



**Ministry of
Public Administration
and Information**

**THE FREEDOM OF
INFORMATION ACT,
1 9 9 9**

**ANNUAL REPORT
TO PARLIAMENT
2 0 0 4**

The Freedom of Information Act, 1999 Annual Report to Parliament 2004

A report in accordance with section 40
of the Freedom of Information Act, 1999
as amended

Published by the
Ministry of Public Administration and Information
The National Library Building
Corner Hart and Abercromby Streets
Port of Spain
Trinidad & Tobago
West Indies

Tel: (868) 625-MPAI (6724)
Fax: (868) 623-6027
E Mail: info@foia.gov.tt
Website: www.foia.gov.tt

THE FREEDOM OF INFORMATION ACT, 1999

ANNUAL REPORT TO PARLIAMENT

2004

TABLE OF CONTENTS

<u>EXECUTIVE SUMMARY</u>	5
<u>INTRODUCTION</u>	6
<u>1 ADMINISTRATION OF THE FREEDOM OF INFORMATION ACT</u>	7
<u>1.1 Main Activities</u>	7
<u>2 MONITORING OF THE FREEDOM OF INFORMATION ACT - SECTION 40 REPORT</u>	8
<u>2.1 Summary Data - Section 40 (3)</u>	8
<u>2.2 Detailed Data – Section 40 (3)</u>	9

EXECUTIVE SUMMARY

The Freedom of Information Act, 1999 gives members of the public 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 Second Report on the Freedom of Information Act, (FOIA) 1999, as amended, and covers the period January 1 to December 31, 2004.

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 by public authorities – 1,202**
- **Total no. of decisions that an applicant was not entitled to access - 74**
- **No. of applications for judicial review of decisions under this Act - 7**
- **No. of complaints made to the Ombudsman - 8**



INTRODUCTION

The Freedom of Information Act 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 Act extends 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.”

In summary, the Act gives members of the public the right to:

- (i) Obtain Information about public authorities through statements published under sections 7, 8 and 9 of the Act
- (ii) Request access to documents held by public authorities;
- (iii) Request correction of personal information held on files in the possession of public authorities; and
- (iv) 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.

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.

This is the second report on the Freedom of Information Act, (FOIA) 1999, as amended, and covers the period January 1 to December 31, 2004.

This report describes how the Act was administered and highlights the major activities associated with its implementation. Finally, this report provides data on the operations of the act as outlined in Section 40 (3) (a) to (i).

1. ADMINISTRATION OF THE FREEDOM OF INFORMATION ACT

1.1 Main Activities

The administering and monitoring function for the Freedom of Information Act is assigned to the Minister with responsibility for Information, and continues to be carried out under the Ministry of Public Administration and Information by the Public Service Transformation Division (PSTD) in conjunction with the Legal Services Division of the Ministry of Public Administration and Information. Activities are carried out under the supervision of the Director of PSTD, supported by a Senior Policy Analyst (PSTD) and a Legal Officer of the Legal Services Division.

The main activities of administering this Act involved:

- Provision of guidance to members of the public
- Provision of support and guidance to public authorities in respect of the operations of the Freedom of Information Act and vetting of section 7, 8 and 9 statements prior to publication by public authorities.
- Sensitisation of public authorities, and members of the public about the Freedom of Information Act. In the year under review, the following sensitisation sessions were carried out by the Ministry of Public Administration and Information:

Organisation	Date
The National Gas Company of Trinidad and Tobago Limited - Customer Appreciation Day	January 29
Ministry of Education - Officers of the General Administration Division	March 10
South West Regional Health Authority - Technical Heads	May 7
Ministry of Public Utilities and the Environment (MPUE) - Breakfast Seminar for agencies under the MPUE	July 16
Library Association of Trinidad and Tobago - Ordinary General Meeting	July 20
Ministry of Social Development - All members of staff	September 1 and 2

- Compilation of statistics on the operations of the Act

During 2003, the former Freedom of Information Unit commenced implementation of a project under the Public Sector Investment Programme for the integration of its database with the Freedom of Information Act website to allow public authorities to input data on the operations of the Act online. This project continued into 2004, with the development of the database application and training of twenty (20) officers from public authorities in the use of the system. It is anticipated that the final deployment of the system will be achieved by the end of the first quarter of 2006.



2. MONITORING OF THE FREEDOM OF INFORMATION ACT - SECTION 40 REPORT

In accordance with the Section 40 (1) of the Act, the Minister with responsibility for information is required to lay an annual report before both Houses of Parliament. While the Act does not outline a procedure, it requires Ministers to whom responsibility for public authorities is assigned, to furnish information for the preparation of this report in accordance with Section 40 (2).

The Public Service Transformation Division continued to use return forms to facilitate the collection of information, on a quarterly basis, from individual public authorities in accordance with the listing at Section 40 (3).

Information regarding complaints to the Ombudsman (Section 40 (3) (d)) is obtained directly from the Office of the Ombudsman of Trinidad and Tobago on a quarterly basis. Data on judicial review matters (Section 40 (3) (c)) has been obtained from reports prepared by public authorities and the Solicitor General's Chambers, Ministry of the Attorney General.

With effect from January 2004, a calendar year was employed for reporting on the operations of the Freedom of Information Act. The following data are for the operations of the Freedom of Information Act during the period January 1 to December 31, 2004 in accordance with Section 40 (3) (a) to (i).

2.1 Summary Data - Section 40 (3)

(a)	The number of requests made to public authorities	1,202
(b)	The number of decisions that an applicant was not entitled to access to a document pursuant to a request	74
(c)	The number of applications for judicial review of decisions under this Act	7
(d)	The number of complaints made to the Ombudsman with respect to the operation of this Act and the nature of those complaints;	8
(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	0
(f)	Disciplinary action taken against any officer in respect of the administration of this Act	None taken
(g)	The amount of charges collected by each public authority under this Act	0
(h)	Particulars of any reading room or other facility provided by each public authority for use by applicants or members of the public, and the publications, documents or other information regularly on display in that reading room or other facility	See Detailed Data
(i)	Any other facts, which indicate an effort by public authorities to administer and implement the spirit and intention of this Act	See Detailed Data

2.2 Detailed Data – Section 40 (3)

a) The number of requests made to each public authority

Public Authority	No. of Requests
Betting Levy Board	1
Central Statistical Office	0
Couva/Tabaquite/Talparo Regional Corporation	0
Eastern Regional Health Authority	1
Firearms Appeal Board	1
Immigration Division	1
Industrial Court of Trinidad & Tobago	3
Inland Revenue Division	24
John Donaldson Technical Institute	1
Lake Asphalt of Trinidad & Tobago (1978) Limited	1
Legal Aid and Advisory Authority	2
Maritime Services Division	0
Ministry of Agriculture, Land & Marine Resources	2
Ministry of Housing	1
Ministry of Legal Affairs	2
Ministry of Local Government	0
Ministry of National Security	4
Ministry of Planning and Development	5
Ministry of Public Administration & Information	7
Ministry of Public Utilities & the Environment	0
Ministry of Science, Technology & Tertiary Education	2
Ministry of Social Development	2
Ministry of the Attorney General	4
Ministry of Works & Transport	8
National Agricultural Marketing and Development Corporation	2
National Emergency Management Agency	1
National Housing Authority	3
National Institute of Higher Education, Research, Science & Technology	1
National Insurance Board	4



Ministry of Public Administration and Information

a) The number of requests made to each public authority (cont'd)

Public Authority	No. of Requests
National Library and Information System Authority	2
National Lotteries Control Board	4
National Maintenance Training and Security Co. Ltd.	0
National Training Agency	0
North West Regional Health Authority	45
Office of the Prime Minister	1
Palo Seco Agricultural Enterprises Ltd	0
Parliament Republic of Trinidad & Tobago	1
Personnel Department	5
Petroleum Company of Trinidad and Tobago Limited	55
Pilotage Authority	0
Point Fortin Corporation	0
Police Complaints Authority	1
Port Authority of Trinidad & Tobago	3
Regulated Industries Commission	4
San Juan/Laventille Regional Corporation	1
Service Commissions Department	926
Siparia Regional Corporation	1
St. Mary's Children's Home	1
Statutory Authorities' Service Commission	30
Sugar Industry Labour Welfare Committee	0
Telecommunications Services of Trinidad & Tobago Ltd.	1
The Environmental Commission of Trinidad and Tobago	0
Tobago House of Assembly	0
Tobago Regional Health Authority	5
Trinidad & Tobago Defence Force	1
Trinidad & Tobago Electricity Commission	4
Trinidad & Tobago Fire Service	6
Trinidad & Tobago Forensic Science Centre	4
Trinidad & Tobago Free Zones Company Limited	5

a) The number of requests made to each public authority (cont'd)

Public Authority	No. of Requests
Trinidad & Tobago Police Service	2
Trinidad & Tobago Postal Corporation	3
Trinidad & Tobago Prison Service	1
Trinidad & Tobago Securities & Exchange Commission	2
Urban Development Corporation of Trinidad & Tobago	1
Venture Capital Incentive Programme	1
Water and Sewerage Authority	3
Total no. of requests received by Public Authorities	1,202

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.

Provision No.	Provision Description	No. of Times Invoked
23 (e)	Document does not exist or cannot be located	24
27	Internal working documents	3
28	Law enforcement Documents	1
29	Documents affecting legal proceedings or subject to legal professional privilege	1
30	Document affects personal privacy	42
33	Documents affecting the economy, commercial affairs and certain documents concerning operations of public authorities	1
34	Documents to which secrecy provisions apply	2
Total No. of Decisions that applicant was not entitled to access		74



Ministry of Public Administration and Information

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

No. of Judicial Review Applications	Status/Outcomes
7	Leave granted for the applicant to amend notice of motion (1) Appeal pending (1) Completed (1) Matter withdrawn. Completed (2) Respondent to pay half (½) cost of the applicant (1) Consent Order made for documents to be given (1)

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

	Nature of Complaint to the Ombudsman	Outcome
1	Access denied by Director of Personnel Administration (Service Commissions Department) to a note and an extract from a Minute from the Teaching Service Commission and a letter from the Parents Teachers Association addressed to the Ministry of Education	Teaching Service Commission sought legal advice from Senior Counsel. Advised of Grant of Order of Exemption under Section 5(1)(C) of the Freedom of Information Act. Complainant informed by letter dated March 18, 2004.
2	Access denied by Cipriani College of Labour and Co-operatives to Notes/ Minutes of Commission Members who were appointed by the Board of Directors of Cipriani Labour College to investigate allegations against the Complainant during his tenure as Assistant Director, Student Affairs at the College	Ombudsman informed that the College is awaiting advice from the Solicitor General. Awaiting response.

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

	Nature of Complaint to the Ombudsman	Outcome
3	Access denied by Director of Personnel Administration (Service Commissions Department) to official job description of a Probation Officer, to written information on the compilation of merit listing and a copy of merit list and dates of qualification of each applicant	Complainant received copy of job description as requested. Copy of Complainants' letter submitted to the Director of Personnel Administration. Awaiting response.
4	Access denied by Ministry of National Security (Defence Force) to Manuscript of inquiry concerning Order Serial #231 – Board of Inquiry held at Defence Force Headquarters	Complainant received requested document from the Ministry of National Security.
5	Access denied by Ministry of Health (North West Regional Health Authority) to all documents related to death of infant daughter at Mount Hope Medical Complex	Complainant was advised to apply to the North West Regional Health Authority specifying the documents required, if not request is not fulfilled advised to inform the Office of the Ombudsman.
6	Access denied by Ministry of Health (North West Regional Health Authority) to all documents relating to interviews held for the position of Human resource Officer	The Ombudsman is awaiting a reply from the North West Regional Authority.
7	Access denied by Ministry of Community Development, Culture and Gender Affairs to copies of Minutes of Board Meetings of National Commission for Self Help	The Ombudsman is awaiting a reply from the Ministry of Community Development, Culture and Gender Affairs



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

	Nature of Complaint to the Ombudsman	Outcome
8	<p>Access denied by College of Sciences, Technology and Applied Arts of Trinidad and Tobago (COSTAAT) to:</p> <ol style="list-style-type: none">1. All documents relating to his personal file2. Record of all decisions of the Board of COSTAAT relating to him3. Copies of all letters issued to the Accounts Department, the Permanent Secretary, Ministry or bodies inside / outside COSTAAT4. Copies of all letters issued by members of staff / students of COSTAAT to the Board or persons inside / outside COSTAAT5. Copies of the Register of students and lectures, record of punctuality and regularity who attend or taught at College of Nursing, St. Ann's within the last five years6. Record of all students who had deductions in their stipend within last five years and or disputes with Principal	<p>The Ombudsman is awaiting a reply from the College of Sciences, Technology and Applied Arts of Trinidad and Tobago</p>

- 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 during the period under review.

- 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.**

	Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
1	Central Statistical Office	<p>(a) Publications and information Unit</p> <p>(b) CSO Library</p> <p>Both areas are located on the Ground Floor of the CSO</p>	<p>(a) All publications produced by the CSO</p> <ul style="list-style-type: none"> - Agricultural Statistics - Population and Vital Statistics - Labour Force Statistics - Gross Domestic Product - Indices on Retail Prices - Producers Prices and Sales - Overseas Trade and Travel Statistics <p>(b) Books, Publications, etc.</p>
2	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



Ministry of Public Administration and Information

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 (cont'd)

	Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
3	Eastern Regional Health Authority	<p>The Reading Room/Freedom of Information Centre of the Eastern Regional Health Authority is located on the upper floor of our Head Office, Supercare Building, Eastern Main Road, Sangre Grande.</p> <p>It is open to the public from 9:00a.m. to 3:00p.m. on normal working days.</p> <p>The Administrative Assistant/ Designated officer manages it.</p>	<ul style="list-style-type: none"> • Magazines, Newsletters, Brochures from local and international agencies on health-related and general topics • Documents dealing with the ERHA's goals, objectives, strategies and policies • Laws of Trinidad and Tobago • Periodic reports prepared by the ERHA or officers of the ERHA, Consultants' Reports, Technical Reports, etc. • Books, Booklets, Leaflets, Pamphlets, Brochures, Posters, newspaper clippings and journals on health related and other topics • Photographs of official functions and events hosted by the ERHA, including Annual General Meetings, Sports Days and Health Promotion Month 2002 activities. • Documents dealing with: <ul style="list-style-type: none"> - Accounting, Finance and Budgets - Alcohol, Drugs and Tobacco - Client Feedback Programme - Community Liaison Unit - Disaster Management - Diseases (Alzheimer's, Asthma, Cancer, Diabetes, Heart/Hypertension, HIV/AIDS/STI's, Malaria, Tuberculosis)

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 (cont'd)

	Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
	Eastern Regional Health Authority (cont'd)		<ul style="list-style-type: none"> - Education and Training - Emergency Medical Services - Equipment/Furniture - Health (Adolescent, Agricultural, Child, Community, Economics & Finance, Environmental, Family, Gender Related, Mental, Oral - Health Education, Promotion and Policy - Health Insurance - Health Sector Reform Programme - Hospitals and Health Centres - Human Resources/ Occupation Health and Safety - Human Rights - Immunization and Vaccination - Information Systems/ Information Technology - Inter-American Development Bank - Legislation - Maintenance - Management - Medical Records - Medicine - Medicine - Physiotherapy - Medicine - Radiology - Ministry of Health - National Health Services Plan - Nursing - Nutrition and Food



Ministry of Public Administration and Information

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 (cont'd)

	Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
	Eastern Regional Health Authority (cont'd)		<ul style="list-style-type: none"> - Obstetrics and Gynaecology- Pharmacies and Pharmaceuticals - Poverty - Primary Health Care - Procurement and Project Management - Public Health - Quality Management - Science - Strategic Planning - Surgery <p>Freedom of Information Centre Catalogue of Publications</p>
4	Firearms Appeal Board	Reading space identified with a desk, chair and computer	None
5	Industrial Court of Trinidad & Tobago	Library on the second Floor of the Industrial Court Building has adequate seating accommodation and space for applicants or members of the public	None
6	John Donaldson Technical Institute	Library	Text References, Magazines, Newspapers
7	Lake Asphalt of Trinidad & Tobago (1978) Limited	There is a temporary reading room in the Administration Building. The Company's Strategic Plan makes provision for the construction of a Records Centre which shall include a reading room	Company Newsletters Magazines on the history of the Pitch Lake Product Brochures
8	Legal Aid and Advisory Authority	First Floor Library Open 8:00 a.m. to 12:00 noon	Law Books Gazettes Miscellaneous General Legal Material

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 (cont'd)

	Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
9	Maritime Services Division	The reading room is the library which is located in the building of the Maritime Services Division	Same as in Published Statement
10	Ministry of Agriculture, Land & Marine Resources	The libraries of the Ministry are the established reading rooms. An area is also provided in the Human Resources Division	Brochures Books Journals Newspapers Reports Circulars Information Files
11	Ministry of Housing	An area has been identified for the reading room and work is in progress on finalisation of the necessary arrangements.	<ol style="list-style-type: none"> 1. Discussion paper on Trinidad and Tobago Housing finance Mechanisms for Low Income Households. April 2001 2. Showing Trinidad & Tobago a New Way Home. A Policy for Shelter, A Strategy for Equity, a Commitment for employment and a Vision for Caring. September 2002. 3. PADCO Housing Studies Phase 1 & 2. 1995 4. Rapporteur's Report of Search Conference. April 1992. 5. A Preliminary Proposal for Inclusion of the Land Settlement Agency of the Ministry of Housing and Settlements, Government of the Republic of Trinidad and Tobago in the European Community funded Poverty Alleviation Programme.



Ministry of Public Administration and Information

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 (cont'd)

	Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
11	Ministry of Housing (cont'd)		<ul style="list-style-type: none"> 6. Restructuring of the Trinidad and Tobago Mortgage Finance Company Limited. PADCO Report, Laughlin and Associates 7. Interim Synthesis Report. Laughlin and Associates. 8. Housing Finance Report. Laughlin and Associates 9. A New Administration and Distribution Policy for Land. November 1992. 10. Trinidad and Tobago Country Report, Housing and Settlements in Trinidad and Tobago. Ministry of Planning and Development. November 19, 1992. 11. Second United Nations Conference on Settlements. Habitat II Istanbul, Turkey, June 3-14, 1996
12	Ministry of National Security	The Reading Room is located at the Ministry of National Security, Temple Court, Abercromby street, PORT OF SPAIN	<ul style="list-style-type: none"> * Communications - An overview of the Ministry of National Security (1959-2001) * Project Implementation - Annual Reports * Research – Speeches * Work Permit - Guidelines in applying for a Work Permit

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 (cont'd)

	Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
12	Ministry of National Security (cont'd)		<p>* Citizenship –</p> <p>(1) Documents required in applying for Residence Status and Citizenship</p> <p>(2) Policies in respect of the grant of Overseas Missionary Permit</p>
13	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 Building	<p>The Laws of Trinidad and Tobago</p> <p>Legal Notices and Gazettes</p> <p>International Statistics (Financial)</p> <p>Journals</p>
14	Ministry of Public Utilities & the Environment	The reading room is located on the Fifth Floor, Sacred Heart Building, 16-18 Sackville Street, Port of Spain. It is open to the public from Mondays to Fridays between the hours of 10.00 am to 3.00 pm.	<p>Copies of legislation, laws regulations and orders</p> <p>Copies of Trinidad and Tobago Gazettes</p> <p>Reports of Government Agencies</p> <p>Public Sector Investment Programme Documents</p> <p>Policies of agencies within the purview of the Ministry</p> <p>Estimates of Expenditure, Recurrent and Development Programme</p> <p>Procurement Policies and Guidelines</p> <p>Financial Regulations and Instructions</p>



Ministry of Public Administration and Information

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 (cont'd)

	Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
15	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
16	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, Port of Spain	
17	National Agricultural Marketing and Development Corporation	NAMDEVCO'S conference room located at its Head Office, S.S Erin Road, Debe serves as a reading room	
18	National Emergency Management Agency	NEMA's conference room serves as the Agency's reading room, and supports its reference library.	<ul style="list-style-type: none"> - Maps of Trinidad and Tobago - Public Safety and advisory posters - Videos relating to disaster management
19	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 a.m. - 4:00 p.m.	<ul style="list-style-type: none"> - NIHERST Annual Reports - NIHERST Agricultural Seminar Publications - NIHERST Children's Science Magazine - Newspaper Clippings on NIHERST: 1985-Present - NIHERST Publications in agriculture, biotechnology, higher education, environment, microelectronics, science & technology policy and planning, science and technology statistics

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 (cont'd)

	Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
20	National Library and Information System Authority	The training room, located at NALIS Head office, #109, Abercromby Street, has been identified to serve as a part-time Reading Room, for consultation, documents requested, at dates and times agreed on beforehand with the Designated Officer.	Documents are not made available for regular display in the Reading Room.
21	National Quarries Company Limited	An area in the main lobby area on the ground floor was assigned as the reading area. A desk will be available for persons wishing to read documents	<ul style="list-style-type: none"> - Brochures on National Quarries Company Limited aggregates - Company Newsletters
22	National Training Agency	The NTA does not have a dedicated Reading Room under the FOI Act. However, the organization's conference Room would be made available to persons visiting the NTA and requiring such a service.	The documents are not displayed but stored in the Communications and Research Library, and are available upon request.
23	North West Regional Health Authority	Building #1, First Floor Eric Williams Medical Sciences Complex Room 134 (Nuclear Medicine Area)	<ul style="list-style-type: none"> - Regional Health Authorities Act 1994 - Disaster Management Plan - Report on Medical Records Survey of T&T - Ministry of Health - Policy & Procedures Manual - NWRHA Achievements 1995-2000 - NWRHA Annual Review 2001
24	Office of the Prime Minister	Reading room is yet to be fitted with a computer and other requirements	
25	Palo Seco Agricultural Enterprises Ltd	Petrotrin's Reading and Audiovisual Room	



Ministry of Public Administration and Information

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 (cont'd)

	Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
26	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 the House of Representatives or the Senate on that day.	
27	Penal/Debe Regional Corporation	Penal/Debe Regional Corporation Council Chambers 4 Dookie Street Penal Open Mondays, Wednesdays and Fridays 1:00 p.m. - 4:00 p.m.	No documents on display, due to weekly meetings held by Council, in the Council Chambers.
28	Personnel Department	The Library Level 3 Personnel Department 76-78 St. Vincent Street Port of Spain	Reports
29	Petroleum Company of Trinidad and Tobago Limited	Audio/Visual Room so as to access documents on CDs, tape recordings or video tapes Reading room equipped with personal computer to facilitate access to hard copy or electronic copy of documents	<ul style="list-style-type: none"> - Petrotrin's Annual Report - Petromission Newspaper - Petrovision Magazine
30	Pilotage Authority	The reading room is located in the Library of the Maritime Services Division	Same as in Published Statement
31	Police Complaints Authority	Reading space identified with a desk, chair and computer	

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 (cont'd)

	Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
32	Port Authority of Trinidad & Tobago	The reading room contains port related literature. It includes international publications on a number of port related activities and systems including the latest information on Ports and Harbours, Marine Equipment, Cargo System, Containerisation and Vessel Information	
33	Regulated Industries Commission	The reading room is located in the Library of the Regulated Industries Commission 1st Floor Furness House Cor. Wrightson Road & Independence Square Port of Spain	<ul style="list-style-type: none"> - Three daily newspapers - Selected Government documents - Legislation for the RIC, WASA and T&TEC - Selected journals and newsletters, RIC research papers Selected utility documents - Annual reports of the service providers under the RIC's purview
34	San Juan/Laventille Regional Corporation	Reading Room is situated in the training room of San Juan/Laventille Regional Corporation, Western Building, MTS Plaza, Aranguez Main Road, Aranguez	
35	Service Commissions Department	An enclosed area with table and chairs set up at the front of the office	None



Ministry of Public Administration and Information

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 (cont'd)

	Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
36	Siparia Regional Corporation	<p>Due to critical accommodation problems being experienced at the Co-operation, the Council Chamber is utilized as a reading room.</p> <p>Opening Hours: Monday - Wednesday 8:00 a.m. - 4:00 p.m. and Thursday 8:00 a.m. - 4:00p.m.</p>	Because of the location there is no ready material. However these are readily available from the Registry Section, if and when required.
37	St. Mary's Children's Home	A space in the library serves as a reading area	<ul style="list-style-type: none"> - Annual Reports of the Institution - History of the Institution - Overview booklet
38	Statutory Authorities' Service Commission	A space has been made available, but has to be furnished and made private	
39	Tobago Regional Health Authority	Health Information Resource Centre, fully air conditioned, functions as Library, Equipped with three Computers.	<ul style="list-style-type: none"> - Medical Journals - Reference Books - Newspapers

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 (cont'd)

	Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
40	Trinidad & Tobago Electricity Commission	Forms part of the existing library at Head Office 1st Floor 63 Abercromby Street Port of Spain	<ul style="list-style-type: none"> - Corporate Plans - Business Plans and Reports - Management Policies and Procedures - Load and Generation Forecasts - Financial Reports and Statements - Human Resource and Industrial Relations Policies, Programmes, Procedures and Practices - Customer related Policies, Procedures
41	Trinidad & Tobago Fire Service	There is no reading room currently. (One is to be provided)	
42	Trinidad & Tobago Postal Corporation	Customer Service waiting area	



Ministry of Public Administration and Information

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 (cont'd)

	Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
43	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 persons can peruse documents	<ul style="list-style-type: none"> - Laws of Trinidad and Tobago - Securities Law and Legislation from foreign and local jurisdictions - Annual Reports of Listed Companies; Securities Commissions; Stock Exchanges and International Financial Institutions - Economic and Financial Statistics: Central Bank Publication; World Economic Report; International Capital Market Reports - Journals and Magazines: Business Week; Harvard Law Review; Euromoney; The Economist; Offshore Investment and more - Newspapers: Financial Times; Wall Street Journal - The Barbados Advocate; the Jamaica Gleaner
44	Venture Capital Incentive Programme	The VCIP has established a library with various material for perusal by internal and external customers. Persons requesting Information under the Freedom of Information Act will also be allowed to use the VCIP library. Seating capacity is limited to four (4) persons at a time.	<ul style="list-style-type: none"> - VCIP Guidelines - VCIP Act - Periodicals - VCIP Brochures - Reports - VC Focus Magazine - Venture Capital and other business magazines - Videos - Training Manuals

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

PUBLIC AUTHORITY	Facts that indicate effort to administer and implement the spirit of the Act
Eastern Regional Health Authority	Flyers advertising the Freedom of Information Act and the ERHA's Freedom of Information Centre were Circulated in packages for the Public Board Meeting held in January 2004
Lake Asphalt of Trinidad & Tobago (1978) Limited	The company has published a new website at www.lakeasphalt.com and shall make available its FOIA statement as part of this site A records management programme is carded to begin by September 2005 with staff assigned to this area
Ministry of Agriculture, Land & Marine Resources	Introduction of website for displaying statements/documents that are readily available to the public
Ministry of Public Utilities & the Environment	Training on July 16, 2004 for the Ministry and its agencies on the Act Provision of operational manuals on CD to agencies and divisions of the Ministry
National Agricultural Marketing and Development Corporation	Website www.namdevco.com continues to be updated Market Intelligence System is being developed Re-established Communications Unit
Petroleum Company of Trinidad and Tobago Limited	Updating of website Sensitisation of employees



Ministry of Public Administration and Information

i) **Any other facts, which indicate an effort by public authorities to administer and implement the spirit and intention of this Act (cont'd)**

PUBLIC AUTHORITY	Facts that indicate effort to administer and implement the spirit of the Act
Regulated Industries Commission	Three (3) members of staff attended a Breakfast Seminar on the Freedom of Information Act 1999 held at Kapok Hotel on July 16, 2004. This seminar was hosted by the Hon. Minister Penelope Beckles, Minister of Public Utilities and the Environment. Members of staff in attendance included the Executive Director, Legal/Corporate Secretary and Librarian
Siparia Regional Corporation	Steps are being taken to upgrade the Records Management System
St. Mary's Children's Home	Improvements in the records management system Training/sensitisation of staff to the act Preparation of statements available to the public
Trinidad & Tobago Postal Corporation	Training and sensitisation of staff