



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

Freedom of Information Act Chap 22:02

ANNUAL REPORT TO PARLIAMENT

2014



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## EXECUTIVE SUMMARY

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The Freedom of Information Act Chapter 22:02 (“FOIA”) 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	869
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.	49 <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.	7 <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.	14 <i>See Appendix III</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)]	26 <i>See Appendix IV</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 2014 is the Twelfth Report prepared under **Section 40 (1)** of the 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 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 which 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:
  - a. First Citizens Holdings Limited
  - b. First Citizens Bank
  - c. First Citizens Corporate Services Limited
  - d. 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>

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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



## 3.0 ADMINISTRATION OF THE FREEDOM OF INFORMATION ACT

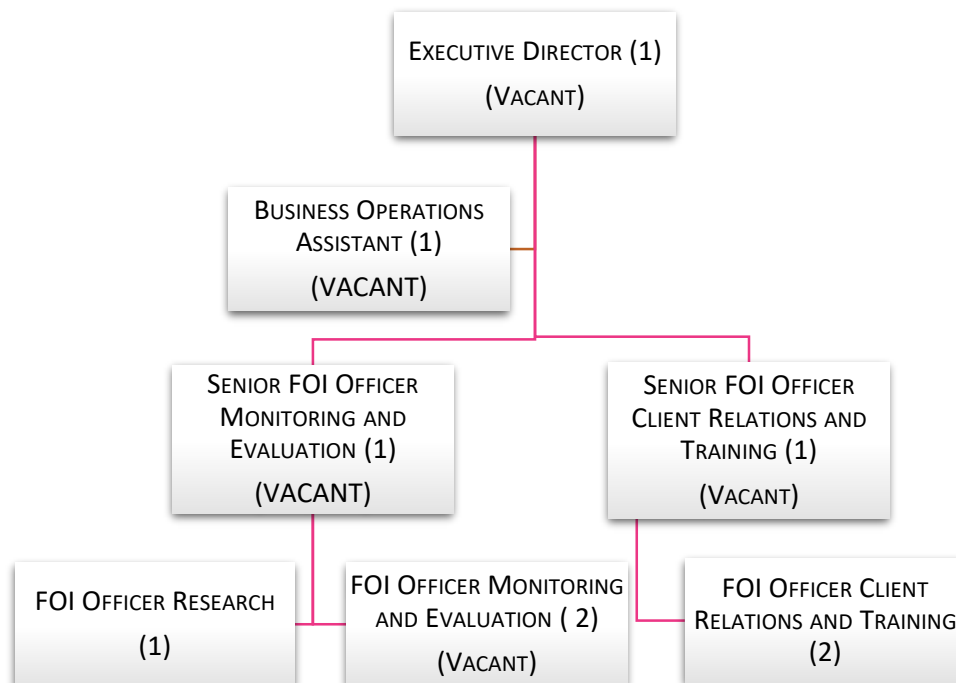
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### 3.1 *The Freedom of Information Unit*

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 2014, the Unit functioned under the Ministry of Communications until April 1st when the Ministry was aligned to the Ministry of Trade, Industry, Investment and Communications.

The organisational structure of the Unit (Figure 1) allows for the employment of 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 3 members of staff: 2 officers in Client Relations and Training and 1 officer in Research.



**Figure 1: Organizational Structure of the Unit**

The 3 core functional areas within the Unit are:

- i. Client Relations and Training – ensuring that all public authorities are aware of their responsibilities under the Act through sensitization and training. Assisting members of the public in their requests for information;
- ii. Monitoring and Evaluation – the operations of the Act and making recommendations to ensure that the objectives of the Act are met; and
- iii. Research – to maintain an awareness of recent developments and trends in the area of Freedom of Information.

### ***3.2 Training Sessions conducted by the Freedom of Information Unit***

During the period January to December 2014, the Unit facilitated 4 training workshops regarding the FOIA. 62 public officers from 4 public authorities received training regarding the Act.

Table 2 provides a listing of the public authorities that received training in 2014.

**Table 2: Freedom of Information Training Sessions held in 2014**

<b>PUBLIC AUTHORITY/ ORGANISATIONS</b>	<b>ADDRESS/VENUE</b>	<b>DATE</b>	<b># OF PERSONS TRAINED</b>
1. Ministry of Science and Technology	Level 20, Tower D, International Waterfront, Complex 1 Wrightson Road	May 6, 2014	9
2. Ministry of Science and Technology	Level 20, Tower D, International Waterfront, Complex 1 Wrightson Road	May 8, 2014	9
3. Accreditation Council of Trinidad and Tobago	PanAm Building, 91-93 St Vincent St, Port of Spain	May 14, 2014	29
4. Ministry of Trade, Industry, Investment and Communications	Level 16 Conference Room, Ministry of Trade Industry, Investment and Communications	November 11, 2014	15
<b>Total</b>			<b>62</b>

### 3.3 Community and Stakeholder Engagement

The Unit also plays a key role in educating and sensitizing the public on their rights to access information through public outreach campaigns. Table 3 below provides details on 8 outreach programmes that were conducted throughout Trinidad, where 154 members of the public were educated about the FOIA.

**Table 3: Outreach Sessions conducted by the Unit in 2014**

Location/ Authority	Address/ Venue	Date	# of Persons
1. Ministry of Science and Technology, TTConnect Initiative	Royal Castle, Main Road, Sangre Grande	May 10, 2014	14
2. Ministry of Science and Technology, TTConnect Initiative	Irvin Park, San Fernando	April 3, 2014	17
3. Ministry of Science and Technology, TTConnect Initiative	South Oropouche Community Centre	April 4, 2014	21
4. Ministry of the People and Social Development, Direct Impact Public Outreach Initiative	Petit Café Village, Indian Walk, Moruga	May 20, 2014	18
5. Ministry of the People and Social Development, Direct Impact Public Outreach Initiative	High Street, Princes Town	June 10, 2014	25
6. Ministry of the People and Social Development, Direct Impact Public Outreach Initiative	Manzanilla Secondary School	August 19, 2014	11
7. Ministry of the People and Social Development, Direct Impact Public Outreach Initiative	San Juan Bus Terminal	August 26, 2014	32
8. Ministry of the People and Social Development, Direct Impact Public Outreach Initiative	Taxi Hub Car Park, Rio Claro	October 28, 2014	16
<b>Total</b>			<b>154</b>

Additionally, a number of persons were assisted in the following ways:

- answering client questions and providing information;
- obtaining contact details for designate and alternate Freedom of Information Officers;
- advising applicants on recourse;
- assisting and crafting FOIA requests and;
- liaising with relevant public authorities and following-up on outstanding decisions.

## 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 239 public authorities had a legal obligation to submit FOI statements and quarterly returns. **Appendix I** highlights the public authorities which did not submit any quarterly returns in 2014.

Of this, 53 or 22% of public authorities submitted quarterly returns, which were used to prepare this Annual Report. This represents an increase of 66% in the number of quarterly submissions by public authorities when compared to 32 which made submissions in 2013.

Figure 2 below illustrates the submission of quarterly returns by type of public authority for the period 2011 to 2014.

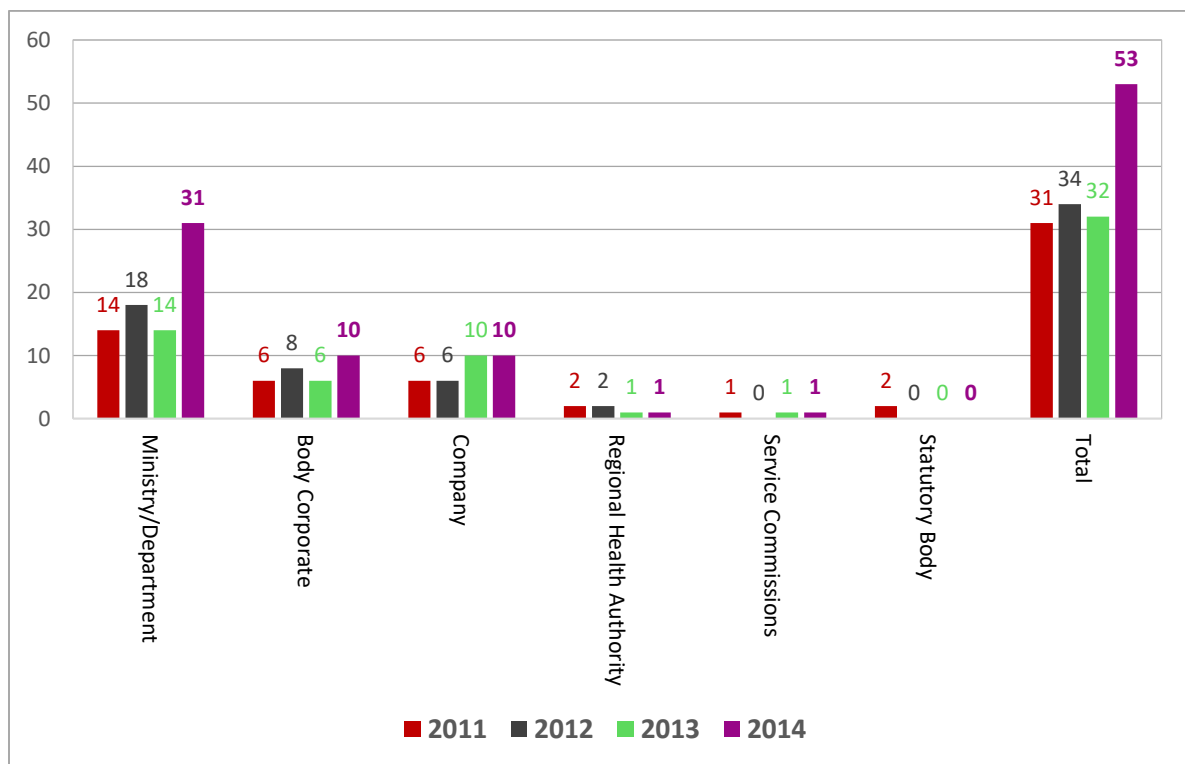


Figure 2: Quarterly Return submissions by Public Authorities for 2011-2014

Ministries/Departments consistently recorded the highest number of submissions which peaked at 31 in 2014, an increase of 121% from the previous period (2013). This represented 12 additional submissions in this category compared to the average 19 submission over the four-year period (2011 to 2014).

In 2014, there were 10 submissions each by bodies corporate and companies. Bodies corporate increased submissions with 4 additional entities to attain 10 submissions, while companies remained constant with 10 submissions from the previous year (2013). The average submission from these public authorities was 8 over the (2011-2014) period.

#### 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.

17 public authorities published annual statements via the Gazette during the year. Table 4 highlights the public authorities which published their annual statements in 2014.

**Table 4: Publication of Public Statements by Public Authorities in the Gazette – 2014**

Public Authorities	Reference - Gazette
1. Trinidad and Tobago Electricity Commission	Gazette No.3, Vol.53, pp 19-30, 6 January, 2014
2. Trinidad and Tobago Securities and Exchange Commission	Gazette No.22, Vol.53, pp 122-129, February, 2014
3. Service Commissions Department	Gazette No.27, Vol.53, pp 212-214, 25 February, 2014
4. The Caribbean Industrial Research Institute (CARIRI)	Gazette No.27, Vol.53, pp 215-220, 25 February, 2014
5. National Gas Company of Trinidad and Tobago (NGC)	Gazette No.39, Vol.53, pp 311-315, 4 April, 2014
6. Trinidad and Tobago National Petroleum Marketing Company Limited (NP)	Gazette No.66, Vol.53, pp 569-574, 5 May, 2014
7. Trinidad and Tobago National Petroleum Marketing Company Limited (NP)	Gazette No.66, Vol.53, pp 575-581, 5 May, 2014

<b>Public Authorities</b>	<b>Reference - Gazette</b>
8. Ministry of Labour and Small and Micro Enterprises Development	Gazette No.76, Vol.53, pp 690-695, 27 May, 2014
9. Regulated Industries Commission (RIC)	Gazette No.92, Vol.53, pp 786-796, 14 July, 2014
10. Government Human Resource Services Company Limited (GHRIS)	Gazette No.111, Vol.53, pp 902-911, 27 August, 2014
11. Ministry of Public Utilities	Gazette No.117, Vol.53, pp 956-966, 8 September, 2014
12. Trinidad and Tobago Postal Corporation (TTPOST)	Gazette No.138, Vol.53, pp 1155-1166, 31 October, 2014
13. National Information and Communication Technology Company Limited (iGovTT)	Gazette No.158, Vol.53, pp 1278-1283, 19 December, 2014
14. Ministry of Public Administration	Gazette No.158, Vol.53, pp 1284-1287, 19 December, 2014
15. Ministry of Justice	Gazette No.159, Vol.53, pp 1289-1307, 22 December, 2014
16. Trinidad and Tobago Prison Service	Gazette No.159, Vol.53, pp 1308-1323, 22 December, 2014
17. Trinidad and Tobago Forensic Science Centre	Gazette No.159, Vol.53, pp 1324-1335, 22 December, 2014

## 5.0 STATISTICAL ANALYSIS

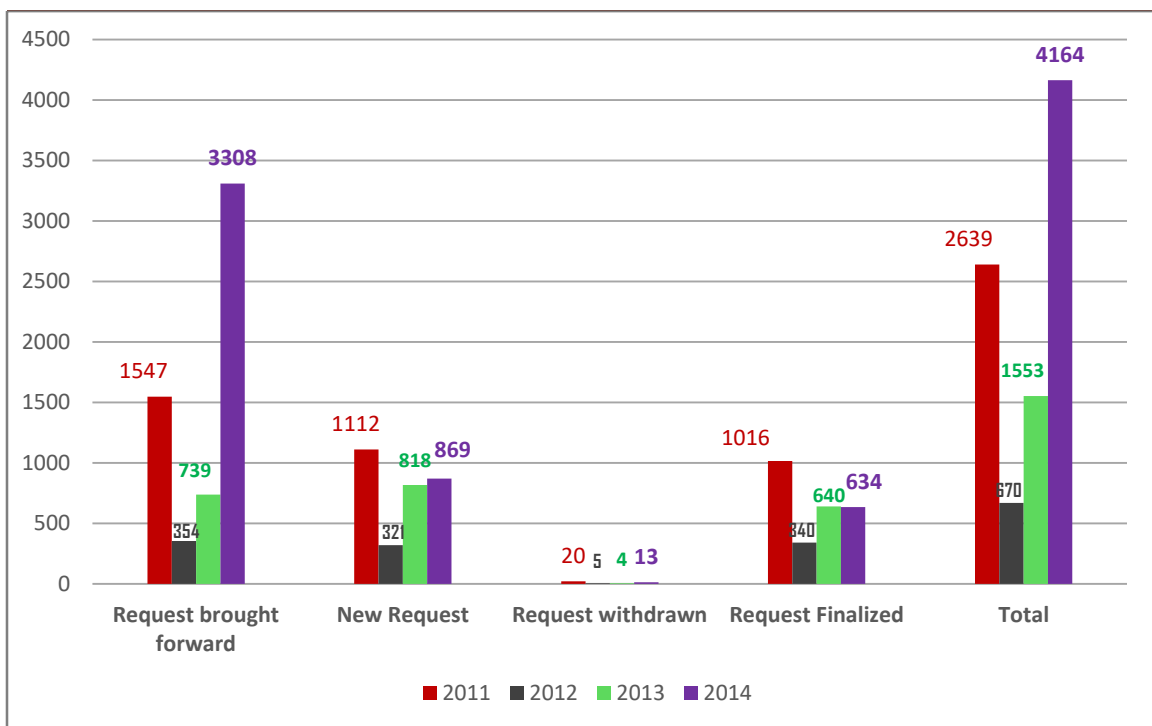
This section provides an analysis of the information required by the FOIA under **section 40(3)**.

### 5.1 Number of Requests made for the year 2014

Figure 3 below reveals that in 2014, a total of 4,164 requests required determination as follows:

- Requests brought forward from previous year(s) – 3,308
- New requests received from 53 public authorities - 869
- Request withdrawn - 13

Of this total, 634 requests were finalized (see Section 5.3)



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

A detailed listing of the various organizations and the number of requests received are found in **Appendix II**. This outlines that the Service Commissions Department recorded the highest number of new requests among the public authorities that submitted quarterly returns. This was followed by the Inland Revenue Division and the Ministry of Land and Marine Affairs with 119 and 60 requests, respectively.

## 5.2 Categories of Requested Information

Other Documents<sup>15</sup> totalling 406 were the most requested documents in 2014 and accounted for 39% of the total documents requested. This was followed by Personal Records with 299 requests or 29% and Internal Working Documents with 207 or 20% of total requests submitted.

Figure 4 provides a complete breakdown of the categories of information requested for the period 2011- 2014.

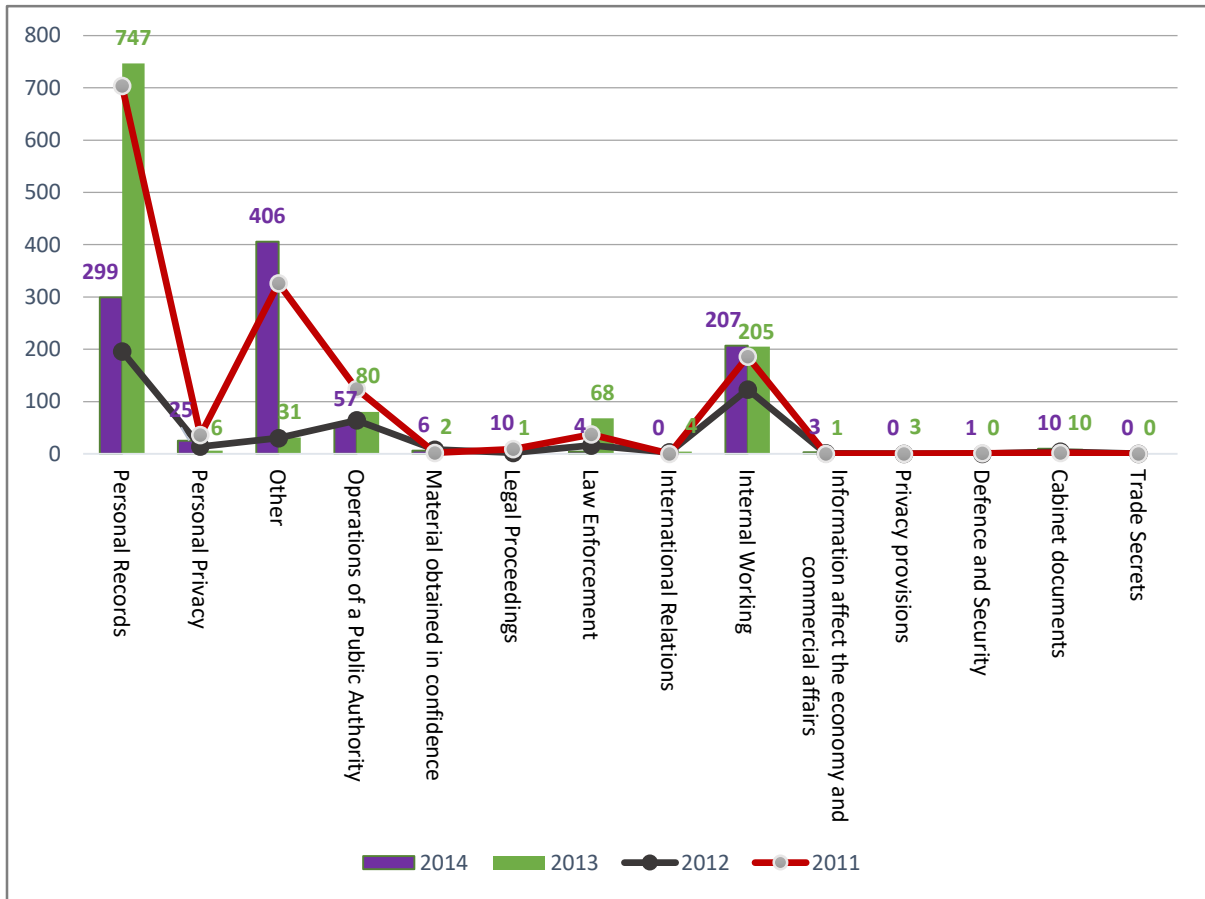


Figure 4: Information requested under the FOIA by Category (documents)

Generally Personal Records, Internal Working Documents and Other Documents were the most frequently requested information by applicants over the four-year (2011-2014) period. In 2014, the demand for Personal Records contracted by 60% from 747 to 299 when compared to 2013. On the other hand, there was an expansion of requests for Other Documents from 31 to 406. The demand

<sup>15</sup> Other Documents include, *inter alia*, documents concerning opportunities for promotion, employment and Order of Merit lists.



for Internal Working Documents remained consistent over the two-year period. Generally, the demand for all other categories of information was not significant over the 2011-2014 period.

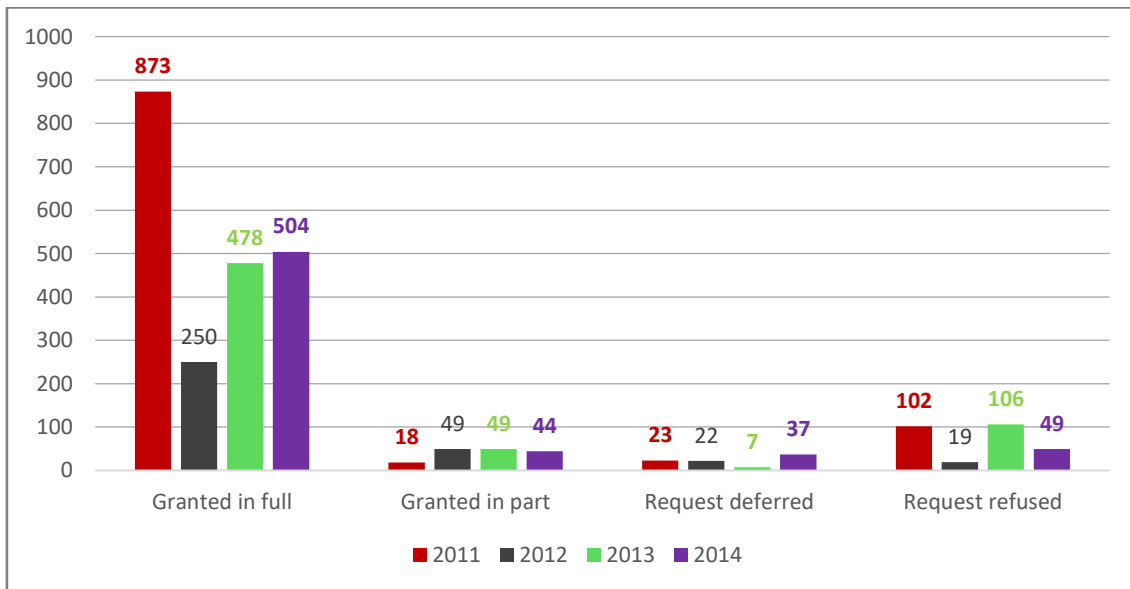
### 5.3 Action taken on Freedom of Information Requests

Request for access to information or documents may be:

- (i) Granted in full - 504 (79%) of all the information requested was given to the applicant.
- (ii) Granted in part – applicant received access to 44 (7%) of some of the information requested.
- (iii) Deferred - 37 (6%) of the request was deferred as 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 - 49 (8%) of the request was refused as the document requested fell under Part IV of the FOIA, with exemptions.

In 2014, approximately 634 requests were finalized.

Figure 5 illustrates the action taken on requests.



**Figure 5: Action taken on FOI Requests**

In 2014, 504 or 79% of requests were fully granted compared to 2011 where the highest number of requests were granted in full (873). A relatively small percentage of requests were refused and averaged 7% of the total number of new requests, while Deferred Requests averaged 2% and requests

that were Granted in Part averaged 4%. Over the four-year period 2011-2014, the majority of requests for information and documents made to public authorities were fully granted to applicants.

#### *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 2014, 7 matters were filed to the High Court for judicial review compared to 10 in 2013, or a decrease of 30%.

#### *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 14 complaints from aggrieved applicants. This compares to 26 in 2013, representing a decrease of 46%. 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 III**).

#### *5.6 Other Matters*

For the year 2014, an 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 26 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: Non-Compliant Public Authorities – Submission of Quarterly Return Forms<sup>16</sup>

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- |  |  |   |
|--|--|---|
| 1. Adoption Board  | 19. Caribbean Leasing Company Ltd                                      | 36. Creative TT   |
| 2. Advisory Town Planning Panel  | 20. Caribbean Microfinance Ltd   | 37. Criminal Injuries Compensation Board                            |
| 3. Agricultural Society of Trinidad and Tobago                               | 21. Carnival Institute   | 38. Criminal Justice System   |
| 4. Air Transport Licensing Authority   | 22. Caroni 1975 Ltd  | 39. Defence Council   |
| 5. Alutech Limited   | 23. Central Authority  | 40. Defence Force Commission Board                                  |
| 6. Alutrint Limited  | 24. Children's Authority   | 41. Dental council of Trinidad and Tobago                           |
| 7. Anti-Corruption Investigation Bureau                                      | 25. Cipriani College of Labour and Cooperative Studies                 | 42. Development Company Limited                                     |
| 8. Archaeological Committee  | 26. Citizen Security Programme   | 43. Diego Martin Regional Corporation                               |
| 9. Arima Borough Corporation   | 27. Civilian Conservation Corps  | 44. Div. Education, Research & Technology                           |
| 10. Betting Levy Board   | 28. Cocoa Development Company of Trinidad and Tobago                   | 45. Div. Settlements, Public Utilities, Rural Development           |
| 11. Board of Film Censors  | 29. Colonial Life Insurance Company Ltd                                | 46. Drug Advisory Committee   |
| 12. Board of Industrial Training   | 30. Community Improvement Services Ltd                                 | 47. East Port of Spain Development Company Ltd                      |
| 13. Boards Regulating and the Practice of Medicine and Related Professionals | 31. Community Based Environmental Protection and Enhancement Programme | 48. East Side Plaza   |
| 14. Boilers Examiners Board  | 32. COSTAATT   | 49. Eastern Caribbean Institute of Agriculture and Forestry (ECIAF) |
| 15. Caribbean Agricultural Research and Development Institute                | 33. Council for Innovation and Competitiveness                         | 50. Economic Development Board                                      |
| 16. Caribbean Development Network Ltd  | 34. Council of Legal Education   | 51. Environmental Management Authority                              |
| 17. Caribbean Food Corporation   | 35. Couva/Tabaquite/Talparo Regional Corporation                       |   |

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<sup>16</sup> This list of non-compliant public authorities may include entities that are defunct.

- |  |  |  |
|--|--|--|
| 52. Emergency Medical Personnel Council of Trinidad and Tobago | 74. LIAT Limited   | 93. National Insurance Appeals Tribunal                            |
| 53. Equal Opportunities Tribunal                               | 75. Livestock and Livestock Products Board                 | 94. National Insurance Board                                       |
| 54. Evolving Technologies and Enterprise Dev Co Ltd            | 76. Medical Council of Trinidad and Tobago                 | 95. National Insurance Property Development Company Ltd            |
| 55. Export Centres Company Ltd                                 | 77. MIC Institute of Technology (MIC-IT)                   | 96. National Mentorship Programme                                  |
| 56. Export TT  | 78. Military-led Academic Training Programme               | 97. National Museum and art Gallery                                |
| 57. Fair Trading commission                                    | 79. Minimum Wages Board                                    | 98. National Operations Centre                                     |
| 58. Food Advisory Committee                                    | 80. NAPA Hotel   | 99. National Population Council                                    |
| 59. Friendly Societies   | 81. Naparima Bowl  | 100. National Quarries Company Limited                             |
| 60. Green Fund Advisory Committee                              | 82. National Academy for the Performing Arts               | 101. National Reforestation and Watershed Rehabilitation Programme |
| 61. Housing Development Corporation (HDC)                      | 83. National Agro Chemical Ltd                             | 102. National Schools Dietary Services Limited                     |
| 62. Hugh Wooding Law School                                    | 84. National Association of Village and Community Councils | 103. National Steel Symphony Orchestra                             |
| 63. Industrial Court   | 85. National Broadcasting Network                          | 104. National Theatre Arts Company                                 |
| 64. Infrastructure, Quarries & Urban Development               | 86. National Carnival Commission                           | 105. National Training Agency                                      |
| 65. Intellectual Property                                      | 87. National Commission for Self Help                      | 106. National Cultural Commission                                  |
| 66. Interdisciplinary Child Development Centre                 | 88. National Emergency Ambulance Service Authority         | 107. NATPET Investment Company                                     |
| 67. INVESTT  | 89. National Energy Corporation of Trinidad and Tobago     | 108. NATSTAR Manufacturing Company Ltd                             |
| 68. La Brea Industrial Development Corporation                 | 90. National Energy Skills Centre (NESC)                   | 109. Phoenix Park Gas Processors Ltd                               |
| 69. Lake Asphalt of Trinidad and Tobago (1978) Limited         | 91. National Flour Mills                                   | 110. Point Lisas Port Development Corporation Ltd                  |
| 70. Land Survey Board of Trinidad and Tobago                   | 92. National Infrastructure Development Company Limited    |  |
| 71. Law Reform Commission                                      |  |  |
| 72. Law Revision Commission                                    |  |  |
| 73. Legal Aid and Advisory Authority                           |  |  |

111. Port-of-Spain City Corporation	131. Office of the Director of Public Prosecutions	152. Sugar Manufacturing Company Ltd
112. Powergen	132. Opticians Council of Trinidad and Tobago	153. Tax Appeal Board
113. Premier Services Ltd	133. Penal/Debe Regional Corporation	154. Telecommunications Services of Trinidad and Tobago Ltd
114. Prices Council	134. Pesticides and Toxic Chemicals Board	155. Tourism and Industrial Development Company
115. Princes Town Regional Corporation	135. Pharmacy Council of Trinidad and Tobago	156. Tourism Development Company of Trinidad and Tobago
116. Princess Elizabeth Home for the Handicapped Children	136. Registrar General	157. Transport Board
117. Public Transport Service Corporation	137. Registration, Recognition, and Certification Board	158. Trinidad and Tobago Anti-Doping Organization
118. Queens Hall	138. Rent Assessment Board	159. Trinidad and Tobago Association for Retarded Children
119. National Helicopter Services Ltd	139. Rum Distillers Ltd	160. Trinidad and Tobago Association in Aid of Deaf
120. New City Mall	140. San Fernando City Corporation	161. Trinidad and Tobago Blind Welfare Association
121. NGC NGLM Company Ltd	141. San Juan/Laventille Regional Corporation	162. Trinidad and Tobago Bureau of Standards
122. NGC TT NGL Ltd	142. Seafoods Industry Development Company Ltd	163. Trinidad and Tobago Cadet Force
123. NIHERST	143. Sentencing Commission	164. Trinidad and Tobago Civil Aviation Authority
124. North Central Regional Health Authority	144. Siparia Regional Corporation	165. Trinidad and Tobago Development Finance Ltd
125. Nurses and Midwives Council of Trinidad and Tobago	145. Sport and Culture Board of Management	166. Trinidad and Tobago Forensic Science Centre
126. Occupational Safety and Health Authority	146. Sport Company of Trinidad and Tobago	167. Trinidad and Tobago Forest Products Company
127. Office of the Chief State Solicitor	147. St Jude`s School for Girls	
128. Office of Chief Parliamentary Counsel	148. St Michael`s School for Boys	
129. Office of Disaster Preparedness and Management	149. St. Dominic`s Home	
130. Office of Solicitor General	150. St. Mary`s Home	
	151. Sugar Industry Labour Welfare Committee	

168. Trinidad and Tobago Hospitality and Tourism Institute	173. Trinidad Northern Areas Ltd	181. University of the West Indies (UWI) –Open Campus
169. Trinidad and Tobago National Petroleum Marketing Company Limited	174. TRINMAR Ltd	182. UTT
170. Trinidad and Tobago Racing Authority	175. TRINTOC Services Ltd	183. Water and Sewerage Authority of Trinidad and Tobago
171. Trinidad and Tobago Securities and Exchange Commission	176. TT Connect Service Centres	184. Youth training Centre Board of Management
172. Trinidad Nitrogen Company Ltd	177. TT LNG	185. Youth Training Education Partnership Programme
	178. TT Marine Petroleum Company Ltd	186. Zoological Society of Trinidad and Tobago
	179. Tunapuna/Piarco Regional Corporation	
	180. Union Estate Electricity Generation Company Limited	



*Appendix II: Number of Freedom of Information Requests received by Public Authorities for the Year 2014*

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<b>Name of Public Authority</b>	<b>No. of Requests</b>
1.Accreditation Council of Trinidad and Tobago	0*
2.Airports Authority of Trinidad and Tobago	0*
3.Central Tenders Board	0*
4.Education Facilities Company Limited	1
5.Government Human Resource Services Company Ltd.	3
6.Government Printery	0*
7.Inland Revenue Division	119
8.Land Settlement Agency	0*
9.Ministry of Arts and Multiculturalism	0*
10.Ministry of Education	0*
11.Ministry of Energy and Energy Affairs	0*
12.Ministry of Food Production	14
13.Ministry of Foreign Affairs	0*
14.Ministry of Gender, Youth and Child Development	0*
15.Ministry of Health	19
16.Ministry of Housing and Urban Development	4
17.Ministry of Justice	6
18.Ministry of Labour and Small and Micro Enterprise	1
19.Ministry of Land and Marine Affairs	60
20.Ministry of Local Government	1
21.Ministry of National Security	17
22.Ministry of Planning and Sustainable Development	12
23.Ministry of Public Administration	2
24.Ministry of Science and Technology	0*
25.Ministry of the Attorney General	6
26.Ministry of the People and Social Development	0*
27.Ministry of Tobago Development	2
28.Ministry of Tourism	2
29.Ministry of Trade, Industry, Investment and Communications	3
30.Ministry of Transport	2
31.Ministry of Public Utilities	1
32.National Helicopter Services Ltd.	1
33.National Lotteries and Control Board	0*
34.Office of the Prime Minister	0*
35.Palo Seco Agricultural Enterprises Ltd.	0*
36.Personnel Department	9
37.Petroleum Company of Trinidad and Tobago	9

<b>Name of Public Authority</b>	<b>No. of Requests</b>
38.Point Lisas Industrial Port Development Corporation Ltd.	0*
39.Port Authority of Trinidad and Tobago	0*
40.Public Transport Service Corporation	1
41.Regulated Industries Commission	0*
42.Rural Development Company of Trinidad and Tobago Ltd.	0*
43.Service Commissions Department	508
44.Telecommunications Authority of Trinidad and Tobago	0*
45.The National Gas Company of Trinidad and Tobago	1
46.The National Information and Communication Technology Company Ltd.	0*
47.The North West Regional Health Authority (NWRHA)	49
48.The Vehicle Management Corp. of Trinidad and Tobago (VMCOTT)	0*
49.Trinidad and Tobago Water and Sewage Authority (WASA)	7
50.Trinidad and Tobago Electricity Commission (T&TEC)	9
51.Trinidad and Tobago Film Company	0*
52.Trinidad and Tobago Free Zones Company Limited	0*
53.Trinidad and Tobago Postal Corporation (TTPOST)	0*
<b>Total</b>	<b>869</b>

\* This denotes that quarterly returns were filed by the Public Authorities and no FOI requests were received for the year.

*Appendix III: Complaints to the Ombudsman*

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Public Authority	Reasons for the Complaint	Outcome
<p><b>1. Trinidad and Tobago Electricity Commission (T&amp;TEC)</b></p> <p><b>6 Jan 2014</b></p>	<p>The Applicant requested and was denied access to the following:</p> <ul style="list-style-type: none"> <li>i. Reports of all air quality and emission tests conducted in the Meter Room located on the ground floor of the Sports Club building at the Distribution South Area Office in 2012.</li> </ul>	<p>The Ombudsman reviewed the matter and recommended disclosure of the information sought in accordance with section 35 of the Act. Upon consideration of the Ombudsman’s recommendations, T&amp;TEC agreed to release the documents to the Applicant. The Applicant was advised accordingly.</p>
<p><b>2. Ministry of National Security (MoNS)</b></p> <p><b>7 Jan 2014</b></p>	<p>The Applicant sought the Ombudsman’s intervention under the Act in light of the non-response by the Ministry to his request for the following:</p> <ul style="list-style-type: none"> <li>i. Copies of statements which were given in evidence against PC Jeanville at the Sangre Grande Police Station.</li> <li>ii. Copies of medical report which was also given in evidence.</li> </ul>	<p>Applicant’s request to the MoNS was made in January 2013 and the applicant sought the Ombudsman’s intervention in January 2014. Since the applicant did not receive a response from the MoNS, the Ombudsman had no jurisdiction to review in accordance with the Freedom of Information Act. However, complaint treated under the Ombudsman’s general jurisdiction as specified under the Constitution of Trinidad and Tobago, Chap. 1:01 since there has been a delay by the public authority in treating with the Applicant’s request. The Applicant was informed accordingly.</p>

Public Authority	Reasons for the Complaint	Outcome
<p><b>3. Ministry of the Attorney General</b></p> <p><b>10 Jan 2014</b></p>	<p>The Applicant sought the Ombudsman’s intervention in light of the non-response by the Ministry for his request for the following:</p> <ul style="list-style-type: none"> <li>i. Number of briefs given to Ms. Donna Prowell for the years 2010, 2011, 2012 and 2013.</li> <li>ii. The cost for each of the said briefs.</li> <li>iii. The total sum of money which was paid for each of the said brief.</li> </ul>	<p>The Applicant subsequently received a response from the Ministry granting him access to the information requested but deferring access of same under section 30 (3) of the Freedom of Information Act. Consequently, the Ombudsman informed the Applicant that having regard to section 38A of the Freedom of Information Act the Ombudsman has no jurisdiction to review the decision of the Ministry since there has been no refusal but only a deferment of the grant of access.</p>
<p><b>4. Ministry of Justice</b></p> <p><b>13 Jan 2014</b></p>	<p>The Applicant requested a review under the Freedom of Information Act after he was denied access to the following:</p> <ul style="list-style-type: none"> <li>i. Copy of document presented to the Applicant for his signature in 2008 by two officers from the Witness Protection Programme.</li> <li>ii. Copy of all documentation relating to the Applicant and the Witness Protection arising from him being the sole witness in the matter.</li> </ul>	<p>The Ombudsman reviewed the matter and made recommendations that the Applicant be given access to the information requested as per the request. These recommendations were conveyed to the Permanent Secretary, Ministry of Justice. The Applicant was informed accordingly.</p>
<p><b>5. Statutory Authorities’ Service Commission (SASC)</b></p>	<p>The Applicant sought the Ombudsman’s intervention in</p>	<p>Since the Applicant did not receive a refusal from the SASC, the Ombudsman cannot conduct</p>

Public Authority	Reasons for the Complaint	Outcome
<p><b>5 Feb 2014</b></p>	<p>light of the non-response by the SASC for the following:</p> <ul style="list-style-type: none"> <li>i. Criteria used for selecting candidates to be interviewed for the position of Chief Executive Officer, San Fernando City Corporation.</li> <li>ii. Scoring and assessment of each candidate.</li> <li>iii. Position and placement of each candidate.</li> <li>iv. Members of the interview panel.</li> </ul>	<p>a review in accordance with section 38A of the Freedom of Information Act. The Applicant can however pursue judicial review proceedings in accordance with section 39 of the Freedom of Information Act. However, the complaint was treated under the Ombudsman's general jurisdiction as specified under the Constitution of Trinidad and Tobago, Chap. 1:01 since there has been a delay by the public authority in treating with the Applicant's request. The Applicant was informed accordingly.</p>
<p><b>6 Service Commissions Department (SCD)</b></p> <p><b>15 Jan 2014</b></p>	<p>The Applicant requested the following information from the SCD and did not receive a response to the following:</p> <ul style="list-style-type: none"> <li>i. Seniority List of Clerk I's appointed Accounting Assistant.</li> <li>ii. Seniority List of Clerk II's appointed Accounting Assistant.</li> <li>iii. Seniority List of Clerk III's appointed prior to 08/09/2009.</li> </ul>	<p>The Applicant made the request to the SCD on January 8, 2014 and lodged complaint with the Ombudsman on January 15, 2014.</p> <p>The Ombudsman informed Applicant that the request to the Office was premature since the time limit afforded to the SCD had not expired. The Applicant was advised accordingly.</p>
<p><b>7 Trinidad and Tobago Electricity Commission (T&amp;TEC)</b></p>	<p>The Applicant was refused access to the following information:</p>	<p>The Ombudsman reviewed the matter and agreed with the decision of T&amp;TEC that the information requested was</p>

Public Authority	Reasons for the Complaint	Outcome
<p><b>10 Feb 2014</b></p>	<p>i. Copy of letter of authorization to occupy the Highway Reserve at 10A Ackbar Trace, Charlieville.</p>	<p>exempt under section 30(1) of the Freedom of Information Act. The Applicant was advised accordingly.</p>
<p><b>8 Service Commissions Department (SCD)</b></p> <p><b>7 March 2014</b></p>	<p>The Applicant sought the intervention of the Ombudsman in light of the response received from the SCD arising out of a request for the following:</p> <p>i. Status of interview with SCD on August 16, 2013 for the position of Project Manager- Electronic Document Management System.</p> <p>ii. Copy of interview grading and scores attained for the position of PM-EDMS</p> <p>iii. Comparative interview tally sheet for all interviewees.</p>	<p>The Applicant was informed by the SCD that the request made should instead be directed to the Ministry of Public Administration and not the SCD.</p> <p>The Ombudsman reviewed the matter and accepted the response of the SCD. The Applicant was advised accordingly.</p>
<p><b>9 Community Based Environmental Protection and Enhancement Programme (CEPEP)</b></p> <p><b>28 May 2014</b></p>	<p>The Applicant was denied access to the following:</p> <p>i. Current list of contractors for the Caroni County including addresses of operation and phone numbers.</p> <p>ii. The principal or main contact person for each person, company or contractor.</p> <p>iii. A copy of the list of workers on each contract or a copy</p>	<p>The Applicant was given partial access to his request for information under the Freedom of Information Act. However, certain portions of the information were exempt from disclosure under section 31 (1) (4) (ii) of the Act.</p> <p>The Ombudsman reviewed the matter and agreed with the response given to the Applicant by the public authority. The Applicant was informed accordingly.</p>

Public Authority	Reasons for the Complaint	Outcome
	of all contract providing the above with no deletions.	
<p><b>10 Trinidad and Tobago Postal Corporation (TTPOST)</b></p> <p><b>11 June 2014</b></p>	<p>The Applicant sought the Ombudsman’s intervention in light of the non-response by TTPOST to the following:</p> <ul style="list-style-type: none"> <li>i. Have any Executive Officer/s of the Postal Workers Union been granted leave as declared under Article 17A of the 2008-2010 Collective Agreement;</li> <li>ii. Name of person/s and how long has this arrangement been existing; and</li> <li>iii. What class/category of monies are paid by the Union.</li> </ul>	<p>Since the Applicant did not receive a response from the authority, the Ombudsman could not conduct a review in accordance with section 38A of the Freedom of Information Act. However, in such a case the Applicant can pursue immediately judicial review proceedings in accordance with section 39 of the Freedom of Information Act. Complaints of this nature are considered “delay complaints” and are treated under the Ombudsman’s general jurisdiction as specified under the Constitution of Trinidad and Tobago. The Applicant was informed accordingly.</p>
<p><b>11 Ministry of Planning and Sustainable Development</b></p> <p><b>3 July 2014</b></p>	<p>The Applicant sought a review because the Ministry refused the Applicant’s request for access to the following:</p> <ul style="list-style-type: none"> <li>i. Documents which provided advice to the Minister for the retention of the existing warehouse and mezzanine building to be used for warehousing and storage building only situated at 111 Saddle Road, Maraval.</li> <li>ii. The basis on which the Minister agreed to the recommendation and</li> </ul>	<p>The Ombudsman met with officials from the Ministry and conducted a review. The Ombudsman accepted the response given to the Applicant by the public authority. The Applicant was informed accordingly.</p>

Public Authority	Reasons for the Complaint	Outcome
	<p>granted planning permission for structural alteration/additions to the existing building and the making of a material change of use from warehousing to supermarket.</p>	
<p><b>12 Water and Sewerage Authority (WASA)</b></p> <p><b>5 Sept 2014</b></p>	<p>The Applicant sought a review because the Authority refused the Applicant's request for access to the following information:</p> <ul style="list-style-type: none"> <li>i. List of persons appointed in the latest promotion and appointment exercise.</li> <li>ii. Indicate the positions in which the said persons were appointed.</li> <li>iii. The names of persons entering the Authority from 2008 to present as monthly paid staff from range 28 and above.</li> </ul>	<p>The Ombudsman scheduled a meeting for October 14, 2014 to meet with officials from the Authority in order to conduct a review.</p>
<p><b>13 Trinidad and Tobago Electricity Commission (T&amp;TEC)</b></p> <p><b>10 Oct 2014</b></p>	<p>The Applicant sought a review because the public authority refused the Applicant's request for access to information concerning letters written by him, specifically when those letters were received and read by the Chairman of the Board.</p>	<p>The Ombudsman wrote to the Designated Officer on October 20, 2014 advising that the information concerned letters written by him to the Chairman of the Board and that the disclosure of the information requested would in no way harm the operation or function of the Commission nor would the disclosure prejudice any third party so as to breach any rules of privacy and confidentiality. To date, the Complainant has not</p>



Public Authority	Reasons for the Complaint	Outcome
		received the requested information.
<p><b>14 San Juan/ Laventille Regional Corporation</b></p> <p><b>24 Oct 2014</b></p>	<p>The Applicant applied to the San Juan/ Laventille Regional Corporation for the information under the Freedom of Information Act.</p> <p>His request was denied on the basis that the information he requested was considered to be personal information of another party.</p> <p>The Complainant sought the assistance of the Office of the Ombudsman to review the Corporation's decision.</p>	<p>The Ombudsman met with the Chief Executive Officer on November 4, 2014.</p> <p>The Ombudsman recommended that the applicant be given a certified copy of the survey plan dated August 21, 2002. The complainant was contacted in February 2015 and he confirmed that he received the said copy of the survey plan.</p>

*Appendix IV: Public Authorities Reading Room*

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Public Authority	Documents normally on display in the Reading Room
<p><b>1. Airports Authority of Trinidad and Tobago</b></p> <p>Information Resource Centre, Airports Authority of Trinidad and Tobago Administration Centre, Golden Grove Road Piarco.</p>	<ul style="list-style-type: none"> <li>• Books</li> <li>• Periodicals</li> <li>• Magazines</li> </ul>
<p><b>2. Education Facilities Company Limited</b></p> <p>2nd Floor, Long Circular Place, Long Circular Road, Maraval</p>	<ul style="list-style-type: none"> <li>• Tenders for viewing in respect of Invitations to Tender</li> </ul>
<p><b>3. Government Human Resource Services Company Limited</b></p>	<ul style="list-style-type: none"> <li>• Government Human Resource Services Company Limited brochures and leaflets.</li> <li>• Human Resource and Business Magazines</li> <li>• Daily Newspaper</li> </ul>
<p><b>4. Government Printery</b></p> <p>55-57 Eteck Park Frederick Settlement Caroni</p>	<ul style="list-style-type: none"> <li>• Copies of Legislation</li> <li>• Copies of Trinidad and Tobago gazette</li> <li>• Public Sector Investment Programme documents</li> <li>• Legal Notices</li> <li>• Bills-House of Representatives and Senate</li> <li>• Hansard Reports relating to Debates in the Senate and House of Representative</li> </ul>
<p><b>5. Land Settlement Agency</b></p> <p>Orange Grove Road South, Orange Grove Estate, Tacarigua</p>	<ul style="list-style-type: none"> <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 Energy and Energy Affairs</b></p> <p>Level 24, Tower C, International Waterfront Centre, 1A Wrightson Road, Port of Spain</p>	<ul style="list-style-type: none"> <li>• Newly acquired books relevant to the energy sector</li> <li>• Magazines (local and foreign)</li> <li>• Journals (local and foreign) relevant to the energy sector</li> <li>• Newspapers</li> </ul>

Public Authority	Documents normally on display in the Reading Room
<p><b>7. Ministry of Foreign Affairs</b></p> <p>11<sup>th</sup> Floor, International Waterfront, Tower C, Port of Spain</p>	<ul style="list-style-type: none"> <li>• International Relations Journals</li> <li>• Global news Reports and Magazines</li> <li>• Texts on Diplomacy and Foreign Relations</li> </ul>
<p><b>8. Ministry of Gender, Youth and Child Development</b></p>	<ul style="list-style-type: none"> <li>• Brochures related to the Gender Affairs Division addressing Domestic violence and Define Masculine Excellence</li> <li>• My Book of Rights – Child friendly edition of the Convention on the Rights of a Child</li> <li>• Youth Affairs Division pamphlets e.g. Volunteerism</li> <li>• Brochures from the National Family Services Division outlining contact information and services offered</li> </ul>
<p><b>9. Ministry of Housing and Urban Development</b></p> <p>#44-46 South Quay, Port of Spain</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>10. Ministry of Justice</b></p> <p>Level 21, Tower C, International Waterfront Centre, Port of Spain</p>	<ul style="list-style-type: none"> <li>• Laws of Trinidad and Tobago</li> </ul>
<p><b>11. Ministry of Labour and Small and Micro Enterprise Development</b></p>	<ul style="list-style-type: none"> <li>• No documents were identified</li> </ul>
<p><b>12. Ministry of National Security</b></p> <p>Temple Court 2, Abercromby Street, Port of Spain</p>	<ul style="list-style-type: none"> <li>• No documents were identified</li> </ul>
<p><b>13. Ministry of Planning and Sustainable Development</b></p> <p>Level 6, Eric Williams Finance Building, Independence Square, Port of Spain</p>	<ul style="list-style-type: none"> <li>• Copies of Legislation</li> <li>• Public Sector Investment Programme documents</li> <li>• Policies of Agencies under the Ministry</li> <li>• Reports from Government Agencies</li> <li>• Administrative Reports of the Ministry</li> <li>• Financial Reports</li> </ul>

Public Authority	Documents normally on display in the Reading Room
<p><b>14. Ministry of Public Utilities</b></p> <p>#2 Elizabeth Street, St. Clair</p>	<ul style="list-style-type: none"> <li>• Copies of Legislation</li> <li>• Copies of Trinidad and Tobago Gazette</li> <li>• Public Sector Investment Programme documents</li> <li>• Policies of Agencies under the Ministry</li> <li>• Reports from Government Agencies</li> <li>• Administrative Reports of the Ministry</li> <li>• Legal Notices</li> <li>• Bills-House of Representatives and Senate</li> <li>• Hansard Reports relating to debates in the Senate and House of Representative</li> </ul>
<p><b>15. Ministry of the People and Social Development</b></p> <p>Ansa Mc Al Building 69 Abercromby Street Port of Spain</p>	<ul style="list-style-type: none"> <li>• Articles</li> <li>• Periodicals</li> <li>• Magazines on the Ministry of the People and Social Development</li> <li>• Administrative Reports of the Ministry of the People and Social Development</li> </ul>
<p><b>16. Ministry of Tourism</b></p>	<ul style="list-style-type: none"> <li>• Magazines (food, health, fashion, cruise Industry, time)</li> <li>• Newspapers (3 daily newspapers)</li> <li>• Books (tourism and other allied area)</li> <li>• CDs/DVDs, government publications</li> </ul>
<p><b>17. Ministry of Trade, Industry, Investment and Communications</b></p> <p>63-65 Independence Square, Port of Spain</p>	<ul style="list-style-type: none"> <li>• Numerous Ministry documents</li> <li>• Articles, books, periodicals</li> <li>• Newspaper clipping, Laws of Trinidad and Tobago, Trade Ordinance</li> </ul>
<p><b>18. Personnel Department</b></p> <p>Level 3, ABMA Building 55-57 St. Vincent Street Port of Spain</p>	<ul style="list-style-type: none"> <li>• No documents were identified</li> </ul>
<p><b>19. Point Lisas Industrial Port Development Corporation Limited</b></p> <p>52-58 Woodford Street, Newtown, Port of Spain</p>	<ul style="list-style-type: none"> <li>• Annual Reports and information already in the public domain</li> </ul>
<p><b>20. Regulated Industries Commission</b></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> </ul>

Public Authority	Documents normally on display in the Reading Room
<p>Corner Wrightson Road and Independence Square, Port of Spain.</p>	<ul style="list-style-type: none"> <li>• Legislation – Regulated Industries Commission, Water and Sewerage Authority (WASA), Trinidad and Tobago Electricity Commission (T&amp;TEC),</li> <li>• Annual Reports</li> <li>• Resources on various aspects of Utility Regulation</li> </ul>
<p><b>21. Service Commissions Department</b></p> <p>52-58 Woodford Street, Newtown, Port of Spain</p>	<ul style="list-style-type: none"> <li>• Contents of the Applicant’s Confidential Personal File</li> </ul>
<p><b>22. The National Gas Company of Trinidad and Tobago</b></p> <p>NGC Corporate Library, Administration Building, Point Lisas</p>	<ul style="list-style-type: none"> <li>• No documents were identified.</li> </ul>
<p><b>23. The Vehicle Management Corporation of Trinidad and Tobago Limited</b></p> <p>22 Beetham Highway, Laventille</p>	<ul style="list-style-type: none"> <li>• No documents were identified</li> </ul>
<p><b>24. Trinidad and Tobago Electricity Commission</b></p> <p>Stanley Ottley Building 7 Uriah Butler Highway North, Mt. Hope</p>	<ul style="list-style-type: none"> <li>• Strategic Plans; Business Plan; Annual Report; Audited Financial Statements; Energy Sales and Peak Demand Forecast</li> <li>• Industrial procedures – Commercial</li> <li>• Training Policy; Environmental Policy</li> <li>• Employee Handbook; Code of Ethics</li> <li>• Consumer Tips; Industrial Relations Procedural Instructions</li> <li>• Safety Manual; Safety Rules</li> <li>• Pre-qualified contractors</li> <li>• Wiring for Light and Power Booklet; T&amp;TEC, RIC Standards and You</li> <li>• Towards a Better and Brighter Future – A Consumer Guide to T&amp;TEC’s Application for a Review of tariffs; Advice to kite Flyers</li> <li>• Consumption patterns of Appliances</li> <li>• Conserve Electricity; Holiday Safety</li> <li>• Prepare for Hurricane Safely; Guidelines on Food Care</li> <li>• Learn About Electricity; What to do During Periods of Load Shedding; Electrical Safety Tips</li> <li>• T&amp;TEC Motor Protection Guide</li> </ul>

Public Authority	Documents normally on display in the Reading Room
	<ul style="list-style-type: none"> <li>• Welding sets can overload circuits at home and in your neighbourhood</li> <li>• T&amp;TEC- The Nation’s Sole Transmission and Distribution Utility</li> <li>• Disaster Preparedness – lightning; Disaster Preparedness – Earthquakes; Disaster Preparedness – Storms and Hurricanes; Watts Happening.</li> </ul>
<p><b>25. Trinidad and Tobago Film Company</b></p>	<ul style="list-style-type: none"> <li>• Journals</li> <li>• Newspaper clippings</li> <li>• Books</li> <li>• Magazines</li> <li>• DVD’s</li> <li>• Catalogues</li> </ul>
<p><b>26. Water and Sewerage Authority of Trinidad and Tobago</b></p> <p>Head Office, Farm Road, St. Joseph Opening Hours: Monday to Friday 8am to 4pm</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>