



Government of the Republic of Trinidad and Tobago

Freedom of Information Act Chap 22:02

ANNUAL REPORT TO PARLIAMENT

2015



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EXECUTIVE SUMMARY

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	532
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.	54 <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.	99 <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.	7 <i>See Appendix V</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)]	21 <i>See Appendix VI</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

The Freedom of Information Act Chap 22:02 (“FOIA”) arose out of the principles of the Harare Declaration¹ that was signed by the Commonwealth Heads of Government in 1995². 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 2015 is the Thirteenth 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;

¹ Commonwealth Heads of Government Meeting in Harare, Zimbabwe 1991

² 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

The Freedom of Information Act Chap 22:02 was passed by an Act of Parliament No 26 of 1999³. 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
- Internal Working documents

³ Amended by Act 92 of 2000 and Act 14 of 2003

- 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 Group⁴ 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 Corporation⁵
3. Export-Import Bank⁶
4. Agricultural Development Bank⁷
5. Trinidad and Tobago Mortgage Finance Company Limited⁸
6. Taurus Services Limited⁹

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

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

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

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

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

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

7. Business Development Company Limited¹⁰
8. National Entrepreneurship Development Company Limited¹¹
9. National Enterprises Limited¹²
10. Central Bank of Trinidad and Tobago¹³
11. Integrity Commission of Trinidad and Tobago¹⁴

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

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

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

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

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

3.0 ADMINISTRATION OF THE FREEDOM OF INFORMATION ACT

3.1 *The Freedom of Information Unit*

The Freedom of Information Unit (“Unit”) was established in 2001 to monitor, advise, train and report on the statutory compliance of public authorities in accordance with the Freedom of Information Act Chapter 22:02.

In 2015, the Unit functioned under the Ministry of Trade, Industry, Investment and Communications until September 11, 2015 when the Ministry was realigned to the Ministry of 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.

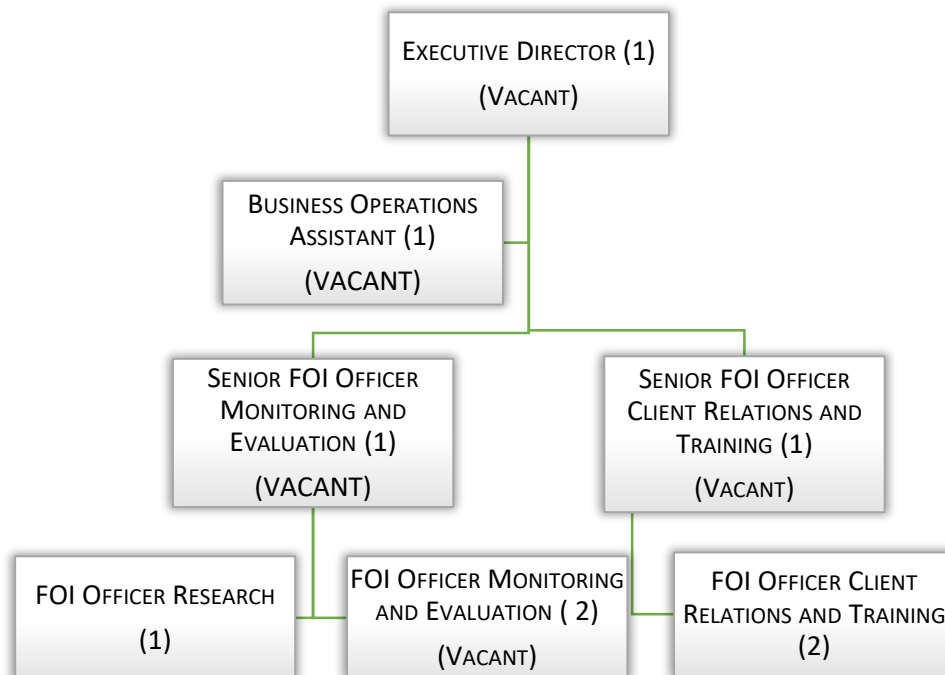


Figure 1: Organizational Structure of the Unit

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 and Other Activities conducted by the Freedom of Information Unit

During the period January to December 2015, the Unit facilitated 9 training workshops regarding the Freedom of Information Act. Approximately 165 public officers from 8 public authorities received training on the Act. Appendix I provides a listing of the public authorities that received training in 2015.

The Unit continued to engage in the following activities:

- answering client questions and providing information;
- obtaining contact details for designate and alternate Freedom of Information Officers;
- advising applicants on recourse;
- assisting in 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.

In 2015, approximately 214 public authorities had a legal obligation to submit FOI statements and quarterly returns. **Appendix II** highlights the public authorities which did not submit any quarterly returns in this year.

Of this, 34 or 16% of public authorities submitted quarterly returns, which were used to prepare this 2015 Annual Report. This represents 19 or 36% decrease in the number of quarterly submissions by public authorities when compared to 53 which made submissions in 2014. Total submission from all public authorities had a 5-year average of 37 submissions.

Figure 2 below illustrates the submission of quarterly returns by type of public authority for the period 2011-2015.

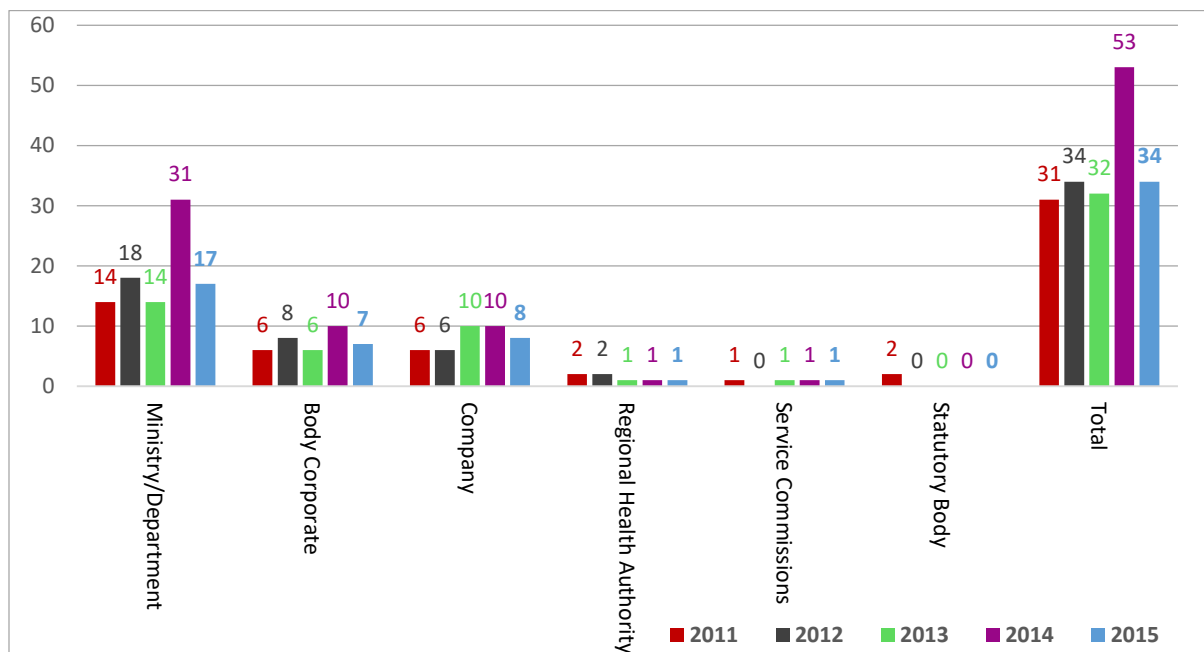


Figure 2: Quarterly Return submissions by Public Authorities for 2011-2015

The decline by the 19 non-compliant public authorities were as follows:

- 14 Ministries/Departments
- 3 Bodies Corporate
- 2 Companies

Ministries and Departments recorded a 45% reduction (from 31 to 17) in 2015 compared to 2014. This category however continued as the dominant contributor with 17 submissions, followed by Companies with 8 in 2015. They also accounted for approximately 51% of submissions and the highest contributor over the 5-year period (2011-2015). The largest submission of quarterly returns by Ministries and Departments was recorded in 2014 with 31 submissions, that is 12 submissions above the 19 average submissions over the 5-year period. In addition, 2014 recorded a 121% increase in the number of submissions when compared to 14 in 2011.

The contraction of Bodies Corporate (3) and Companies (2) contributed to the lower total performance of public authorities' submissions for 2015, which mirrored the 2012 total performance with 34.

Regional Health Authorities, Service Commissions and Statutory bodies maintained the similar pattern of 1 or nil submissions over the 2013-2015/ 3-year period as compared to 2 or 1 submission in the 2011-2012/ 2-year 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.

Twenty-one public authorities published annual statements via the Gazette during the year.

Appendix III highlights the public authorities which published their annual statements in 2015.

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 2015

An analysis of the data in Figure 3 below reveals that in 2015, a total of 1,648 requests required determination as follows:

- Requests brought forward from previous year(s) – 1,122
- New requests received from 34 public authorities - 532
- Request withdrawn - 6

Of the total requests requiring determination, 437 or 27% of requests were finalized. (See Section 5.3)

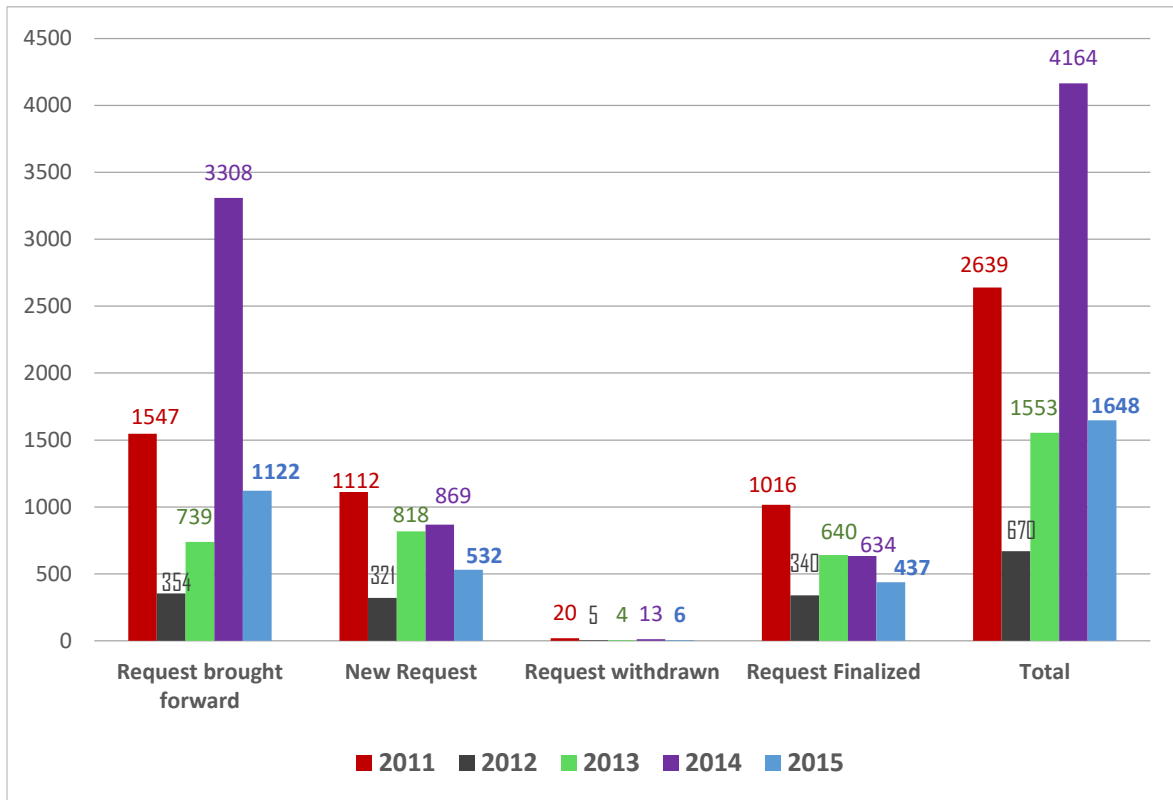


Figure 3: Number of Requests received by Public Authorities by Status for 2011-2015

A listing of the various organizations and the number of requests received is provided at **Appendix IV**.

According to the 2015 data received, the Inland Revenue Department recorded the highest number of new requests with 181, followed by the Service Commissions Department with 112.

Figure 4 highlights the downward trend in the number of new requests received by public authorities for the period 2011-2015. After the 1,112 new requests in 2011, there was a 71% contraction to 321. Thereafter, 2013 and 2014 saw a steady and consistent rise to 818 and 869, respectively. There was a subsequent contraction to 532 in 2015, but still above the lowest recorded figure of 321 in 2012.

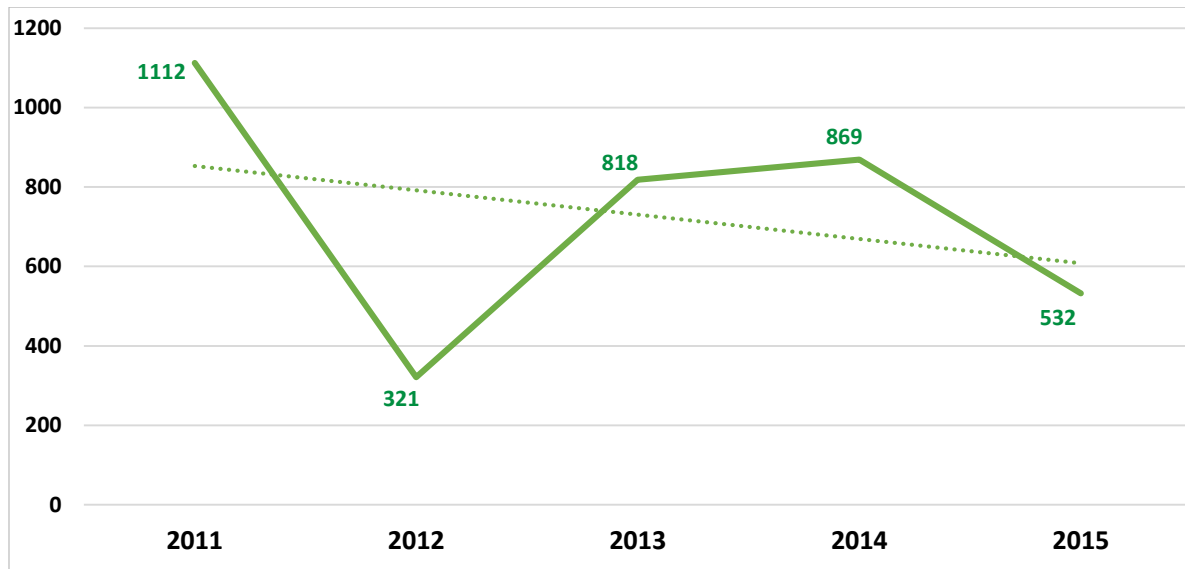


Figure 4: Number of New Requests made to Public Authorities 2011-2015

The fluctuation in the total number of new requests was largely influenced by the quarterly returns submitted by the Service Commissions Department as follows:

- On average the Department contributed 323 or 44% of total new requests.
- 2011 submissions accounted for 381 (31%) of total new requests.
- No submissions were recorded for 2012, which contributed to the contraction of total new requests to 321.
- Submission for 2013 was 612, the highest recorded for the 5-year period.
- From 2013-2015, the Department renewed submission of quarterly returns, which provided an uptick in the total number of requests upwards.

5.2 Categories of Requested Information

Other Documents¹⁵ totalling 225 were the most requested documents in 2015 and accounted for 35% of the total documents requested. This was followed by Personal Records with 189 requests or 30% and Internal Working Documents with 136 or 21% of total requests submitted.

Figure 5 provides a complete breakdown of the categories of information requested for the period 2011- 2015.

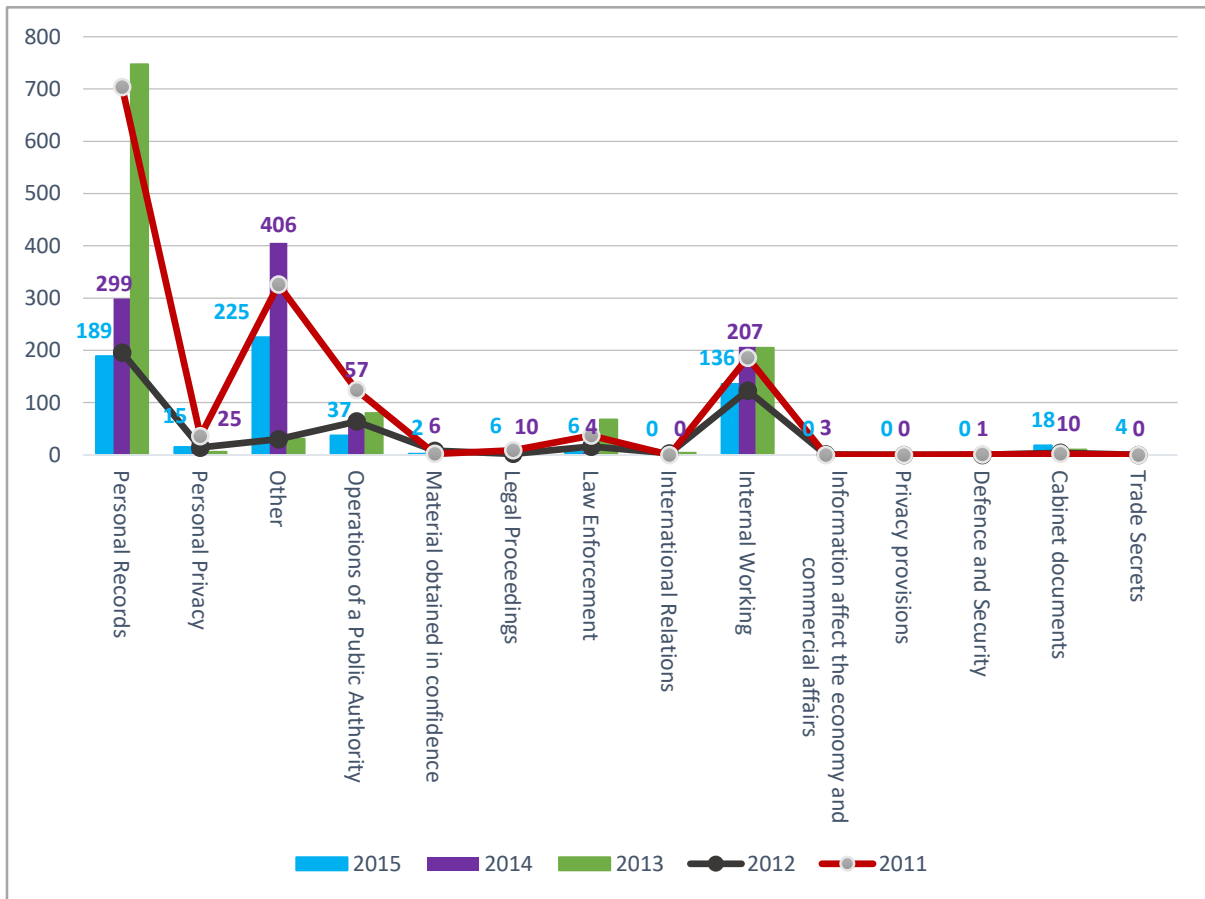


Figure 5: Information requested under the FOIA by Category (documents)

Generally Personal Records, Internal Working Documents and Other Documents were the most frequently requested information by applicants over the 5-year period. The year 2013 recorded the highest number of requests for Personal Records with 747 followed closely by 2011 with 704. The demand for Other Documents fluctuated over the period with the highest number of requests (406)

¹⁵ Other documents include, *inter alia*, documents concerning opportunities for promotion, employment, and Order of Merits lists.

reported in 2014. The number of requests for Internal Working Documents was generally stable with the largest number of requests (207) also recorded in 2014. The number of requests for all other categories of documents were minimal.

5.3 Action taken on Freedom of Information Requests

Request for access to information or documents may be:

- (i) Granted in full - 298 (68%) of all the information requested was given to the applicant.
- (ii) Granted in part – applicant received access to 63 (15%) of some of the information requested.
- (iii) Deferred - 22 (5%) 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 - 54 (12%) of the request was refused as the document requested fell under Part IV of the FOIA, with exemptions.

In 2015, approximately 437 requests were finalized.

Figure 6 shows the action taken on requests over the period 2011- 2015.

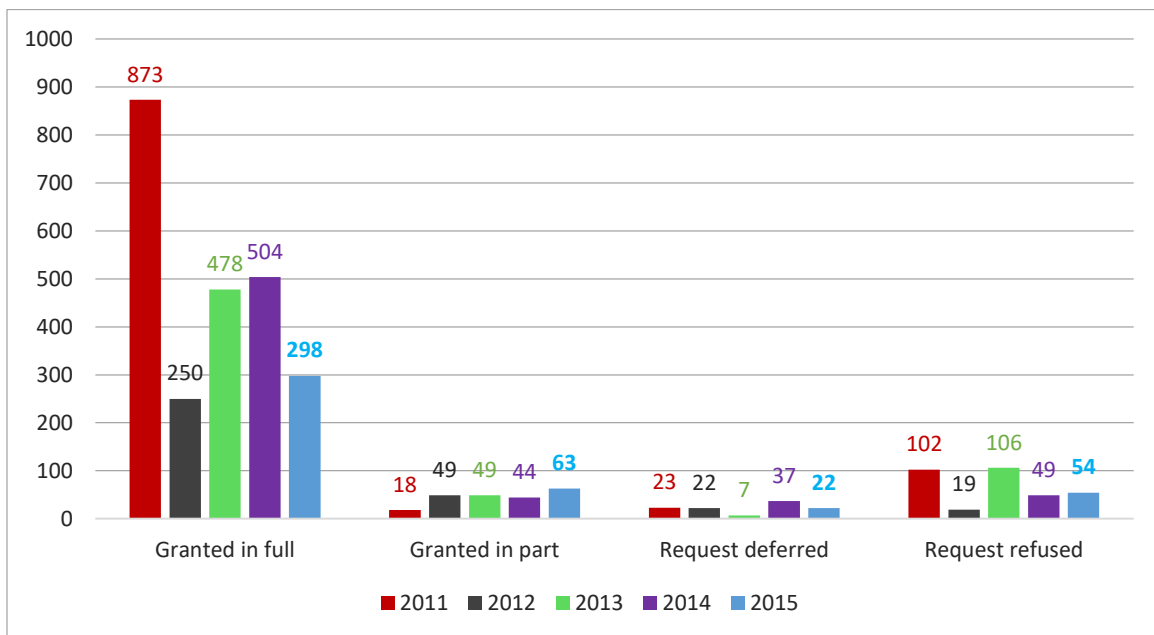


Figure 6: Action taken on FOI Requests

In 2015, 298 or 68% of requests were fully granted which represented a decrease of 41% relative to 2014.

The graph shows that for the five-year period in review, an average of 76% of the requests for information made to public authorities were fully granted to applicants with the highest number given in 2011 at 873.

In contrast, a relatively small percentage of requests were refused and averaged 9% of the total number of new requests, while Deferred Requests averaged 3% and requests that were Granted in Part averaged 6% for the period in review.

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 2015, 99 matters were filed to the High Court for judicial review compared to 7 in 2014.

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 7 complaints from aggrieved applicants. This compares to 14 in 2014, representing a decrease of 50%. 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 V**).

5.6 Other Matters

For the year 2015, 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 VI lists the particulars of any reading room or other facility provided by 21 public authorities for use by applicants or members of the public and lists their publications that are regularly on display.

APPENDICES

Appendix I: 2015 Training Sessions conducted by the Freedom of Information Unit

Public Authority/ Organisations	Address/Venue	Date	No. of Persons Trained
1. Environmental Management Authority	8 Elizabeth Street, Port of Spain	March 26, 2015	17
2. North Central Regional Health Authority	Building 39, Eric Williams Medical Sciences Complex, Uriah Butler Highway, Champs Fleurs	April 23, 2015	22
3. The National Institute of Higher Education, Research, Science and Technology	Ministry of Education, Level 13 Education Towers, No. 5 St. Vincent Street, Port of Spain	May 19 and 27, 2015	30
4. Ministry of Housing and Urban Development	44-46 South Quay, Port of Spain	July 29, 2015	14
5. Trinidad and Tobago Defence Force	Western Main Road, Chaguaramas.	August 14, 2015	11
6. Lake Asphalt of Trinidad and Tobago (1978) Limited.	Brighton City, La Brea	August 20, 2015	18
7. Ministry of Finance and the Economy	Government Campus Plaza, 2-4 Ajax Street, Port of Spain	August 27, 2015	21
8. Phoenix Park Gas Processors Limited	Rio Grande Drive, Couva	September 30, 2015	32
Total			165

Appendix II: Non-Compliant Public Authorities – Submission of Quarterly Return Forms¹⁶

- | | | |
|--|--|---|
| 1. Adoption Board | 18. Caribbean Investment Corporation | 36. Criminal Injuries Compensation Board |
| 2. Advisory Town Planning Panel | 19. Caribbean Leasing Company Ltd | 37. Criminal Justice System |
| 3. Agricultural Society of Trinidad and Tobago | 20. Caribbean Microfinance Ltd | 38. Defence Council |
| 4. Air Transport Licensing Authority | 21. Carnival Institute | 39. Defence Force Commission Board |
| 5. Alutech Limited | 22. Caroni 1975 Ltd | 40. Dental council of Trinidad and Tobago |
| 6. Alutrint Limited | 23. Central Authority | 41. Development Company Limited |
| 7. Anti-Corruption Investigation Bureau | 24. Children’s Authority | 42. Diego Martin Regional Corporation |
| 8. Archaeological Committee | 25. Cipriani College of Labour and Cooperative Studies | 43. Div. Education, Research & Technology |
| 9. Arima Borough Corporation | 26. Citizen Security Programme | 44. Div. Settlements, Public Utilities, Rural Development |
| 10. Betting Levy Board | 27. Civilian Conservation Corps | 45. Drug Advisory Committee |
| 11. Board of Film Censors | 28. Cocoa Development Company of Trinidad and Tobago | 46. East Port of Spain Development Company Ltd |
| 12. Board of Industrial Training | 29. Colonial Life Insurance Company Ltd | 47. East Side Plaza |
| 13. Boards Regulating and the Practice of Medicine and Related Professionals | 30. Community Improvement Services Ltd | 48. Eastern Caribbean Institute of Agriculture and Forestry (ECIAF) |
| 14. Boilers Examiners Board | 31. COSTAATT | 49. Economic Development Board |
| 15. Caribbean Agricultural Research and Development Institute | 32. Council for Innovation and Competitiveness | 50. Emergency Medical Personnel Council of Trinidad and Tobago |
| 16. Caribbean Development Network Ltd | 33. Council of Legal Education | |
| 17. Caribbean Food Corporation | 34. Couva/Tabaquite/Talparo Regional Corporation | |
| | 35. Creative TT | |

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

- | | | |
|--|--|---|
| 51. Equal Opportunities Tribunal | 73. Livestock and Livestock Products Board | 91. National Insurance Appeals Tribunal |
| 52. Evolving Technologies and Enterprise Dev Co Ltd | 74. Medical Council of Trinidad and Tobago | 92. National Insurance Board |
| 53. Export Centres Company Ltd | 75. MIC Institute of Technology (MIC-IT) | 93. National Insurance Property Development Company Ltd |
| 54. Export TT | 76. Military-led Academic Training Programme | 94. National Mentorship Programme |
| 55. Fair Trading Commission | 77. Minimum Wages Board | 95. National Museum and art Gallery |
| 56. Food Advisory Committee | 78. NAPA Hotel | 96. National Operations Centre |
| 57. Friendly Societies | 79. Naparima Bowl | 97. National Population Council |
| 58. Green Fund Advisory Committee | 80. National Academy for the Performing Arts | 98. National Quarries Company Limited |
| 59. Housing Development Corporation Corporation (HDC) | 81. National Agro Chemical Ltd | 99. National Reforestation and Watershed Rehabilitation Programme |
| 60. Hugh Wooding Law School | 82. National Association of Village and Community Councils | 100. National Schools Dietary Services Limited |
| 61. Industrial Court | 83. National Broadcasting Network | 101. National Steel Symphony Orchestra |
| 62. Infrastructure, Quarries & Urban Development | 84. National Carnival Commission | 102. National Theatre Arts Company |
| 63. Intellectual Property | 85. National Commission for Self Help | 103. National Training Agency |
| 64. Interdisciplinary Child Development Centre | 86. National Emergency Ambulance Service Authority | 104. National Cultural Commission |
| 65. INVESTT | 87. National Energy Corporation of Trinidad and Tobago | 105. NATPET Investment Company |
| 66. La Brea Industrial Development Corporation | 88. National Energy Skills Centre (NESC) | 106. NATSTAR Manufacturing Company Ltd |
| 67. Lake Asphalt of Trinidad and Tobago (1978) Limited | 89. National Flour Mills | 107. Point Lisas Port Development Corporation Ltd |
| 68. Land Survey Board of Trinidad and Tobago | 90. National Infrastructure Development Company Limited | 108. Port-of-Spain City Corporation |
| 69. Law Reform Commission | | |
| 70. Law Revision Commission | | |
| 71. Legal Aid and Advisory Authority | | |
| 72. LIAT Limited | | |

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

165. Trinidad and Tobago
National Petroleum
Marketing Company Limited

166. Trinidad and Tobago Racing
Authority

167. Trinidad Nitrogen Company
Ltd

168. Trinidad Northern Areas Ltd

169. TRINMAR Ltd

170. TRINTOC Services Ltd

171. TT Connect Service Centres

172. TT LNG

173. TT Marine Petroleum
Company Ltd

174. Tunapuna/Piarco Regional
Corporation

175. Union Estate Electricity
Generation Company
Limited

176. University of the West Indies
(UWI) –Open Campus

177. UTT

178. Youth training Centre Board
of Management

179. Youth Training Education
Partnership Programme

180. Zoological Society of
Trinidad and Tobago

Appendix III: Publication of Public Statements by Public Authorities in the Gazette -2015

Public Authorities	Reference - Gazette
1. Trinidad and Tobago Electricity Commission (TTEC)	Gazette No.6, Vol.54, pp 29-40, 21 January, 2015
2. Ministry of Public Administration (MPA)	Gazette No.6, Vol.54, pp 41-44, 21 January, 2015
3. Ministry of Public Utilities (MPU)	Gazette No.11, Vol.54, pp 65-77, 3 February, 2015
4. Regulated Industries Commission (RIC)	Gazette No.11, Vol.54, pp 78-87, 3 February, 2015
5. Ministry of National Security – General Administration	Gazette No.16, Vol.54, pp 132-142, 23 January, 2015
6. Trinidad and Tobago Defence Force	Gazette No.16, Vol.54, pp 143-154, 23 January, 2015
7. Trinidad and Tobago Police Service	Gazette No.16, Vol.54, pp 155-171, 23 January, 2015
8. Trinidad and Tobago Fire Service	Gazette No.16, Vol.54, pp 172-185, 23 January, 2015
9. Ministry of National Security – Immigration Division	Gazette No.16, Vol.54, pp 186-202, 23 January, 2015
10. Office of Disaster Preparedness and Management	Gazette No.16, Vol.54, pp 203-214, 23 January, 2015
11. Regulated Industries Commission (RIC)	Gazette No.18, Vol.54, pp 228-238, 27 February, 2015
12. Ministry of Foreign Affairs	Gazette No.32, Vol.54, pp 408-414, 31 March, 2015
13. The Rural Development Company of Trinidad and Tobago	Gazette No.32, Vol.54, pp 430-438, 31 March, 2015
14. Electrical Inspectorate Division	Gazette No.33, Vol.54, pp 440-450, 1 st April, 2015

Public Authorities	Reference - Gazette
15. National Infrastructure Development Company Ltd (NIDCO)	Gazette No.36, Vol.54, pp 471-472, 7 April, 2015
16. Ministry of Food Production	Gazette No.49, Vol.54, pp 696-718, 11 May, 2015
17. Trinidad and Tobago National Petroleum Marketing Company Limited (NP)	Gazette No.59, Vol.54, pp 772-778, 8 June, 2015
18. Government Human Resource Services Company Limited (GHRIS)	Gazette No.100, Vol.54, pp 1150-1159, 30September, 2015
19. Government Printery	Gazette No.104, Vol.54, pp 1211-1221, 8 October, 2015
20. Office of the Prime Minister	Gazette No.112, Vol.54, pp 1245-1256, 1 October, 2015
21. National Gas Company of Trinidad and Tobago (NGC)	Gazette No.131, Vol.54, pp 1437-1441, 24 December, 2015

Appendix IV: Number of Freedom of Information Requests received by Public Authorities for the Year 2015

Name of Public Authority	No. of Requests
1.Children's Life Fund Authority	0*
2.Education Facilities Company Ltd.	0*
3.Electrical Inspectorate Division	0*
4.Government Human Resource Services Ltd.	1
5.Inland Revenue Division	181
6.Land Settlement Agency	0*
7.Ministry of Agriculture, Land and Fisheries	9
8.Ministry of Gender, Youth and Child Development	2
9.Ministry of Health	9
10.Ministry of Housing and Urban Development	12
11.Ministry of National Security	23
12.Ministry of Planning and Sustainable Development	2
13.Ministry of Public Administration	3
14.Ministry of Public Utilities	2
15.Ministry of the Attorney General	9
16.Ministry of Trade and Industry	2
17.National Helicopter Services Ltd.	0*
18.National Lotteries Control Board	0*
19.Office of the Prime Minister	4
20.Palo Seco Agricultural Enterprises Ltd	0*
21.Regulated Industries Commission	0*
22.Rural Development Company of Trinidad and Tobago	3
23.Service Commissions Department	112
24.The Accreditation Council of Trinidad and Tobago	1
25.The Environmental Management Authority	46
26.The National Gas Company of Trinidad and Tobago Ltd.	0*
27.The National Information and Communication Technology Co. Ltd.	2
28.The North West Regional Health Authority	77
29. Personnel Department	8
30. The Vehicle Management Corporation of Trinidad and Tobago	0*
31.Trinidad and Tobago Electricity Commission	13
32.Trinidad and Tobago Free Zones Company Ltd.	0*
33.Trinidad and Tobago Securities and Exchange Commission	0*
34.Water and Sewerage Authority of Trinidad and Tobago	11
Total	532

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

Appendix V: Complaints to the Ombudsman

Public Authority	Reasons for the Complaint	Outcome
<p>1. Water and Sewerage Authority (WASA)</p> <p>14 Jan 2015</p>	<p>The Applicant was denied access to WASA’s financial statements for the years 2006-2013.</p>	<p>The Ombudsman reviewed the matter and agreed with the decision of WASA that the information requested was exempt under section 24(1)(c) of the FOIA. The Applicant was advised accordingly.</p>
<p>2. Caribbean Airlines Limited (CAL)</p> <p>11 Jan 2015</p>	<p>The Applicant was denied access to CAL’s financial statements for the years 2006-2013.</p>	<p>The Ombudsman reviewed the matter and agreed with the decision of CAL that the information requested was exempted from disclosure under sections 31 (4) (a) (ii) and 33 (i) (c) of the FOIA. The Applicant was advised accordingly.</p>
<p>3. Petroleum Company of Trinidad and Tobago</p> <p>10 Feb 2015</p>	<p>The Applicant sought the Ombudsman’s intervention after he was denied access to the criteria documents used for screening of candidates during a table top exercise conducted by the Utilities Department in December 2013.</p>	<p>The Ombudsman reviewed the matter and determined that the Applicant had not been denied access as previously informed. The Applicant was granted access to the document requested. The Ombudsman advised the Applicant to contact the officer at the public authority in order to collect the relevant document.</p>
<p>4. Trinidad and Tobago Electricity Commission</p> <p>24 March 2015</p>	<p>The Applicant sought a review by the Ombudsman with respect to the decisions of the Commission to deny him access to</p>	<p>The Ombudsman was unable to conduct a review under the FOIA since the Applicant’s request for review was made outside the</p>

Public Authority	Reasons for the Complaint	Outcome
	information relating to the letter of authorization to occupy the highway reserve at Ackbar Trace, Charleiville.	stipulated 21 days as specified under the Act. The Applicant was advised accordingly.
<p>5. Petroleum Company of Trinidad and Tobago</p> <p>26 March 2015</p>	<p>The Applicant sought the Ombudsman’s intervention after he indicated that the information provided was not in compliance with this request namely:</p> <ul style="list-style-type: none"> i. Criteria used in the table top exercise conducted on December 2013 for the selection of STL in the Utilities Department. ii. Results for each area evaluated in the table top exercise conducted on December 2013 for the selection of STL in the Utilities Department. 	<p>The Ombudsman reviewed the matter and informed the Applicant that the response received was a positive response since he was given access to the information requested. No further action was taken by the Office of the Ombudsman.</p>
<p>6. Chaguanas Borough Corporation</p> <p>10 Apr 2015</p>	<p>The Applicant sought the Ombudsman’s assistance to obtain information relating to his record of service, specifically his pay sheet record for the period 1979 to present time.</p>	<p>The Ombudsman noted that the Applicant’s request for review was premature since the request for review was made before the expiration of the stipulated thirty-day period given to the public authority treating with the request. The Applicant was informed accordingly.</p>
<p>7. Trinidad and Tobago Electricity Commission (T&TEC)</p> <p>10 June 2015</p>	<p>The Applicant sought the Ombudsman’s intervention after he was denied access to the following:</p> <ul style="list-style-type: none"> i. Names and addresses of all attorneys that represent 	<p>The Ombudsman reviewed the matter and disagreed with the decision made by T&TEC to deny the Applicant access to the information requested.</p>

Public Authority	Reasons for the Complaint	Outcome
	<p>TTEC for the years 2006-2015</p> <ul style="list-style-type: none"> ii. Names and addresses of all attorneys who were given briefs by TTEC for the years 2006-2015 iii. Number of briefs given to each of the said attorneys for the years 2006-2015 iv. Cost of each brief which was given to the said attorneys for the years 2006-2015. 	<p>The Ombudsman recommended that the Applicant be given access to the information requested. Both T&TEC and the Applicant were informed accordingly.</p>

Appendix VI: Public Authorities Reading Room

Public Authority	Documents normally on display in the Reading Room
<p>1. Electrical Inspectorate Division</p> <p>48 Eastern Main, Arouca</p> <p>2 Elizabeth Street, St. Clair</p> <p>Maska Building, South Trunk Road, La Romaine, San Fernando</p>	<ul style="list-style-type: none"> • Books • Annual Reports • Organizational Charts • Journals • Brochures • Pamphlets
<p>2. Education Facilities Company Limited</p> <p>2nd Floor, Long Circular Place, Long Circular Road, Maraval</p>	<ul style="list-style-type: none"> • Tenders for viewing in respect of Invitations to Tender
<p>3. Government Human Resource Services Company Limited</p>	<ul style="list-style-type: none"> • Government Human Resource Services Company Limited brochures and leaflets. • Human Resource and Business Magazines • Daily Newspaper
<p>4. Land Settlement Agency</p> <p>Orange Grove Road South, Orange Grove Estate, Tacarigua</p>	<ul style="list-style-type: none"> • Technical Journals • Brochures of the Land Settlement Agency • Technical Books – Statistics, Information Technology, Housing
<p>5. Ministry of Gender, Youth and Child Development</p>	<ul style="list-style-type: none"> • Brochures related to the Gender Affairs Division addressing Domestic violence and Define Masculine Excellence • My Book of Rights – Child friendly edition of the Convention on the Rights of a Child • Youth Affairs Division pamphlets e.g. Volunteerism • Brochures from the National Family Services Division outlining contact information and services offered
<p>6. Ministry of Housing and Urban Development</p> <p>#44-46 South Quay, Port of Spain</p>	<ul style="list-style-type: none"> • Government documents including annual reports, The Trinidad and Tobago Gazette, Newsletters from Ministries; • Collection of the Laws of the Republic of Trinidad and Tobago; • Legal Practitioners Texts and other Legal textbooks; • Newspapers

Public Authority	Documents normally on display in the Reading Room
	<ul style="list-style-type: none"> • Magazines (both local foreign) • E-professional journals
<p>7. Ministry of National Security</p> <p>Temple Court 2, Abercromby Street, Port of Spain</p>	<ul style="list-style-type: none"> • No documents were identified
<p>8. Ministry of Planning and Sustainable Development</p> <p>Level 6, Eric Williams Finance Building, Independence Square, Port of Spain</p>	<ul style="list-style-type: none"> • Copies of Legislation • Public Sector Investment Programme documents • Policies of Agencies under the Ministry • Reports from Government Agencies • Administrative Reports of the Ministry • Financial Reports
<p>9. Ministry of Public Utilities</p> <p>#2 Elizabeth Street, St. Clair</p>	<ul style="list-style-type: none"> • Copies of Legislation • Copies of Trinidad and Tobago Gazette • Public Sector Investment Programme documents • Policies of Agencies under the Ministry • Reports from Government Agencies • Administrative Reports of the Ministry • Legal Notices • Bills-House of Representatives and Senate • Hansard Reports relating to debates in the Senate and House of Representative
<p>10. Ministry of Trade, Industry, Investment and Communications</p> <p>63-65 Independence Square, Port of Spain</p>	<ul style="list-style-type: none"> • Numerous Ministry documents • Articles, books, periodicals • Newspaper clipping, Laws of Trinidad and Tobago, Trade Ordinance
<p>11. Personnel Department</p> <p>Level 3, ABMA Building 55-57 St. Vincent Street Port of Spain</p>	<ul style="list-style-type: none"> • No documents were identified
<p>12. Regulated Industries Commission</p> <p>Corner Wrightson Road and Independence Square, Port of Spain.</p>	<ul style="list-style-type: none"> • Books • Journals and Newsletters • Government Documents • Regulated Industries Commission Research Papers • Legislation – Regulated Industries Commission, Water and Sewerage Authority (WASA), Trinidad and Tobago Electricity Commission (T&TEC), • Annual Reports • Resources on various aspects of Utility Regulation.

Public Authority	Documents normally on display in the Reading Room
<p>13. Service Commissions Department</p> <p>52-58 Woodford Street, Newtown, Port of Spain</p>	<ul style="list-style-type: none"> • Contents of the Applicant’s Confidential Personal File
<p>14. The National Gas Company of Trinidad and Tobago</p> <p>NGC Corporate Library, Administration Building, Point Lisas</p>	<ul style="list-style-type: none"> • No documents were identified.
<p>15. Trinidad and Tobago Electricity Commission</p> <p>Stanley Ottley Building 7 Uriah Butler Highway North, Mt. Hope</p>	<ul style="list-style-type: none"> • Strategic Plans; Business Plan; Annual Report; Audited Financial Statements; Energy Sales and Peak Demand Forecast • Industrial procedures – Commercial • Training Policy; Environmental Policy • Employee Handbook; Code of Ethics • Consumer Tips; Industrial Relations Procedural Instructions • Safety Manual; Safety Rules • Pre-qualified contractors • Wiring for Light and Power Booklet; T&TEC, RIC Standards and You • Towards a Better and Brighter Future – A Consumer Guide to T&TEC’s Application for a Review of tariffs; Advice to kite Flyers • Consumption patterns of Appliances • Conserve Electricity; Holiday Safety • Prepare for Hurricane Safely; Guidelines on Food Care • Learn About Electricity; What to do During Periods of Load Shedding; Electrical Safety Tips • T&TEC Motor Protection Guide • Welding sets can overload circuits at home and in your neighbourhood • T&TEC- The Nation’s Sole Transmission and Distribution Utility • Disaster Preparedness – lightning; Disaster Preparedness – Earthquakes; Disaster Preparedness – Storms and Hurricanes; Watts Happening.
<p>16. Water and Sewerage Authority of Trinidad and Tobago</p>	<ul style="list-style-type: none"> • WASA’s Corporate Business Plans • Training Policies & Procedures • Operation & Maintenance Manuals • Feasibility Studies of Water supply projects

Public Authority	Documents normally on display in the Reading Room
Head Office, Farm Road, St. Joseph Opening Hours: Monday to Friday 8am to 4pm	<ul style="list-style-type: none"> • American Water and Wastewater Standards • Water Rehabilitation Projects • Standard Operation Procedures for Water Treatment Plants
17. The National Information and Communication Technology Company Limited (iGOVTT) 52 Pembroke Street, Port of Spain	<ul style="list-style-type: none"> • iGovTT Strategic Plan • iGovTT Annual Reports • National ICT Plans • Copies of the International Organisation for Standardization (10001-10004) • ttConnect promotional brochures • iGOVTT promotional brochures • Various reading materials related to Governance and ICT
18. Environmental Management Authority 8 Elizabeth Street, Port of Spain	<ul style="list-style-type: none"> • Books • Periodicals • Newspapers • Newsletter • Reports
19. Children’s Life Fund Authority Wendy Fitzwilliam Pediatric Hospital, Uriah Butler Highway, Champ Fleurs	<ul style="list-style-type: none"> • Leaflets • Newspaper clippings • Books • Catalogues
20. Palo Seco Agricultural Enterprises Limited 31-32 Casuarina Avenue Point-a-Pierre	<ul style="list-style-type: none"> • Brochures • Books • Journals • Newspapers • Reports
21. Trinidad and Tobago Securities and Exchange Commission Princess Court, Keate Street, Port of Spain	<ul style="list-style-type: none"> • Books • Magazines • Periodicals