



THE FREEDOM OF INFORMATION ACT, 1999

ANNUAL REPORT TO PARLIAMENT 2005

#### The Freedom of Information Act, 1999 Annual Report to Parliament 2005

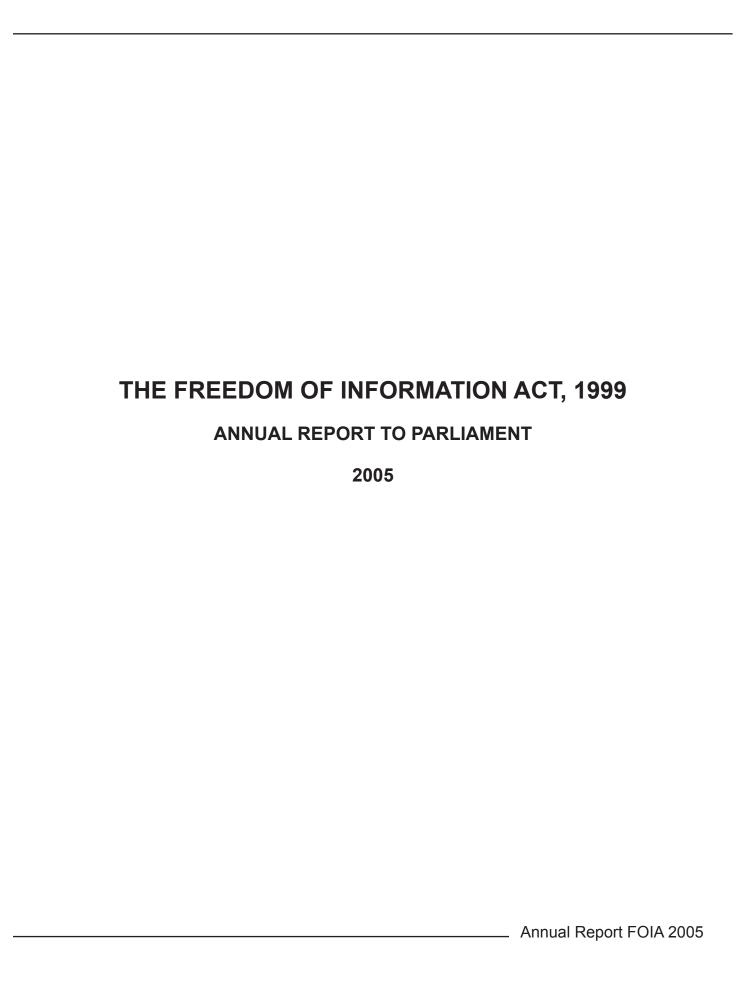
A report in accordance with section 40 of the Freedom of Information Act, 1999 as amended

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### **TABLE OF CONTENTS**

EXE	ECUTIVE SUMMARY	. 3
1	INTRODUCTION	. 4
2	ADMINISTRATION OF THE FREEDOM OF INFORMATION ACT	. 5
2.1	Main Activities	. 5
3	MONITORING OF THE FREEDOM OF INFORMATION ACT - SECTION 40 REPORT	
3.1	Summary Data - Section 40 (3)	. 6
3.2	Detailed Data - Section 40 (3)	. 7
4	ORDERS OF EXEMPTION	32

#### **EXECUTIVE SUMMARY**

The Freedom of Information Act, 1999, as amended, 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 after 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 Third Report on the Freedom of Information Act, (FOIA) 1999, as amended, and covers the period January 1 to December 31, 2005.

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

- Total requests received by public authorities 424
- Total no. of decisions that an applicant was not entitled to access 30
- No. of applications for judicial review of decisions under this Act 15
- No. of complaints made to the Ombudsman 8



### 1. 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 official documents held by public authorities;
- (iii) Request correction of personal information in the possession of public authorities; and
- (iv) Seek review of public authorities' decisions by written complaint to the Ombudsman and/or application for judicial review where 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 after 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 third report on the Freedom of Information Act, (FOIA) 1999, as amended, and covers the period January 1 to December 31, 2005.

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).

### 2. ADMINISTRATION OF THE FREEDOM OF **INFORMATION ACT**

#### 2.1 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
Former Office of the Prime Minister (Social Services Delivery)	March 22
Forestry Division – Ministry of Public Utilities and the Environment	April 11
Telecommunications Authority of Trinidad and Tobago	September 21
Education Facilities Company Limited	October 31
Ministry of Public Administration and Information	November 15

Collection of data on the operations of the Act

Reports on the operations of the Act are received on a quarterly basis from public authorities. The data is then collated for use in the Annual Reports Parliament.



### 3. 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 prescribe the 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). The data in this report is based on returns received from sixty-six (66) public authorities

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

A calendar year is 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, 2005 in accordance with Section 40 (3) (a) to (i).

### 3.1 Summary Data - Section 40 (3)

(a)	The number of requests made to public authorities	424
(b)	The number of decisions that an applicant was not entitled to access to a document pursuant to a request	30
(c)	The number of applications for judicial review of decisions under this Act	15
(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

### 3.2 Detailed Data - Section 40 (3)

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

Public Authority	No. of Requests
Betting Levy Board	0
Central Statistical Office	0
Chaguanas Borough Corporation	1
Chaguaramas Development Authority	0
College of Science, Technology & Applied Arts of Trinidad & Tobago	2
CWC World Cup 2007 Trinidad and Tobago Limited	0
Education Facilities Company Limited	0
Environmental Management Authority	10
Firearms Appeal Board	0
Inland Revenue Division	33
John Donaldson Technical Institute	0
Legal Aid and Advisory Authority	1
Maritime Services Division	0
Ministry of Agriculture, Land & Marine Resources	5
Ministry of Energy and Energy Industries	2
Ministry of Health	13
Ministry of Housing	4
Ministry of Labour and Small and Micro Enterprise Development	2
Ministry of Local Government	1
Ministry of National Security	12
Ministry of Planning and Development	8
Ministry of Public Administration & Information	5
Ministry of Public Utilities & the Environment	1
Ministry of Science, Technology & Tertiary Education	1
Ministry of Social Development	2



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

Public Authority	No. of Requests
Ministry of the Attorney General	0
Ministry of Tourism	2
Ministry of Works & Transport	5
National Agricultural Marketing and Development Corporation	0
National Broadcasting Network Ltd	0
National Gas Company of Trinidad & Tobago Limited	0
National Institute of Higher Education, Research, Science & Technology	0
National Insurance Board	3
National Library and Information System Authority	0
National Lotteries Control Board	0
National Quarries Company Limited.	0
Office of the Prime Minister	1
Palo Seco Agricultural Enterprises Ltd	0
Penal/Debe Regional Corporation	0
Personnel Department	1
Petroleum Company of Trinidad and Tobago Limited	109
Point Fortin Corporation	0
Police Complaints Authority	0
Princes Town Regional Corporation	1
Public Transport Service Corporation	1
Regulated Industries Commission	0
Rural Development Company of Trinidad and Tobago Limited	0
San Juan/Laventille Regional Corporation	0
Sangre Grande Regional Corporation	0
Service Commissions Department	162
Siparia Regional Corporation	0

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

Public Authority	No. of Requests
Statutory Authorities' Service Commission	26
Tax Appeal Board	0
Telecommunications Services of Trinidad & Tobago Ltd.	5
The Environmental Commission of Trinidad and Tobago	0
The Trinidad & Tobago Solid Waste Management Co. Ltd	1
Tobago Regional Health Authority	0
Trinidad & Tobago Electricity Commission	0
Trinidad & Tobago Forensic Science Centre	0
Trinidad & Tobago Free Zones Company Limited	0
Trinidad & Tobago Securities & Exchange Commission	0
Tunapuna/Piarco Regional Corporation	4
Urban Development Corporation of Trinidad & Tobago	0
Venture Capital Incentive Programme	0
Water and Sewerage Authority	0
Zoological Society of Trinidad & Tobago	0
Total no. of requests received by Public Authorities	424

#### The number of decisions that an applicant was not entitled to access to b) 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	25
24	Cabinet Document	1
27	Internal working documents	1
30	Document affects personal privacy	3
Total No. of I	30	



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

Leave to apply for judicial review refused (1)  Applicant given access to documents. Matter withdrawn. Respondent to pay applicant's costs (4)  Applicant given access given to documents. Matter withdrawn/settled (2)  Consent Order entered into. Respondent agreed to supply requested information within a reasonable time from the date of the order. Order that there was unreasonable delay in making a decision regarding the applicant's request (1)  Judgment granted for the applicant (1)  Applicant unsuccessful. Applicant's attorney has appealed (1)  Respondent agreed to pay applicant's costs Awaiting instruction (1)  Incomplete: Before the Court (1)  Awaiting Instructions. Matter Adjourned. (1)

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

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
1	Ministry of Education (Teaching Service Commission)	<ol> <li>The complainant was denied access to:</li> <li>Detailed breakdown of all marks scored from all members of the interviewing panel present at interview held on May 12, 2004 for position of Vice Principal at Williamsville Junior Secondary School</li> <li>Was score mark the same as other persons selected for position on May 12, 2004. If yes, what were the criteria used to select the best candidate. If no, what was the difference in scores.</li> </ol>	Letter was sent to Teaching Service Commission, but no response to date
2	Ministry of Education	<ol> <li>The complainant was denied access to:</li> <li>Documents listing all vacancies for History/Social Studies in Secondary Schools</li> <li>Documents listing all vacancies existing since November 2004 which have been filled by teachers who were new or returning</li> </ol>	Awaiting reply from Ministry of Education



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)

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
3	Ministry of National Security	<ol> <li>The complainant was denied access to:</li> <li>Administrative file containing copies of Complainant's letters and notices and correspondence from the Ombudsman's Office</li> <li>Record of the Special Electors' List and list of disqualifications of electors of the last General Election</li> </ol>	Complaint withdrawn
4	Ministry of Foreign Affairs.	Access denied to:  List of names of all personnel (temporary, contract, casual and permanent staff) employed at foreign missions or embassies of the Republic of Trinidad and Tobago	Information was provided by the Ministry of Foreign Affairs
5	Service Commissions Department	Access denied to:  The date of employment and the dates of confirmation of three estate constables employed at the Security Department, Ministry of Agriculture	Complainant received the information
6	Ministry of Education	Denied access to examination results for 1998, 1999 and 2000	Awaiting proper instructions from Complainant

	Public Authority	Nature of Complaint to the Ombudsman	Outcome
7	Trinidad and Tobago Defence Force		The Chief of Defence Staff was authorized to issue the relevant documents



	Public Authority	Nature of Complaint to the Ombudsman	Outcome
8	Airports Authority of Trinidad and Tobago	All reports pertaining to the complainant's arrest	Complaint Withdrawn
		All camera footage of the complainant in police custody	
		All camera footage of all co-accused in custody	

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.

Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
Central Statistical Office	<ul><li>(a) Publications and information Unit</li><li>(b) CSO Library</li><li>Both areas are located on the Ground Floor of the CSO</li></ul>	<ul> <li>(a) All publications produced by the CSO</li> <li>Agricultural Statistics</li> <li>Population and Vital Statistics</li> <li>Labour Force Statistics</li> <li>Gross Domestic Product</li> <li>Indices on Retail Prices</li> <li>Producers Prices and Sales</li> <li>Overseas Trade and Travel Statistics</li> <li>(b) Books, Publications, etc.</li> </ul>
Chaguanas Borough Corporation	The Council Hall is available. If a meeting is scheduled alternative arrangements are made	None
College of Science, Technology & Applied Arts of Trinidad &Tobago	1st Floor COSTAATT City Campus Bretton Hall 9-11 Melville Lane Port of Spain	Books Brochures Pamphlets
Education Facilities Company Limited	The Education Facilities Company Limited (EFCL) is in the process of establishing reading room facilities which will be made available for the purpose specified in the Act. In the meantime arrangements are in place at EFCL's offices at 61-63 Edward Street, Port of Spain	
Environmental Management Authority	Mondays to Fridays - 8:30 a.m 4.00 p.m. Level 1, 8 Elizabeth Street St. Clair	Books, Periodicals, newspapers, newsletters and reports



Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
Firearms Appeal Board	Reading space identified with a desk, chair and computer	
John Donaldson Technical Institute	Library	Text References, Magazines, Newspapers
Legal Aid and Advisory Authority	First Floor Library Open 8:00 a.m. to 12:00 noon	Law Books Gazettes Miscellaneous General Legal Material
Maritime Services Division	The reading room is the library which is located in the building of the Maritime Services Division	As in Published Statement of the Maritime Services Division
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	Books Journals Newspapers Reports Circulars
Ministry of Energy and Energy Industries	Located in the Library, Level 7, Riverside Plaza, Besson Street, Port of Spain. It is equipped with a computer, desk and chair. Apart from documents available in the library; the computer database is accessible with "soft" versions of available information	Documents are not on display. They are currently on a database in the library which contains over 4,000 items on various aspects of the energy industry, which can be made available to the public if requested.

Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
Public Authority  Ministry of Health	Library - Ministry of Health Level 3 63 Park Street Port of Spain Tel. No.:627-0010 Ext 508	Ministry of Health Review of the Surgical Waiting List at Public Hospitals October 2002  Ministry of Health Directorate of Quality Management - Report on Survey of Regional Health Authority Performance Indicators  Ministry of Health Directorate of Quality Management - Report on Knowledge Assessment Survey of Staff on BY-LAWS  Ministry of Health/PAHO - Directorate of Quality Management - Seminar Workshop in Implementation Continuous Improvement System, Audio Visual Room School of Midwifery, General Hospital Port of Spain, December 8, 1995  Ministry of Health/PAHO Report on Risk Management Workshop, Normandie Hotel and Restaurant, December 02, 1997  Ministry of Health/PAHO Report on Workshop on Technical skills for Quality Control in Radiology, Cascadia Hotel, August 28-01 September 2000  Ministry of Health/PAHO/Health Canada - Improving Waiting List Management for



Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
Ministry of Health (cont'd)		Ministry of Health - Protocol for Diagnoses of Brainstem Death - Issued May 04, 2004
		Ministry of Health - Health Sector Reform Programme-Brief Status Report on Quality Improvement Programme Prepared by Valerie Alleyne-Rawlins, Manager Quality Management, November 12, 2003
		Ministry of Health - Directorate of Quality Management - Patient Care Risk Reduction Protocol
		Draft Amendment - Laws of Trinidad and Tobago - Nurses and Midwives Registration Act Chapter 29:53 - Act 33 of 1960
		Act No. 13 of 2000 - Human Tissue Transplant Act 2000
		Quality 2001 - A Reality Implementation Evaluation Report. Prepared by Ms. Beryl Brewster for PAHO/WHO, Ministry of Health, Republic of Trinidad and Tobago
		Ministry of Health - Protocol for Diagnoses of Brainstem Death - Issued May 04, 2004
		Ministry of Health - Health Sector Reform Programme-Brief Status Report on Quality Improvement Programme Prepared by Valerie Alleyne-Rawlins, Manager Quality Management, November 12, 2003
		Ministry of Health - Directorate of Quality Management - Patient Care Risk Reduction Protocol

Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
Ministry of Health (cont'd)		Draft Amendment - Laws of Trinidad and Tobago - Nurses and Midwives Registration Act Chapter 29:53 - Act 33 of 1960
		Act No. 13 of 2000 - Human Tissue Transplant Act 2000
		Ministry of Health Trinidad and Tobago - Total Quality Management Handbook for the Health Sector
		Ministry of Health/Regional Health Authorities - Information Manual for Chart Feedback System/Customer Relations/ Complaints System in collaboration with PAHO
		Ministry of Health Trinidad and Tobago Accreditation Standards Manual for the Health Sector - Developed by the Health Sector in Consultation with Joint Commission International January 2002
		Act No. 5 of 1994 - Regional Health Authorities Act, 1994
		Act No. 31 of 1994 - Regional Health Authorities (Amendment) Act, 1994
		Civil Service (Amendment) Regulations 1996
		Pesticides (Registration and Import Licensing) Regulations 1987
		Act No. 42 of 1979 - Pesticides and Toxic Chemicals Act 1979
		Act No. 11 of 1986 - Pesticides and Toxic Chemicals (Amendment) Act 1986
		Act No. 17 of 1999 - Regional Health Authorities (Amendment) Act, 1999



Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
Ministry of Health (cont'd)		Act No. 23 of 2000 - Regional Health Authorities (Amendment) Act, 2000. Regional Health Authorities Act, No. 5 of 1994. Order - The Regional Health Authorities (Amendment of the First Schedule) Order, 2000
		Regional Health Authorities Act, No. 5 of 1994 - Order - The Regional Health Authorities Order, 1994
		Freedom of Information Act, 1999
		Public Service Commission Regulations, 1966
		Industrial Relations Act 1972
		Laws of the Health Sector of Trinidad and Tobago to January 01, 1986
		Tobago House of Assembly Act, 1996
		National Library and Information System Bill, 1997
		Act No. 4 of 1976 - Constitution of the Republic of Trinidad and Tobago Act, 1976
		Act No. 10 of 1981 - (Litter Amendment) Act, 1981
		Act No. 20 of 1959 - Exchequer and Audit Ordinance
		The Exchequer and Audit Ordinance 1959 - Financial Regulations 1965
		The Civil Service Act, Chapter 23:01 (Under Section 19) - Memorandum of Agreement between the CPO and the PSA 1990-1998
		Laws of Trinidad and Tobago - Rules and Regulations Vol. VIII Chapters 1-20

Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
Ministry of Housing	An area has been identified for the reading room and work is in progress on finalisation of the necessary arrangements.	Discussion paper on Trinidad and Tobago Housing finance Mechanisms for Low Income Households. April 2001
		<ol> <li>Showing Trinidad &amp; Tobago a New Way Home. A Policy for Shelter, A Strategy for Equity, a Commitment for employment and a Vision for Caring. September 2002.</li> </ol>
		3. PADCO Housing Studies Phase 1 & 2. 1995
		Rapporteur's Report of Search     Conference. April 1992.
		<ol> <li>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.</li> </ol>
		<ol> <li>Restructuring of the Trinidad and Tobago Mortgage Finance Company Limited. PADCO Report, Laughlin and Associates</li> </ol>
		Interim Synthesis Report. Laughlin and Associates.
		Housing Finance Report. Laughlin and Associates
		A New Administration and Distribution     Policy for Land. November 1992.
		<ol> <li>Trinidad and Tobago Country Report, Housing and Settlements in Trinidad and Tobago. Ministry of Planning and Development. November 19, 1992.</li> </ol>



Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
Ministry of Housing (con'd)		11. Second United Nations Conference on Settlements. Habitat II Istanbul, Turkey, June 3-14, 1996
Ministry of Labour and Small and Micro Enterprise Development	Located at:  The Library Riverside Plaza Besson Street Port of Spain	Journals
Ministry of National Security	Information in the public domain can be accessed in the Reading Room of the Ministry of National Security, Temple Court, Abercromby street, Port of Spain. The Reading Room is open to the public from Mondays to Fridays between the hours of 8:00 a.m. and 4:00 p.m.  A reading space is available with a desk, chair and computer	No documents are regularly on display in the reading room at this time.
Ministry of Planning and Development	There is a reading area. Steps are being taken to have a reading room	The Laws of Trinidad and Tobago  Legal Notices and Gazettes  International Statistics (Financial)  Journals

Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
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.	Copies of legislation, laws regulations and orders  Copies of Trinidad and Tobago Gazettes  Reports of Government Agencies  Public Sector Investment Programme Documents  Policies of agencies within the purview of the Ministry  Estimates of Expenditure, Recurrent and Development Programme  Procurement Policies and Guidelines  Financial Regulations and Instructions
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	
Ministry of Tourism	Library 1st Floor Ministry of Tourism 50-51 Frederick Street Port of Spain	Water Safety Tips and other Brochures, Reports, Guidelines and Publications on Tourism Related Matters
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	



Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
National Gas Company of Trinidad & Tobago Limited	Located at the Administration Building in Point Lisas, Orinoco Drive	
National Institute of Higher Education, Research, Science & Technology	NIHERST Documentation Centre Corner Old Piarco Road and Churchill Roosevelt Highway D'abadie Trinidad  Postal Address P.O. Box 113, Port of Spain, Trinidad Telephone: 642-6112, 642- 9371 Fax: 642-1353 Email: doc-centre@niherst. gov.tt Opening Hours: Monday to Friday: 8:00 a.m 4:00 p.m.	<ul> <li>NIHERST Annual Reports</li> <li>NIHERST Agricultural Seminar Publications</li> <li>NIHERST Children's Science Magazine</li> <li>Newspaper Clippings on NIHERST: 1985-Present</li> <li>NIHERST Publications in agriculture, biotechnology, higher education, environment, microelectronics, science &amp; technology policy and planning, science and technology statistics</li> </ul>
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.
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	- Brochures on National Quarries Company Limited aggregates Company Newsletters
Office of the Prime Minister	Reading room is yet to be fitted with a computer and other requirements	

Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
Palo Seco Agricultural Enterprises Ltd	Petrotrin's Reading and Audiovisual Room	
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.
Personnel Department	The Library Level 3 Personnel Department 76-78 St. Vincent Street Port of Spain	Reports
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><li>Petrotrin's Annual Report</li><li>Petromission Newspaper</li><li>Petrovision Magazine</li></ul>
Police Complaints Authority	Reading space identified with a desk, chair and computer	
Princes Town Regional Corporation	The Princes Town Regional Corporation has space allocated at the back of the Council's Hall - A Library	Municipal Corporation Act of 1990 Statutory Minutes



Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
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	Trinidad and Tobago Legislations  Caribbean Legislations  Legislation pertinent to the RIC,TTEC, WASA  RIC Consultation Documents  Books and Periodicals
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	
Sangre Grande Regional Corporation	Due to inadequate space temporary arrangements are made for the use of the Corporation's Chambers on Mondays, Wednesdays and Fridays	Due to inadequate space materials are not on display, however, the following would be made available for the public upon request:  Legal, Financial, Accounting, Contract and Policy documents  Strategic Review and Strategic Plans  Registers  Reports  Minutes  Maps  Manuals
Service Commissions Department	An enclosed area with table and chairs set up at the front of the office	None

Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
Siparia Regional Corporation	Due to critical accommodation problems being experienced at the Co-operation, the Council Chamber is utilized as a reading room.  Opening Hours: Monday - Wednesday 8:00 a.m 4:00 p.m. and Thursday 8:00 a.m 4:00p.m.	Because of the location there is no ready material. However these are readily available from the Registry Section, if and when required.
Statutory Authorities' Service Commission	A space has been made available, but has to be furnished and made private	
Tax Appeal Board	There is a library at the Department where attorneys and members of the public are accommodated for the purpose of research and obtaining information	Judgements in respect of matters at the Tax Appeal Board  Laws of Trinidad and Tobago  Tax Volumes from other jurisdictions  Professional Journals  Note: A Library Assistant is available to provide necessary service
The Trinidad & Tobago Solid Waste Management Co. Ltd	<ol> <li>The Reading room has two         (2) full time staff</li> <li>It is open to the public from         8.00 a.m. to 4.00 p.m.</li> <li>A photocopier is available</li> <li>Strict reference "on site"         Reading</li> </ol>	<ol> <li>Maps, charts, photographs, abstracts and local catalogues</li> <li>Legislation of Trinidad and Tobago</li> <li>Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings, bulletins</li> <li>Periodicals and publication</li> <li>Technical documents</li> <li>Speeches, bulletins and news releases</li> </ol>



Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
Tobago Regional Health Authority	Health Information Resource Centre, fully air conditioned, functions as Library, Equipped with three Computers.	<ul><li>Medical Journals</li><li>Reference Books</li><li>Newspapers</li></ul>
Trinidad & Tobago Electricity Commission	Information in the public domain can be accessed in T&TEC's library at 1st Floor 63 Abercromby Street Port of Spain or through its website at www.ttec.co.tt  Members of the public may make general enquiries to T&TEC's Librarian at 623-6291 Extension 2550. The Library/Reading Room is open to the public for the purpose of the FOIA reference from Mondays to Fridays between the hours of 8.00 am to 4.00 pm	Code of Ethics  Annual Report 1989  Business Plan 1999 – 2001  Strategic Plan 2001 – 2003  Strategic Plan 1999 – 2001  Strategic Plan 1995 – 1997  Strategic Plan 1994 – 1996  Exchange Rate Adjustment Calculations  Retroactive Billing Policy; Training Policy & Training Program 2001  Employee Manual  Industrial Relations Procedural Instructions  Safety Manuals, Safety Rules  Monthly Calculations of Fuel Charge  Damaged Appliance Claims Policy  Damaged Appliance Claims Procedure  History and Forecast 2000, 2001, 2002, 2003  Quarterly Financial Report – 3rd Quarter 2003

Public Authority	Details of Reading Room	Documents normally on display in the Reading Room
Trinidad & Tobago Electricity Commission (cont'd)		Quarterly Financial Report – 3rd Quarter 2001  Quarterly Financial Report – 2nd Quarter 2001Quarterly Financial Report – 3rd Quarter 2000  Quarterly Financial Report – 2nd Quarter 2000  Audited Financial Statements – 1999, 2000, 2001
Trinidad & Tobago Securities & Exchange Commission	Interested persons have access to materials from the library and may sit in the conference room to peruse documents	Newspapers: Financial Times; Wall Street Journal  The Barbados Advocate; the Jamaica Gleaner  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 Publications  International Capital Market Reports World Economic Report;  Journals and Magazines: Business Week; Harvard Business Review; The Economist;  Newspapers - Local and International



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
Venture Capital Incentive Programme	The VCIP has established a library with various material for perusal by internal and external customers. Seating capacity is limited to two (2) persons at a time.	<ul> <li>VCIP Guidelines</li> <li>VCIP Act</li> <li>Periodicals</li> <li>Brochures</li> <li>Reports</li> <li>VC Focus Magazine</li> <li>Other business magazines</li> <li>Videos</li> <li>Training Manuals</li> </ul>
Zoological Society of Trinidad & Tobago	Library, Emperor Valley Zoo Open Monday to Friday 9:30 a.m. to 4:00 p.m.	Video Tapes Handbooks Reports Magazines and Manuals on animal husbandry, conservation and Natural History

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
Chaguaramas Development Authority	Introduction of website for displaying statements/documents in the public domain
Ministry of Tourism	Introduction of website for displaying documents that are readily available to the public
Ministry of Public Administration and Information	Training/Sensitisation of Staff to the Act Improvements in Records Management System

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
Ministry of Agriculture, Land & Marine Resources	2005 Market Intelligence System is being developed  2005 Website www.namdevco.com continues to be updated
Princes Town Regional Corporation	Training/Sensitisation of Staff to the Act Improvements in Records Management System Introduction of a website for displaying statements/documents that are readily available to the public  New Staff Employed for the administration of the Act
Siparia Regional Corporation	Steps are being taken to upgrade the records management system
The Trinidad & Tobago Solid Waste Management Co. Ltd	Sensitisation of staff to the Act



### 4. ORDERS OF EXEMPTION

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

The Integrity Commission of Trinidad and Tobago The Freedom of Information (Exemption) (No. 2) Order, 2005

