza, Chaguanas	February 10, 2017
Siparia Irwin Park, Siparia	February 13, 2017
Independence Square, Port of Spain	February 16, 2017
Curepe Junction, Curepe	February 17, 2017
Independence Square, Port of Spain	March 2, 2017
Waterloo Secondary School, Carapichaima	March 8, 2017
Holy Name Convent, Point Fortin	March 9, 2017
St. Madeleine Secondary, St Madeleine	March 10, 2017
Bus Terminal, Tunapuna	March 14, 2017
High Street, San Fernando	March 27, 2017
Bus Terminal, Tunapuna	April 11, 2017
Busy Corner, Chaguanas	April 21, 2017
Bus Terminal, Curepe	April 24, 2017
Bus Terminal, San Juan	April 25, 2017
Barrackpore East Secondary School, Barrackpore	April 27, 2017
Couva Public Car Park, Couva	April 28, 2017
Cedros Secondary School, Cedros	May 1, 2017
Naparima College, San Fernando	May 3, 2017
Cunupia Secondary School, Cunupia	May 4, 2017
ASJA Girls High School, Barrackpore	May 5, 2017
Siparia Irwin Park, Siparia	May 8, 2017
Vessigny Secondary School, Vessigny	May 10, 2017
Couva West Secondary School, Couva	May 11, 2017
San Juan North Secondary, San Juan	May 12, 2017
Manzanilla Secondary School, Manzanilla	May 16, 2017
Mt. Hope Secondary School, Mt. Hope	May 18, 2017
Holy Name Convent, Point Fortin	May 19, 2017
Tunapuna Market, Tunapuna	May 23, 2017
Mayaro Taxi Hub, Mayaro	May 24, 2017
Brian Lara Promenade, Port of Spain	May 25, 2017
Busy Corner, Chaguanas	May 26, 2017
High Street, San Fernando	May 29, 2017
Valencia Secondary School, Valencia	May 31, 2017

INSTITUTION/LOCATION	DATE OF OUTREACH
Maxi Hub, Rio Claro	June 1, 2017
Carapichaima West Secondary School, Carapichaima	June 2, 2017
Miracle Ministries Penetecostal High School, Chaguanas	June 13, 2017
Miracle Ministries Penetecostal High School, Chaguanas	June 15, 2017
Community Fair-Village Plaza, Pleasantville	September 21, 2017

*Appendix II: Non-Compliant Public Authorities – Submission of Quarterly Return Forms<sup>17</sup>*

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- |  |   |  |
|--|---|--|
| 1. Adoption Board  | 17. BWIA  | 33. Cipriani College of Labour and Cooperative Studies           |
| 2. Advisory Town Planning Panel  | 18. Caribbean Agricultural Research and Development Institute | 34. Citizen Security Programme                                   |
| 3. Agricultural Society of Trinidad and Tobago                               | 19. Caribbean Development Network Ltd                         | 35. Civilian Conservation Corps                                  |
| 4. Air Transport Licensing Authority   | 20. Caribbean Food Corporation                                | 36. Cocoa Development Company of Trinidad and Tobago             |
| 5. Airport Authority of Trinidad and Tobago                                  | 21. Caribbean Industrial Research Institute (CARIRI)          | 37. Colonial Life Insurance Company Ltd                          |
| 6. Alutech Limited   | 22. Caribbean Investment Corporation                          | 38. Community Based Environment Protection Enhancement Programme |
| 7. Alutrint Limited  | 23. Caribbean Leasing Company Ltd                             | 39. Community Improvement Services Ltd                           |
| 8. Anti Corruption Investigation Bureau                                      | 24. Caribbean Microfinance Ltd                                | 40. COSTAATT   |
| 9. Archaeological Committee  | 25. Carnival Institute  | 41. Council for Innovation and Competitiveness                   |
| 10. Arima Borough Corporation  | 26. Caroni 1975 Ltd   | 42. Council of Legal Education                                   |
| 11. Assembly Legislature   | 27. Caribbean Airlines  | 43. Couva/Tabaquite/Talparo Regional Corporation                 |
| 12. Betting Levy Board   | 28. Central Authority   | 44. Creative TT  |
| 13. Board of Film Censors  | 29. Central Tenders Board                                     | 45. Criminal Injuries Compensation Board                         |
| 14. Board of Industrial Training   | 30. Chaguanas Borough Corporation                             |  |
| 15. Boards Regulating and the Practice of Medicine and Related Professionals | 31. Chaguaramas Development Authority (CDA)                   |  |
| 16. Boilers Examiners Board  | 32. Children's Authority                                      |  |

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

- |  |   |  |
|--|---|--|
| 46. Criminal Justice System  | 61. East Side Plaza   | 76. East Port of Spain Development Company Ltd         |
| 47. Defence Council  | 62. Eastern Caribbean Institute of Agriculture and Forestry (ECIAF) | 77. Housing Development Corporation (HDC)              |
| 48. Defence Force Commission Board   | 63. Eastern Regional Health Authority                               | 78. Hugh Wooding Law School                            |
| 49. Dental council of Trinidad and Tobago                                  | 64. Economic Development Board                                      | 79. Immigration Division                               |
| 50. Development Company Limited  | 65. Education Facilities Company Limited                            | 80. Industrial Court                                   |
| 51. Diego Martin Regional Corporation                                      | 66. Emergency Medical Personnel Council of Trinidad and Tobago      | 81. Infrastructure, Quarries & Urban Development       |
| 52. Div. Community Dev, Youth Dev & Sport                                  | 67. Environmental Commission  | 82. Intellectual Property                              |
| 53. Div. Education, Research & Technology                                  | 68. Equal Opportunities Tribunal                                    | 83. Interdisciplinary Child Development Centre         |
| 54. Div. Finance, Trade & the Economy                                      | 69. Estate Management and Business Development Company Ltd          | 84. INVESTT  |
| 55. Div. Food Security, Natural Resources and the Env. and Sustainable Dev | 70. Evolving TeckNologies and Enterprise Dev Co Ltd                 | 85. La Brea Industrial Development Corporation         |
| 56. Div. Health, Wellness & Social Protection                              | 71. Export Centres Company Ltd                                      | 86. Lake Asphalt of Trinidad and Tobago (1978) Limited |
| 57. Div. Settlements, Public Utilities, Rural Development                  | 72. Export TT   | 87. Land Survey Board of Trinidad and Tobago           |
| 58. Div. Tourism, Culture, Antiquities and Transportation                  | 73. Fair Trading Commission   | 88. Law Reform Commission                              |
| 59. Drug Advisory Committee  | 74. Green Fund Advisory Committee                                   | 89. Legal Aid and Advisory Authority                   |
| 60. East Port of Spain Development Company Ltd                             | 75. Housing Development Corporation (HDC)                           | 90. LIAT Limited                                       |
|  |   | 91. Livestock and Livestock Products Board             |
|  |   | 92. Local School Boards                                |
|  |   | 93. Medical Council of Trinidad and Tobago             |

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| 94. MIC Institute of Technology (MIC-IT)                         | 110. National Energy Skills Centre (NESC)                           | 124. National Schools Dietary Services Limited          |
| 95. Military-led Academic Training Programme                     | 111. National Flour Mills   | 125. National Steel Symphony Orchestra                  |
| 96. Minimum Wages Board  | 112. National Infrastructure Development Company Limited            | 126. National Theatre Arts Company                      |
| 97. Ministry of Labour   | 113. National Insurance Appeals Tribunal                            | 127. National Training Agency                           |
| 98. Ministry of Works and Transport                              | 114. National Insurance Board                                       | 128. National Trust Organisation                        |
| 99. NAPA Hotel   | 115. National Insurance Property Development Company Ltd            | 129. National Cultural Commission                       |
| 100. Naparima Bowl   | 116. National Library and Information Systems Authority             | 130. NATPET Investment Company                          |
| 101. National Academy for the Performing Arts                    | 117. National Mentorship Programme                                  | 131. NATSTAR Manufacturing Company Ltd                  |
| 102. National Agricultural Marketing and Development Corporation | 118. National Museum and Art Gallery                                | 132. New City Mall                                      |
| 103. National Agro Chemical Ltd                                  | 119. National Operations Centre                                     | 133. NGC NGLM Company Ltd                               |
| 104. National Association of Village and Community Councils      | 120. National Population Council                                    | 134. NGC TT NGL Ltd                                     |
| 105. National Broadcasting Network                               | 121. National Productivity Council                                  | 135. NIHERST  |
| 106. National Carnival Commission                                | 122. National Quarries Company Limited                              | 136. North Central Regional Health Authority            |
| 107. National Commission for Self Help                           | 123. National Re-forestation and Watershed Rehabilitation Programme | 137. Nurses and Midwives Council of Trinidad and Tobago |
| 108. National Emergency Ambulance Service Authority              |   | 138. Occupational Safety and Health Authority           |
| 109. National Energy Corporation of Trinidad and Tobago          |   | 139. OCS  |
|  |   | 140. Office of the Chief State Solicitor                |
|  |   | 141. Office of Chief Parliamentary Counsel              |



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| 142. Office of Disaster Preparedness and Management | 159. Princes Town Regional Corporation                    | 176. Southern Academy for the Performing Arts               |
| 143. Office of Solicitor General                    | 160. Princess Elizabeth Home for the Handicapped Children | 177. Sport and Culture Board of Management                  |
| 144. Office of the Director of Public Prosecutions  | 161. Public Transport Service Corporation                 | 178. Sport Company of Trinidad and Tobago                   |
| 145. Opticians Council of Trinidad and Tobago       | 162. Queens Hall  | 179. St Jude`s Industrial School for Girls                  |
| 146. Palo Seco Agricultural Enterprises Ltd         | 163. Registrar General                                    | 180. St Michael`s School for Boys                           |
| 147. Penal/Debe Regional Corporation                | 164. Registration, Recognition, and Certification Board   | 181. St. Dominic Home                                       |
| 148. Pesticides and Toxic Chemicals Board           | 165. Rent Assessment Board                                | 182. St. Mary`s Home  |
| 149. Pharmacy Council of Trinidad and Tobago        | 166. Rum Distillers Ltd                                   | 183. Sugar Industry Labour Welfare Committee                |
| 150. Friendly Societies                             | 167. San Fernando City Corporation                        | 184. Sugar Manufacturing Company Ltd                        |
| 151. Pilotage Authority                             | 168. San Juan/Laventille Regional Corporation             | 185. Tax Appeal Board                                       |
| 152. Point Fortin Borough Corporation               | 169. Sangre Grande Regional Corporation                   | 186. Telecommunications Services of Trinidad and Tobago Ltd |
| 153. Point Lisas Port Development Corporation Ltd   | 170. Seafoods Industry Development Company Ltd            | 187. Tourism and Industrial Development Company             |
| 154. Port Authority of Trinidad and Tobago          | 171. Sentencing Commission                                | 188. Tourism Development Company of Trinidad and Tobago     |
| 155. Port-of-Spain City Corporation                 | 172. Service Commissions                                  | 189. Transport Board  |
| 156. Powergen                                       | 173. Siparia Regional Corporation                         | 190. Trinidad and Tobago Anti Doping Organization           |
| 157. Premier Services Ltd                           | 174. Social Welfare District Boards                       | 191. Trinidad and Tobago Association for Retarded Children  |
| 158. Prices Council                                 | 175. South West Regional Health Authority                 |   |

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| 192. Trinidad and Tobago Association in Aid of Deaf | 202. Trinidad and Tobago Forest Products Company                      | 213. TT LNG   |
| 193. Trinidad and Tobago Blind Welfare Association  | 203. Trinidad and Tobago Hospitality and Tourism Institute            | 214. TT Marine Petroleum Company Ltd                      |
| 194. Trinidad and Tobago Boxing Board of Control    | 204. Trinidad and Tobago National Petroleum Marketing Company Limited | 215. Tunapuna/Piarco Regional Corporation                 |
| 195. Trinidad and Tobago Bureau of Standards        | 205. Trinidad and Tobago Police Service                               | 216. UNESCO   |
| 196. Trinidad and Tobago Cadet Force                | 206. Trinidad and Tobago Racing Authority                             | 217. Union Estate Electricity Generation Company Limited  |
| 197. Trinidad and Tobago Civil Aviation Authority   | 207. Trinidad and Tobago Solid Waste Management Ltd                   | 218. University of the West Indies (UWI) –Open Campus     |
| 198. Trinidad and Tobago Defence Force              | 208. Trinidad Nitrogen Company Ltd                                    | 219. Urban Development Corporation of Trinidad and Tobago |
| 199. Trinidad and Tobago Development Finance Ltd    | 209. Trinidad Northern Areas Ltd                                      | 220. UTT  |
| 200. Trinidad and Tobago Fire Service               | 210. TRINMAR Ltd  | 221. Village Councils                                     |
| 201. Trinidad and Tobago Forensic Science Centre    | 211. TRINTOC Services Ltd   | 222. Youth Training Centre Board of Management            |
|   | 212. TT Connect Service Centres                                       | 223. Youth Training Education Partnership Programme       |
|   |   | 224. Zoological Society of Trinidad and Tobago            |

*Appendix III: Number of FOI Requests received by Public Authorities for the Year 2017*

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<b>Name of Public Authority</b>	<b>No. of Requests</b>
1. Caribbean New Media Group Limited	0
2. Electrical Inspectorate Division	0
3. Environmental Management Authority	77
4. Equal Opportunity Commission	14
5. Government Information Services Limited	0
6. Inland Revenue Division	238
7. Institute of Marine Affairs	0
8. Land Settlement Agency	0
9. Mayaro/Rio Claro Regional Corporation	0
10. Meteorological Services Division	3
11. Ministry of Agriculture, Land and Forestry	83
12. Ministry of Community Development, Culture and the Arts	10
13. Ministry of Education	201
14. Ministry of Energy and Energy Industries	4
15. Ministry of Finance	4
16. Ministry of Foreign and CARICOM Affairs	1
17. Ministry of Housing and Urban Development	58
18. Ministry of National Security	71
19. Ministry of Planning and Development	17
20. Ministry of Public Administration and Communications	12
21. Ministry of Public Utilities	3
22. Ministry of Rural Development and Local Government	12
23. Ministry of Social Development and Family Services	15
24. Ministry of Sport and Youth Affairs	3
25. Ministry of the Attorney General and Legal Affairs	14
26. Ministry of Tourism	4
27. Ministry of Trade and Industry	2
28. National Information and Communication Technology Company Limited	1
29. National Lotteries Control Board	2
30. National Maintenance Training and Security Company Limited (MTS)	4
31. Office of the Prime Minister	13

32. Personnel Department (Office of the Chief Personnel Officer)	2
33. Petroleum Company of Trinidad and Tobago Ltd.	134
34. Phoenix Park Gas Processors Limited	2
35. Prison Service of Trinidad and Tobago	7
36. Regulated Industries Commission	0
37. Rural Development Company of Trinidad and Tobago Limited	0
38. Statutory Authority Service Commission Department	48
39. Telecommunications Authority of Trinidad and Tobago	2
40. The Accreditation Council of Trinidad and Tobago	2
41. The National Gas Company of Trinidad and Tobago	2
42. The North West Regional Health Authority	146
43. The Vehicle Management Corporation of Trinidad and Tobago	1
44. Trinidad and Tobago Free Zones Company Limited	1
45. Trinidad and Tobago Postal Corporation	3
46. Water and Sewerage Authority of Trinidad and Tobago	85
<b>Total</b>	<b>1,301</b>

## Appendix IV: Complaints to the Ombudsman

Public Authority	Reasons for the Complaint	Outcome
<p><b>1. Trinidad and Tobago Electricity Commission (T&amp;TEC)</b></p> <p><b>3 Jan 2017</b></p>	<p>The applicant sought a review by the Ombudsman since the applicant was denied access to the following-</p> <ol style="list-style-type: none"> <li>1. Copies of minutes of meetings of the Board of T&amp;TEC for the period July 2016 to October 2016.</li> <li>2. A copy of any report prepared by and/or behalf of the Evaluation Committee including their scoring sheets.</li> <li>3. A copy of the minutes of meetings of the Evaluation Committee.</li> </ol>	<p>The Ombudsman reviewed the matter 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 advised accordingly.</p>
<p><b>2. Ministry of Education</b></p> <p><b>23 Feb 2017</b></p>	<p>The applicant sought a review by the Ombudsman since the applicant was denied access to the following-</p> <ol style="list-style-type: none"> <li>1. 1.A list of all persons who graduated from the University of Trinidad and Tobago, Valsayn Campus (2009-2012) period and who have been upgraded to T1, T2 and T3 status.</li> <li>2. List of graduates from the said years who have received incremental arrears from the Ministry of Public Administration for the scholarship period and the preceding periods.</li> </ol>	<p>With respect to No. 1, the Ombudsman held the position that the applicant's request had been directed improperly to the Ministry when it should have been directed to the Service Commissions Department. The applicant was advised accordingly.</p> <p>The Ombudsman conducted her review and agreed with the response given by the public authority as it related to No. 2 of the applicant's request.</p>
<p><b>3. Housing Development Corporation (HDC)</b></p>	<p>The applicant sought a review by the Ombudsman since the</p>	<p>The Ombudsman reviewed the matter in accordance with section 38A of the FOIA and</p>

Public Authority	Reasons for the Complaint	Outcome
<p data-bbox="297 241 456 270"><b>24 May 2017</b></p>	<p data-bbox="646 241 1021 310">applicant was denied access to the following-</p> <ol data-bbox="646 321 1021 1171" style="list-style-type: none"> <li data-bbox="646 321 1021 598">1. A copy of documents identifying and explaining the reasons why Vialco Limited was not successful in its bid at HDC's <i>River Runs Through</i> Housing Development.</li> <li data-bbox="646 609 1021 886">2. A copy of documents identifying and explaining reasons why Vialco Limited was not offered to bid on HDC's <i>River Runs Through</i> Housing Development.</li> <li data-bbox="646 896 1021 1171">3. The dates as it pertains to the award of funds with respect to Phase I and 2 re: Packages 4, 5 and 6 of the Town Houses at the <i>River Runs Through</i> Housing Development.</li> </ol>	<p data-bbox="1044 241 1412 598">made recommendations which were conveyed to the Managing Director of the public authority. The applicant was advised of the recommendations and informed to liaise with the Designated Officer at the public authority.</p>
<p data-bbox="248 1186 561 1215"><b>4. Ministry of Education</b></p> <p data-bbox="297 1287 456 1316"><b>28 June 2017</b></p>	<p data-bbox="646 1186 1021 1339">The applicant sought a review by the Ombudsman since the applicant was denied access to the following-</p> <ol data-bbox="646 1350 1021 1864" style="list-style-type: none"> <li data-bbox="646 1350 1021 1665">1. The list of Schools of Nursing who have been made to write the assessment examination held at the end of the first six months of training for student nurses over the last ten years.</li> <li data-bbox="646 1675 1021 1864">2. The list of approved Schools of Nursing who have been made to write the preliminary examination for student</li> </ol>	<p data-bbox="1044 1186 1412 1665">The Ombudsman conducted a review and advised the Designated Officer of the Ministry that the response given to the applicant was inadequate. In instances where the public authority does not have the information requested the public authority is under a direct to direct the applicant to the proper authority.</p> <p data-bbox="1044 1717 1412 1864">The Ombudsman conveyed her findings to the public authority. The applicant was advised accordingly.</p>

Public Authority	Reasons for the Complaint	Outcome
	<p>nurses as per Nursing Personnel/Nursing and Midwives Regulations over the last ten years.</p> <p>3. The number of student names who have been removed from the register of Student Nurses due to a second unsuccessful attempt at the examination over the last ten years.</p> <p>4. The number of student named who would have been removed from the register of Student Nurses due to a second unsuccessful attempt at the preliminary examination over the last ten years.</p>	
<p><b>5. Eastern Regional Health Authority (ERHA)</b></p> <p><b>17 Aug 2017</b></p>	<p>The applicant sought the Ombudsman’s intervention for access to Mediation Reports from meetings held on March 14, 2017 and April 5, 2017. In addition, a request was made for the findings and recommendations from the panel of committee members of the ERHA</p>	<p>A letter dated August 23, 2017 was dispatched to affected employees of the Accounts Department of the ERHA. The General Manager, Legal and Corporate Affairs was required to attend the meeting on September 20, 2017.</p> <p>The Ombudsman reviewed the matter and accepted the decision of the ERHA. The applicants were informed accordingly.</p>
<p><b>6. Ministry of Public Utilities (TTPOST)</b></p> <p><b>17 Aug 2017</b></p>	<p>The applicant requested a review as it pertains to the denial of further employment based on qualifications.</p>	<p>The Designated Officer attended a meeting held on September 19, 2017.</p>

<b>Public Authority</b>	<b>Reasons for the Complaint</b>	<b>Outcome</b>
		A letter dated September 27, 2017 recommending that the applicant's request be acceded to.
<b>7. Industrial Court</b>  <b>25 Aug 2017</b>	The applicant sought the Ombudsman's intervention regarding the grant of access to official documents from the Registrar of the Industrial Court.	A meeting was held with the Registrar, Industrial Court.  The matter was reviewed and the Ombudsman agreed that no access to information requested was to be granted to the applicant.
<b>8. Ministry of Education</b>  <b>29 Sept 2017</b>	The applicant requested access to official documents regarding SEA 2017 marked by CXC	A meeting was arranged for October 23, 2017. The Designated Officer will be in attendance.
<b>9. Ministry of Works and Transport</b>  <b>7 Nov 2017</b>	The complainant claimed that the Ministry refused access to documents	A letter dated December 12, 2017 was sent to the Complainant requesting that it provided evidence that the Ministry refused the Freedom of Information request.
<b>10. Port of Spain City Corporation</b>  <b>7 Nov 2017</b>	The complainant dissatisfied with the Corporation's response to his earlier Freedom of Information request sought the assistance of the Ombudsman.	A letter dated November 16, 2017 to the Corporation advised that the response given to the applicant's questions (that is, 7, 8 and 9) are unacceptable in that such information cannot be considered "exempt" under provisions of the Freedom of Information Act. Mr. Mohammed was similarly informed of the Ombudsman's view.
<b>11. The University of the West Indies (UWI)</b>  <b>30 Nov 2017</b>	The complainant claimed that two (2) requests under the Freedom of Information Act for documents to the UWI have been refused on the	A letter dated December 18, 2017 was sent to the Principal of UWI, seeking its views and comments on the matter.



Public Authority	Reasons for the Complaint	Outcome
	basis that UWI was not subject to the Freedom of Information Act.	
<p><b>12. North West Regional Health Authority</b>  <b>South West Regional Health Authority</b>  <b>North Central Regional Health Authority</b></p> <p><b>12 Dec 2017</b></p>	The complainant requested assistance with the Freedom of Information requests.	The delayed responses from all of the Regional Health Authorities entitled the applicant to proceed to the High Court for judicial review.

## Appendix V: Public Authorities Reading Room

Public Authority	Documents normally on Display in the Reading Room
<p><b>1. Electrical Inspectorate Division</b></p> <ul style="list-style-type: none"> <li>• #48 Eastern Main Rd, Arouca</li> <li>• Maska Building, South Trunk Road, La Romain, San Fernando,</li> <li>• Carrington Street, Scarborough, Tobago</li> <li>• # 2 Elizabeth Street, St Clair</li> </ul> <p>Monday-Friday 9:00am – 3:00pm</p>	<ul style="list-style-type: none"> <li>• There is no reading room; however information may be readily accessed at its four offices.</li> </ul>
<p><b>2. Environmental Management Authority</b></p> <p>Information Centre, No. 8 Elizabeth Street St.Clair, Port of Spain Monday – Friday 8:00am – 4:30pm</p>	<ul style="list-style-type: none"> <li>• All documents in the National Registers; Journals, Documents, Books and Reports</li> </ul>
<p><b>3. Equal Opportunity Commission</b></p> <p>55-57 Manic Street Chaguanas Monday-Friday 8:00am – 4:00pm</p>	<ul style="list-style-type: none"> <li>• No documents are readily available due to sensitivity and confidentiality of information.</li> </ul>
<p><b>4. Inland Revenue Division Inland</b></p> <p>Revenue Internal Library 5<sup>th</sup> Floor, Trinidad House Port of Spain</p>	<ul style="list-style-type: none"> <li>• The Authority did not itemize document contained in Library.</li> </ul>

Public Authority	Documents normally on Display in the Reading Room
<p><b>5. Land Settlement Agency</b></p> <p>Research Section  Corporate Services Unit  Executive Building  Ground Floor  Land Settlement Agency  Orange Grove Road South  Orange Grove Estate  Tacarigua</p> <p>Monday- Friday  9:00am – 3:00pm</p>	<ul style="list-style-type: none"> <li>• LSA’s Strategic Plans</li> <li>• Achievement Reports</li> <li>• 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</li> <li>• Environmental Impact</li> <li>• Statements/Reports</li> <li>• Technical Journals</li> <li>• Brochures of the Land Settlement Agency</li> <li>• Technical Books – Statistics, Information Technology, Housing</li> </ul>
<p><b>6. Ministry of Community</b></p> <p>Development, Culture and Arts  Ground Floor,  Corner Jerningham Ave and  Queen’s Park East  Belmont, Port of Spain.</p> <p>Monday – Friday  8:00am – 4:00pm</p>	<ul style="list-style-type: none"> <li>• General Reference</li> <li>• Motivational and Personal Development</li> <li>• Spiritual</li> <li>• Social Studies</li> <li>• Sociology</li> <li>• Psychology</li> <li>• Politics</li> <li>• Economics</li> <li>• Law</li> <li>• Community Development</li> <li>• Social Welfare</li> <li>• Medical Sciences</li> <li>• Business Management</li> <li>• Information Technology</li> <li>• Art</li> <li>• The Arts</li> <li>• Sports</li> <li>• Music</li> <li>• Local Literature</li> <li>• Foreign Literature</li> <li>• History</li> <li>• Accounting</li> <li>• Tourism</li> <li>• Communications</li> <li>• Magazines</li> </ul>

Public Authority	Documents normally on Display in the Reading Room
	<ul style="list-style-type: none"> <li>• Event Planning</li> <li>• Project Management</li> <li>• Human Resources Management</li> </ul>
<p><b>7. Ministry of Energy and Energy Industries</b></p> <p>North Office Library International Waterfront Centre, Level 24, Tower C, No. 1 Wrightson Road, Port of Spain 8:00am – 4:00pm</p> <p>South Office Library Maska Compound, South Trunk Road, La Romaine, San Fernando 8:00am – 4:00pm</p>	<ul style="list-style-type: none"> <li>• Laws of Trinidad and Tobago in relation to the Energy sector</li> <li>• Energy – related maps</li> <li>• Reports – Annual Technical Meetings (ATMs), MEEI annual reports, Environmental Impact Assessments (EIAs)</li> <li>• Periodicals (hardcopy and digital)</li> <li>• Industry-related books (hardcopy and digital)</li> <li>• Industry- related books (hardcopy and digital)</li> <li>• Industry-related reference collection i.e. Directories, dictionaries, thesauri and glossaries</li> <li>• Energy – related dissertations</li> <li>• Training manuals</li> <li>• Local and international industry- related standards.</li> </ul>
<p><b>8. Ministry of Housing and Urban Development</b></p> <p>2<sup>nd</sup> 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"> <li>• Government documents including Annual Reports, the Trinidad and Tobago Gazette, Newsletters from Ministries;</li> <li>• Collection of the Laws of the Republic of Trinidad and Tobago;</li> <li>• Legal Practitioners Texts and other Legal textbooks;</li> <li>• Newspapers</li> <li>• Magazines (both local foreign)</li> <li>• E-professional journals</li> </ul>
<p><b>9. Ministry of National Security</b></p> <p>Temple Court II 52 – 60 Abercromby Street Port of Spain Opening Hours Monday – Friday 8:00am – 4:00pm</p>	<ul style="list-style-type: none"> <li>• The Authority did not itemize document contained in Library.</li> </ul>

Public Authority	Documents normally on Display in the Reading Room
<p><b>10. Ministry of Planning and Development</b></p> <p>Level 6 Eric Williams Finance Building Port of Spain</p> <p>Opening Hours Monday – Friday 8:30am – 3:30pm</p>	<ul style="list-style-type: none"> <li>• Copies of Legislation</li> <li>• Public Sector Investment Documents</li> <li>• Policies of Agencies under the Min. of Planning and Development</li> <li>• Reports from Government Agencies</li> <li>• Administrative Reports of the Ministry</li> <li>• Financial Reports</li> </ul>
<p><b>11. Ministry of Public Utilities</b></p> <p>1 Alexandra Street, St. Clair</p> <p>Opening Hours Monday – Friday 8:30am – 3:30pm</p>	<ul style="list-style-type: none"> <li>• Copies of Trinidad and Tobago Gazette</li> <li>• Hansard Reports relating to Debates in the Senate and House of Representatives</li> <li>• Circular memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Public Administration and other Departments</li> <li>• Public Sector Investment Programme(PSIP)</li> <li>• Reports of Government Agencies</li> <li>• Annual Budget Documents of the Republic of Trinidad and Tobago</li> <li>• Policies of Agencies within the purview of the Ministry</li> <li>• Guidelines for Programmes within the Ministry</li> <li>• Estimates of Recurrent Expenditure and Development Programmes</li> <li>• Procurement Policies and Guidelines</li> <li>• Financial Regulations and Instructions</li> <li>• Health and Safety Guidelines</li> </ul>
<p><b>12. Ministry of Social Development and Family Services</b></p> <p>ABMA Building 55 - 57 St. Vincent Street Port of Spain</p>	<ul style="list-style-type: none"> <li>• Articles</li> <li>• Periodicals</li> <li>• Handouts</li> <li>• Administrative Reports of Ministry</li> <li>• Files dealing with administrative support and general administration documents for the operations of the Ministry.</li> </ul>

Public Authority	Documents normally on Display in the Reading Room
	<ul style="list-style-type: none"> <li>• Files dealing with the accounting and financial management function of the Ministry.</li> <li>• Files dealing with matters relating to the procurement of supplies, services and equipment</li> <li>• Maps/charts/photographs/compact disk/diskettes/abstracts/tables/catalogue</li> <li>• News releases, speeches originating in the Ministry</li> <li>• Policy and Procedure documents</li> <li>• Documents relating to strategic review of the Ministry.</li> <li>• Documents relating to information Technology</li> <li>• Legislation and Legal Instruments</li> <li>• Files dealing with training – local and foreign and technical cooperation</li> <li>• Minutes/Agenda of meetings</li> <li>• Files dealing with circulars, memos, notices, bulletins etc.</li> <li>• Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants/ Technical, Corporate, Valuation etc.</li> <li>• Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings</li> <li>• Files dealing with official functions, conferences and events hosted and attended by the Ministry inventories.</li> <li>• Periodicals and publications</li> <li>• Complaint/suggestion files</li> <li>• Research studies magazines on the Ministry of Social Development and Family Services.</li> </ul>

Public Authority	Documents normally on Display in the Reading Room
<p><b>13. Ministry of Tourism</b></p> <p>Level 8 Tower C International Waterfront Complex 1A Wrightson Road, Port of Spain Opening Hours Tuesday &amp; Thursday 9:00am – 3:00pm</p>	<ul style="list-style-type: none"> <li>• FOIA Statements</li> </ul>
<p><b>14. Ministry of Trade, Industry, Investment and Communications</b></p> <p>Located level 15 63 - 65 Independence Square Port of Spain Monday – Friday 8:00am – 4:00pm</p>	<ul style="list-style-type: none"> <li>• Books, Journals</li> <li>• Articles, periodicals</li> <li>• Magazines, Catalogues, Brochures</li> </ul>
<p><b>15. The National Information and Communication Technology Company Limited (iGOVTT)</b></p> <p>Located 1<sup>st</sup> Floor Lord Harris Court 52 Pembroke Street Port of Spain Monday – Friday 8:00am – 4:00pm</p>	<ul style="list-style-type: none"> <li>• iGovTT Strategic Plan</li> <li>• iGovTT Annual Reports</li> <li>• National ICT Plans</li> <li>• Copies of the International Organisation for Standardization (10001-10004).</li> <li>• ttconnect promotional brochures</li> <li>• iGovTT promotional brochures</li> <li>• Various reading materials relating to Governance and ICT</li> </ul>
<p><b>16. Personnel Department</b></p> <p>Conference Room Level 3 ABMA Building 55-57 St. Vincent Street Port of Spain</p>	<ul style="list-style-type: none"> <li>• Books</li> <li>• Journals</li> <li>• Newsletters</li> </ul>
<p><b>17. Phoenix Park Gas Processors Limited</b></p> <p>Furness Building, Corner Wrightson Road and Independence Square, Port of Spain</p>	<ul style="list-style-type: none"> <li>• The Authority did not itemize document contained in Library.</li> </ul>

Public Authority	Documents normally on Display in the Reading Room
<p><b>18. Regulated Industries Commission</b></p> <p>1<sup>st</sup> two floors Furness Building Corner Wrightson Road Independence Square Port of Spain</p>	<ul style="list-style-type: none"> <li>• Books</li> <li>• Journals and Newsletters</li> <li>• Government Documents</li> <li>• Regulated Industries Commission research papers</li> <li>• Legislation – Regulated industries commission</li> <li>• Water and Sewerage Authority</li> <li>• Tobago Electricity Commission annual reports</li> <li>• Resources on various aspects of utility regulation</li> </ul>
<p><b>19. Telecommunications Authority of Trinidad and Tobago</b></p>	<ul style="list-style-type: none"> <li>• Books</li> <li>• Journals</li> <li>• Newsletters</li> </ul>
<p><b>20. The National Gas Company of Trinidad and Tobago</b></p> <p>NGC Corporate Library, Administration Building, Point Lisas Monday - Thursday 10:00am &amp; 2:30pm</p>	<ul style="list-style-type: none"> <li>• The Authority did not itemize document contained in Library.</li> </ul>
<p><b>21. Trinidad and Tobago Free Zones Company Ltd</b></p>	<ul style="list-style-type: none"> <li>• The Boardroom is used as the Reading Room.</li> </ul>
<p><b>22. Trinidad and Tobago Postal Corporation</b></p>	<ul style="list-style-type: none"> <li>• No reading room, however visitors can visit Corporate Services Department at national mail center for the purpose of inspecting published material.</li> </ul>
<p><b>23. Water and Sewerage Authority</b></p> <p>Head Office Farm Road, St Joseph Monday – Friday 8:00am – 4:00pm</p>	<ul style="list-style-type: none"> <li>• WASA’s Corporate Business Plans</li> <li>• Training Policies &amp; Procedures</li> <li>• Operation &amp; Maintenance Manuals</li> <li>• Feasibility Studies of Water supply projects</li> <li>• American Water and Wastewater Standards</li> <li>• Water Rehabilitation Projects</li> <li>• Standard Operation Procedures for Water Treatment Plants</li> </ul>



<b>Public Authority</b>	<b>Documents normally on Display in the Reading Room</b>
<p><b>24. Services Commissions Department</b></p> <p>There is a reading area within the Freedom of Information Unit. By appointment only.</p>	<ul style="list-style-type: none"> <li>• Contents of the Applicant’s Confidential Personal File</li> </ul>
<p><b>25. Telecommunications Authority of Trinidad and Tobago</b></p>	<ul style="list-style-type: none"> <li>• Books</li> <li>• Journals</li> <li>• Newsletters</li> </ul>