



2020 PUBLIC STATEMENT

IN COMPLIANCE WITH SECTIONS 7, 8, AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 ("the FOIA"), the Ministry of Trade and Industry is required to publish and annually update the Statement which lists the documents and information generally available to the public.

The Freedom of Information Act gives members of the public:

- A legal right for each person to access information held by the Ministry of Trade and Industry;
- A legal right for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The following information is published with the approval of the Minister of Trade and Industry:

SECTION 7 STATEMENTS

Section 7(1)(a)(i)

Function and structure of the Ministry of Trade and Industry

Vision of the Ministry of Trade and Industry

A dynamic, client oriented organisation delivering integrated, quality services for business growth, trade and investment expansion and consumer empowerment.

Mission of the Ministry of Trade and Industry

To work as an innovative team, championing business growth, trade and investment for enhanced global competitiveness and promoting consumer interests for improved wellbeing.

Particulars of the Ministry of Trade and Industry

The Ministry of Trade and Industry is the official public sector agency responsible for leading and overseeing implementation of government policy for business development, trade, investment and consumer empowerment.

The Ministry of Trade and Industry comprises:

- Minister's Office
- Office of the Permanent Secretary
- Directorates
- Support Units
- State Agencies

It also has responsibility for various State Agencies, Enterprises, Statutory Boards and other Bodies.

SECTION 7 STATEMENTS

Section 7(1)(a)(i)

Functions of the Directorates, Divisions and Units of the Ministry of Trade and Industry

MINISTER'S OFFICE

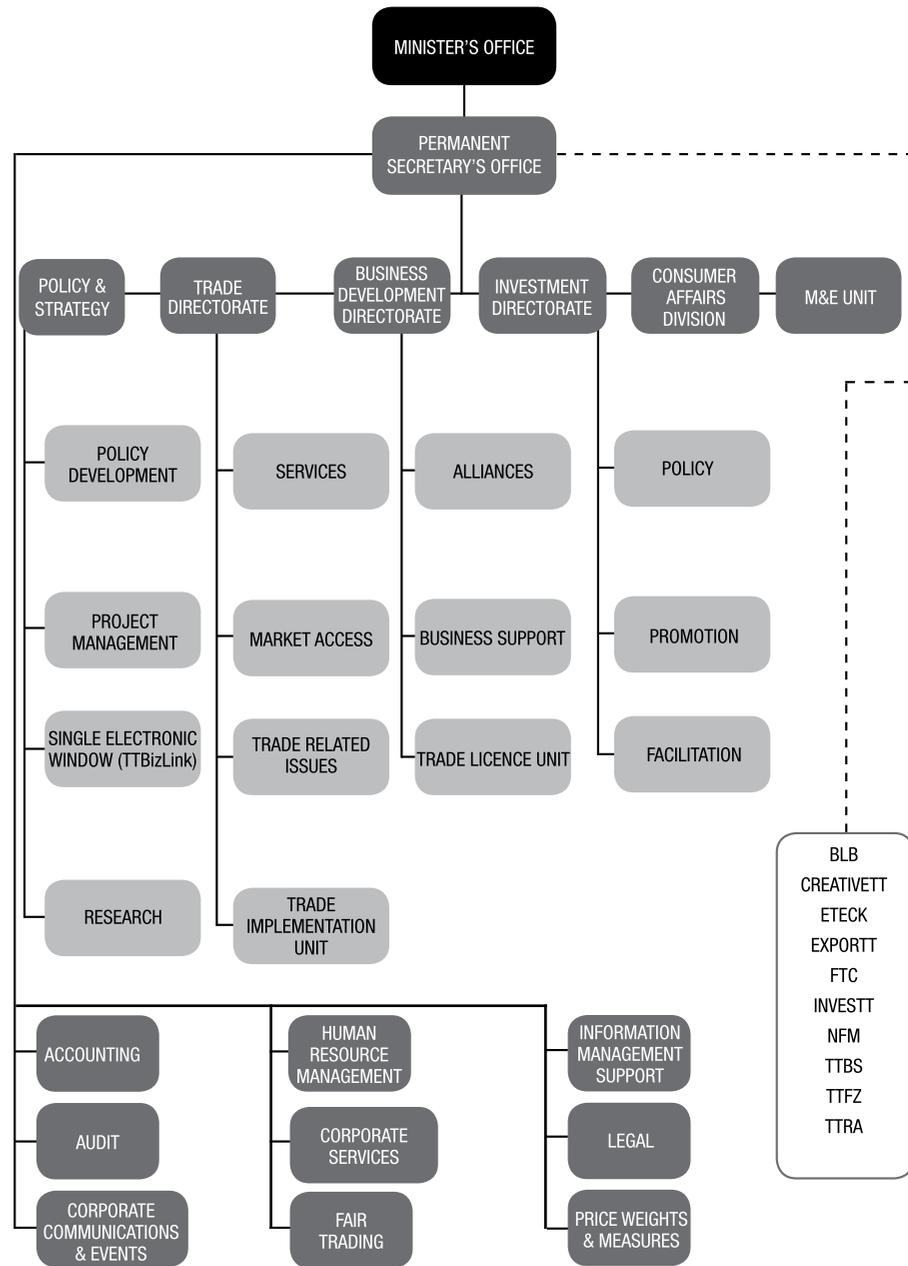
The Minister of Trade and Industry has overall responsibility for defining the policy for trade, business development, investment and consumer empowerment.

OFFICE OF THE PERMANENT SECRETARY

The Office of the Permanent Secretary (OPS) is responsible for the executive management of the Ministry and the achievement of defined goals. The OPS comprises two Permanent Secretaries, a Deputy Permanent Secretary and other support staff. The Permanent Secretary is the most senior with overall responsibility for the activities of the Ministry.

The Deputy Permanent Secretary has strategic oversight for operational and other areas as delegated by the Permanent Secretary.

The following figure shows the organisational structure of the Ministry:



DIRECTORATES

Business Development Directorate

The Business Development Directorate plans and executes the business development portfolio of the Ministry in order to contribute to the country's macroeconomic business development performance measures.

Consumer Affairs Division

The Consumer Affairs Division (CAD) plans and executes the consumer guidance, protection and empowerment initiatives of the Ministry in order to contribute to a fair business environment.

The CAD comprises two units namely, the Consumer Protection and Services Unit and the Research Unit.

Investment Directorate

The role of the Investment Directorate is to formulate and implement the investment portfolio of the Ministry in order to contribute to the country's macroeconomic investment performance measures.



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SECTION 7 STATEMENTS

Section 7(1)(a)(i)

Functions of the Directorates, Divisions and Units of the Ministry of Trade and Industry (cont'd)

Policy and Strategy Directorate

The Policy and Strategy Directorate provides strategic planning, policy development and coordination functions for the Ministry. Through project management services, the PSD also ensures the efficient mobilisation of resources and execution of strategic projects such as the Single Electronic Window (SEW).

Trade Directorate

The role of the Trade Directorate is to formulate and develop trade policy, briefs, agreements and strategies for the planning and execution of the Ministry's trade portfolio in order to contribute to the country's macroeconomic trade performance measures.

SUPPORT UNITS

Accounting Unit

This Unit oversees and coordinates all financial operations of the Ministry, and ensures that accurate financial information is reported in a timely manner.

Corporate Communications and Events Management Unit

The Corporate Communications and Events Management Unit provides information to key internal and external stakeholders on a timely basis, enhances the Ministry's corporate image and manages its relationship with key stakeholders.

Corporate Services Unit

The Corporate Services Unit provides office management, procurement and facilities management services.

Fair Trading Unit

The Fair Trading Unit administers and enforces legislation that protects against certain unfair trade practices. These practices include the under-pricing of goods, subsidisation, or sudden increases in volume of goods exported to the particular country.

Human Resource Unit

The Human Resource Unit manages the selection and development of the human capital of the Ministry.

Internal Audit Unit

The Internal Audit Unit ensures conformity of the Ministry with financial rules and regulations, instructions, policies and contract plans.

Management Information Systems Unit

The Management Information Systems Unit provides technical and network support services to the Ministry.

Monitoring and Evaluation Unit

The Monitoring and Evaluation Unit ensures evidence-based decision making across the Ministry and its Agencies.

Trade Licence Unit

The Trade Licence Unit administers the import and export of goods in accordance with applicable Laws and Government policy.

STATE AGENCIES

The following Boards, Enterprises and other Bodies fall under the responsibility of the Ministry:

Statutory Boards and other bodies

- Betting Levy Board (BLB)
- Trinidad and Tobago Bureau of Standards (TTBS)
- The Fair Trading Commission (FTC)
- Trinidad and Tobago Racing Authority (TTRA)

Wholly-owned enterprises

- Trinidad and Tobago Creative Industries Limited (Creative TT)
- Evolving TecNologies and Enterprise Development Company Limited (eTeck)
- Invest TT Limited (invesTT)
- Trinidad and Tobago Free Zones Company Limited (TTFZ)

Majority-owned Enterprises:

- The National Export Facilitation Organization of Trinidad and Tobago Limited (exporTT)

Indirectly-owned enterprises

- National Flour Mills Limited (NFM)
- Premier Quality Services Limited (PQSL)
- Trinidad and Tobago Creative Industries Company Limited (CreativeTT)
 - › Trinidad and Tobago Fashion Company Limited (FashionTT)
 - › Trinidad and Tobago Film Company Limited (FilmTT)
 - › Trinidad and Tobago Music Company Limited (MusicTT)

Section 7(1)(a)(ii)

Categories of Documents maintained by the Ministry of Trade and Industry

- Files dealing with Accommodation
- Files dealing with Administration
- Files dealing with Circulars/Circular Memoranda
- Files dealing with Conferences/Committees/Meetings/Seminars
- Files dealing with Finance
- Files dealing with Industries
- Files dealing with Industrial Sites
- Files dealing with Treaties
- Files dealing with Travel/Visits
- Files dealing with Public Relations
- Files dealing with Publications
- Files dealing with Records Management
- Files dealing with Reports/Statistics (monthly, quarterly and annually)
- Files dealing with Requests for Information;
- Files dealing with Statutory Boards and Similar Bodies
- Files dealing with Technical Assistance
- Files dealing with State Enterprises
- Files dealing with Complaints/Disputes
- Files dealing with Vehicle/Equipment/Stationery/Furniture
- Files dealing with Trade
- Files dealing with Tourism
- Files dealing with Training
- Files dealing with Anti-Dumping
- Personnel files which detail staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirement, leave, vacation
- Files dealing with the accounting and financial management function of the Ministry
- Files dealing with circulars, memoranda and notices

Section 7(1)(a)(iii)

Material prepared for publication or inspection

- Consumer Education Booklet
- Consumer Affairs Division: Supermarket prices Booklet (monthly)
- Consumer Affairs Division: Poultry prices (monthly)
- Consumer Affairs Division: Hardware Prices (quarterly)
- Consumer Affairs Division: Handyman contract Form
- Import and Export Guide
- Import and Export Negative Lists
- Investment Policy Statement
- Keeping the Free Trade Fair – Brochure
- National Aid for Trade Strategy 2016 – 2019
- National Consumer Policy 2018 – 2023
- National Quality Policy for Trinidad and Tobago 2018-2030
- Ministry of Trade and Industry Strategic Plan 2016 – 2020
- Revised Policy and Procedures to Regulate the Fully Assembled Right-Hand



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Section 7(1)(a)(iii)

Material prepared for publication or inspection(cont'd)

- Drive Foreign Used Car Industry in Trinidad and Tobago (2015 – 2018)
- Scrap Metal Policy for Trinidad and Tobago 2013
- Supermarket Prices of Food Items in Trinidad & Tobago
- The Grant Fund Facility
- The Special Economic Zones Policy for Trinidad and Tobago
- Trinidad and Tobago's Bilateral Trade Agreements and Incentive Regime Booklet
- Trinidad and Tobago Trade Policy 2019 – 2023
- Yachting Policy of Trinidad and Tobago 2017-2021

The public may inspect material between the hours of 8:30 a.m. and 3:45 p.m. on normal working days at the Ministry's Library situated at:

Level 15 Nicholas Tower

63-65 Independence Square, Port of Spain.

Tel: 624-2039

E-mail: library@tradeind.gov.tt

Other information that can be accessed on the official website of the Ministry of Trade and Industry, <https://tradeind.gov.tt/> include:

- Common Item Descriptions – Import Licences
- Required Supporting Documents – Import Licences
- Common Item Descriptions – Import Licences
- Compendium of Incentives 2015
- Declaration for Licence to Import Used RHD Vehicle
- Media Releases
- Required Supporting Documents – Export Licences
- Sample Letter of Authorization
- Scrap Metal Transaction Details
- Speeches
- The Revised Treaty of Chaguaramas 1973
- TTBizLink Business Made Easy e-Permits and Licences
- TTBizLink e-Goods Declaration - Declarant Guide 2015

Codes

- Animal Production and Health Division Codes
- Import Negative List HS Codes
- List of HS Codes requiring other Governmental Authority Endorsements
- Trinidad and Tobago HS Tariff 2007

Forms

- Application Form for Section 45D 1A (Application for exemption from Income Tax under Section 45D (1) (A) of the Income Tax Act Chap 75:01 which provides for tax exemption until December 31, 2017 for the letting of newly-constructed commercial buildings or multi-storey car parks)
- Application Form for Section 45D 1B (Application for exemption from Income Tax under Section 45D (1) (B) of the Income Tax Act Chap 75:01 which provides for tax exemption until December 31, 2017 for the initial sale of newly-constructed commercial buildings or multi-storey car parks Instructions - Application for tax concessions in respect of newly constructed commercial buildings or multi-storey car parks)
- Companies Registry Online Forms - Form 22 Power of Attorney Consent to Act as Attorney
- Companies Registry Online Forms - Form 32 Statutory Declaration (External Co)
- Freedom of Information Act (FOIA) Form
- Consumer Affairs Division - Handyman Contract

Legislation

- The Animals (Diseases and Importation) Act, Chap. 67:02
- The Antibiotics Act, Chap. 30:02
- The Anti-Dumping and Countervailing Duties Act, Chap. 78:05
- The Bills of Lading Act, Chap. 50:03
- The CARICOM Cuba Trade and Economic Cooperation Act, Chap. 81:12
- The CARICOM Costa Rica Free Trade Act, Chap. 81:10
- The CARICOM Dominican Republic Free Trade Act, Chap. 81:06

- The Companies Act, Chap. 81:01
- The Computer Misuse Act, Chap. 11:17
- The Copyright Act, Chap. 82:80
- The Corporation Tax Act, Chap. 75:02
- The Consumer Protection and Safety Act, Chap. 82:34
- The Customs Act, Chap. 78:01
- The Customs Amendment Act, No. 6 of 2013
- The Customs Brokers and Customs Clerks Act, Chap. 78:03
- The Customs Regulations (Subsidiary Legislation), Chap. 78:01
- The Economic Partnership Agreement Act, No.9 of 2013
- The Electronic Transactions Act, No. 6 of 2011
- The Data Protection Act, No.13 of 2011
- The Exchequer and Audit Act, Chap. 69:01
- The Exportation of Food Act, Chap. 63:53
- The Fertilisers and Feeding Stuffs Act, Chap. 63:55
- The Food and Drugs Act, Chap. 30:01
- The Fiscal Incentives Act, Chap. 85:01
- The Immigration Act, Chap. 18:01
- The Foreign Investment Act, Chap. 70:07
- The Income Tax (In Aid of Industry) Act, Chap. 85:04
- The Interceptions Act, No. 11 of 2010
- The Metrology Act, No. 18 of 2004
- The Plant (Export Prohibition) Act, Chap. 63:54
- The Pesticides and Toxic Chemicals Act, Chap. 30:03
- The Plant Protection Act, Chap. 63:56
- The Registration of Business Names Act, Chap. 82:85
- The Standards Act, Chap. 82:03
- The Tourism Development Act, Chap. 87:22
- The Trinidad and Tobago Panama Partial Scope Trade Agreement Act, No. 5 of 2015
- The Trade Descriptions Act, Chap. 82:04
- The Trade Ordinance, No. 19 of 1958
- The Value Added Tax Act, Chap. 75:06

Legal Notices

- Legal Notice No. 262 of 2014 – Initiation into the alleged dumping of aluminium extrusions from the People's Republic of China
- Legal Notice No. 43 of 2016 Erratum
- Legal Notice No. 22 of 2016 – Direction to Comptroller of Customs and Excise – Provisional Duty Legal Notice No. 25 of 1996 - Anti-Dumping and Countervailing Duties (Subsidies) Regulations
- Legal Notice No. 10 of 2016 – Preliminary Determination in respect of alleged dumping of aluminium extrusions from the People's Republic of China
- Legal Notice No. 29 of 2016 – Final Determination - Dumping of Imports – China
- Legal Notice No. 30 of 2016 – Order imposing Anti-dumping Duties
- Export Negative List, LN. Nos. 123 of 1998, 16 of 2012, 291 of 2014 and 130 of 2015
- Import Negative List, LN. Nos.69 of 1999, 40 of 2004, 290 of 2014 and 129 of 2015

Section 7(1)(a)(iv)

Literature available by subscription

The Ministry of Trade and Industry offers no literature by way of subscription services.

Section 7(1)(a)(v)

Procedure to be followed when a request for access to a document is made to the Ministry of Trade and Industry

Applications to the Ministry of Trade and Industry must be made in writing. The Request for Access to Official Documents form can be accessed from the Ministry's website <https://tradeind.gov.tt/> or downloaded from the website <http://www.foia.gov.tt/>. The application should include:

- Name of the Applicant
- Contact information for the Applicant
- The information requested and the format in which the information is to be provided
- Date of request
- Signature of Applicant



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Section 7(1)(a)(v)

Procedure to be followed when a request for access to a document is made to the Ministry of Trade and Industry (Cont'd)

- Details that will allow for ready identification and location of the records that are being requested.

The application should be addressed to the Designated Officer of the Ministry of Trade and Industry (see Section 7(1)(a)(vi)). If insufficient information is provided, clarification will be sought from the Applicant. An applicant who is unsure of how to write a request or of what details to include, should inquire from the Designated Officer.

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the Ministry of Trade and Industry or another public authority, or if the said information is exempted.

The Ministry of Trade and Industry is required to furnish copies of documents only when they are in its possession.

The Ministry of Trade and Industry is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead the best copy possible will be furnished.

The Ministry of Trade and Industry will determine whether to grant a request for access to information as soon as practicable but not later than 30 days of the date of receipt, as required by the FOIA. Every effort will be made to comply with the time frames set out in the FOIA, but where it appears that processing a request may take longer than the statutory limit, the Ministry of Trade and Industry will acknowledge the request and advise the applicant of its status. If the Ministry fails to meet the deadlines set out in the FOIA, the applicant has the right to proceed as if the request has been denied.

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

Section 7(1)(a)(vi)

Procedure to be followed when a request for access to a document is made to the Ministry of Trade and Industry

Officers in the Ministry responsible for:

- (a) initial receipt of, and action upon notices under section 10,
- (b) requests for access to documents under section 13, and
- (c) applications under section 36.

Designated Officer for the Ministry:

Ms. Janice Parris

Monitoring and Evaluation Coordinator
Policy and Strategy Directorate,
Level 14, Nicholas Tower,
63-65 Independence Square,
Port of Spain.

Tel: 623 2931-4 Ext 2421

Email: janice.parris@gov.tt

Alternate Designated Officer:

Mrs. Karen Chai Hong-Lai

State Counsel III (Ag.)
Legal Unit, Level 12,
Nicholas Tower,
63-65 Independence Square,
Port of Spain.

Tel: 623 2931-4 Ext 2236

Email: Karen.ChaiHong-Lai@gov.tt

Section 7(1)(a)(vii)

Advisory Boards, Councils, Committees and other Bodies (Where meetings or minutes are open to the public)

There are no bodies which fall within the meaning of this Section at this time.

Section 7(1)(a)(viii)

Library/Reading Room Facilities

Information can be accessed at the Ministry's Library.

Nicholas Tower, Level 15

63-65 Independence Square, Port of Spain.

Tel: 624-2039

E-mail: library@tradeind.gov.tt

The library facility at the Ministry is open to the general public on normal working days between the hours of 8:30 a.m. to 3:45 p.m. and has a maximum seating accommodation for the general public of eight (8) persons unless stated otherwise by the Librarian. It is highly recommended that requests to use the library facility are made in advance either by telephone at 624-2039 or by email to library@tradeind.gov.tt

SECTION 8 STATEMENTS

Section 8(1)

Documents that are provided for the use or guidance of the Ministry of Trade and Industry

Section 8(1)(a)(i)

Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law:

- The Anti-Dumping and Countervailing Duties Act, Chap. 78.05
- The Anti-Dumping and Countervailing Duties (Subsidies) Regulations 1996
- The Betting Levy Board Act, Chap. 21.53
- The CARICOM Enterprises Act, Chap. 81.04
- The Caribbean Community (CARICOM) Regional Organisation for Standards and Quality Act, Chap. 82.05
- The CARICOM Cuba Trade and Economic Co-operation Act, Chap. 81.12
- The CARICOM Costa Rica Free Trade Act, Chap. 81.10
- The CARICOM Dominican Republic Free Trade Act, Chap. 81.06
- The Consumer Protection and Safety Act, Chap. 82.34
- The Caribbean Community Act, Chap. 81.11
- The Economic Partnership Agreement Act, No.9 of 2013
- The Foreign Investment Act, Chap. 70.07
- The Fair Trading Act, Chap. 81:13
- The Fiscal Incentives Act, Chap. 85:01
- The Freedom of Information Act No.26 of 1999
- The Income Tax (In Aid of Industry) Act, Chap.85.04
- The Hire Purchase Act, Chapter 82.33
- The Import and Export Control Regulations of 1941
- The Metrology Act, No. 18 of 2004
- The Sale of Goods Act, Chapter 82.30
- The Standards Act, Chap. 82.03
- The Trade Ordinance, No. 19 of 1958
- The Trade Descriptions Act, Chap. 82.04
- The Trinidad and Tobago Panama Partial Scope Trade Agreement Act, No. 5 of 2015
- The Trinidad and Tobago Free Zones Act, Chap. 81.07
- The Trinidad and Tobago Racing Authority Act, Chap. 21.50
- The Venture Capital Act, Chap.81.08

Section 8(1)(a)(ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents:

- The Health and Safety Policy 2016
- Departmental Manuals, Policies and Procedures
- The Strategic Plan of the Ministry of Trade and Industry 2016 - 2020
- Be Educated, Be Empowered: Everything You Need to Know About Your Rights and Responsibilities as a Consumer (Consumer Affairs Division)



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SECTION 8 STATEMENTS

Section 8(1)(a)(ii) cont'd

- The Ministry of Trade and Industry: What we Offer (Consumer Affairs Division)
- The Trade Policy for Trinidad and Tobago 2019 – 2023
- The Revised Policy and Procedures to Regulate the Fully Assembled Right-Hand Drive Foreign Used Car Industry in Trinidad and Tobago 2015 - 2018
- The Grant Fund Facility
- The Investment Policy Statement
- The Import Negative List and Export Negative List
- The Trade Licensing Unit - Sample Letter of Authorization for Collection

Section 8(1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes

- At this time, Ministry of Trade And Industry has no such documents.

SECTION 9 STATEMENTS

Statement of Possession of certain documents to be published

Section 9(1)(a)

A report, or a statement containing the advice or recommendations of a body or entity established within the Ministry of Trade and Industry:

- At this time, the Ministry of Trade and Industry has no such reports or statements.

Section 9(1)(b)

A report, or a statement containing the advice or recommendations of a body or entity established outside of the Ministry of Trade and Industry by or under a written law; or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the Ministry of Trade and Industry or to the responsible Minister:

- At this time, the Ministry of Trade and Industry has no such reports or statements.

Section 9(1)(c)

A report, or a statement containing the advice or recommendations of an inter-departmental Committee whose membership includes an officer of the Ministry of Trade and Industry:

- At this time, the Ministry of Trade and Industry has no such reports or statements.

Section 9(1)(d)

A report, or a statement containing the advice or recommendations of a committee established within the Ministry of Trade and Industry to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the Ministry of Trade and Industry who is not a member of the committee:

- At this time, the Ministry of Trade and Industry has no such reports or statements.

Section 9(1)(e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the Ministry of Trade and Industry by a scientific or technical expert, whether employed within the Ministry of Trade and Industry or not, including a report expressing the opinion of such an expert on scientific or technical matters:

- At this time, the Ministry of Trade and Industry has no such reports.

Section 9(1)(f)

A report prepared for the Ministry of Trade and Industry by a consultant who was paid for preparing the report:

- Reports submitted by Mrs. Gaynelle Abraham-Brathwaite with respect to the consultancy services to perform the functions of Programme Manager for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period July 10, 2017 to July 9, 2018.
- Reports submitted by Mrs. Gaynelle Abraham-Brathwaite with respect to the consultancy services to perform the functions of Programme Manager for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period July 10, 2018 to July 9, 2019.
- Reports submitted by Mrs. Gaynelle Abraham-Brathwaite with respect to the consultancy services to perform the functions of Programme Manager for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period July 10, 2019 to April 6, 2021.
- Reports submitted by Ms. Arveon Williams with respect to the consultancy services to perform the functions of Procurement and Contract Management Specialist for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period September 1, 2017 to August 31, 2018.
- Reports submitted by Ms. Arveon Williams with respect to the consultancy services to perform the functions of Procurement and Contract Management Specialist for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period September 1, 2018 to August 31, 2020.
- Reports submitted by Ms. Lisa Sajad with respect to the consultancy services to perform the functions of Procurement and Contract Management Specialist for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period April 1, 2019 to March 31, 2020.
- Reports submitted by Mr. Stephen Rodriguez with respect to the consultancy for the provision of Technical Consultant Services for the Strengthening of the Single Electronic Window for Trade and Business Facilitation Programme to the Ministry of Trade and Industry during the period February 6, 2017 to February 5, 2019.
- Reports submitted by Mr. Stephen Rodriguez with respect to the consultancy for the provision of Technical Consultant Services for the Strengthening of the Single Electronic Window for Trade and Business Facilitation Programme to the Ministry of Trade and Industry during the period February 6, 2019 to February 5, 2020.
- Reports submitted by Mr. Stephen Rodriguez with respect to the consultancy for the provision of Technical Consultant Services for the Strengthening of the Single Electronic Window for Trade and Business Facilitation Programme to the Ministry of Trade and Industry during the period February 6, 2020 to April 5, 2021.
- Reports submitted by Mr. Christian Marquez with respect to the consultancy for the provision of Technical Consultant Services for the Strengthening of the Single Electronic Window for Trade and Business Facilitation Programme to the Ministry of Trade and Industry during the period February 6, 2017 to February 5, 2019.
- Reports submitted by Ms. Saara Kahrim-Alsaran with respect to the consultancy services to perform the functions of Financial Specialist for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period August 2, 2017 to August 1, 2018.
- Reports submitted by Ms. Saara Kahrim-Alsaran with respect to the consultancy services to perform the functions of Financial Specialist for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period August 2, 2018 to August 1, 2019.



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SECTION 9 STATEMENTS

Statement of Possession of certain documents to be published Section 9(1)(f)(Cont'd)

- Reports submitted by Ms. Saara Kahrin-Alsaran with respect to the consultancy services to perform the functions of Financial Specialist for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period August 2, 2019 to April 6, 2021.
- Reports submitted by Ms. Glemma Bartholomew with respect to the consultancy services to perform the functions of Administrative Professional for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period December 1, 2017 to November 30, 2018.
- Reports submitted by Ms. Glemma Bartholomew with respect to the consultancy services to perform the functions of Administrative Professional for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period December 1, 2018 to November 30, 2019.
- Reports submitted by Wendy Mohammed-Mahadeo with respect to the consultancy services to perform the functions of Administrative Professional for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period March 2, 2020 to April 1, 2021.
- Reports submitted by Mr. Rupert Ramharack with respect to the consultancy services to perform the functions of Project Administrator for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period February 17, 2020 to February 16, 2021.
- Reports submitted by Mr. Neshan Singh with respect to the consultancy services to perform the functions of Project Administrator for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period December 1, 2017 to November 30, 2019.
- Reports submitted by Mr. Neshan Singh with respect to the consultancy services to perform the functions of Technical Consultant for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period December 2, 2019 to April 1, 2021.
- Reports submitted by Mr. Sebastian Cadic with respect to the consultancy services to provide Advisory Services to Upgrade the EUROTRACE SYSTEM for the CSO for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period October 15, 2018 to April 30, 2020.
- Reports submitted by Mr. Jonas Mendes Constante with respect to the consultancy to provide Advisory Services for the Development of a Port Community System for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period October 21, 2019 to February 20, 2021.
- Reports submitted by Mr. Gerard Frontin with respect to the consultancy to provide Advisory Services to Develop Spatial Planning Guidelines for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period August 26, 2019 to February 19, 2020.
- Reports submitted by Mr. Spyridon Basinas with respect to the consultancy to provide Advisory Services to Establish a Legal Framework for Secured Transactions for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period September 10, 2019 to September 10, 2020.

- Reports submitted by Ms. Tira Greene with respect to the consultancy to provide Advisory Services to Develop a Consumer Protection Legislation for the Strengthening of the Single Electronic Window for Trade and Business Facilitation to the Ministry of Trade and Industry during the period March 12, 2020 to November 11, 2020.

Section 9(1)(g)

A report prepared within the Ministry of Trade and Industry and containing the results of studies, surveys or tests carried out for the purpose of assessing or making recommendations on, the feasibility of a new or proposed Government policy, programme or project:

- At this time, the Ministry of Trade and Industry has no such reports.

Section 9(1)(h)

A report on the performance or efficiency of the Ministry of Trade and Industry, or of an office, division or branch of the Ministry of Trade and Industry, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority:

- The Annual Administrative Report of the Ministry of Trade and Industry 2017 – 2018.

Section 9(1)(i)

A report containing final plans or proposals for the re-organisation of the functions of the Ministry of Trade and Industry, the establishment of a new policy, programme or project to be administered by the Ministry of Trade and Industry, or the alteration of an existing policy, programme or project administered by the Ministry of Trade and Industry whether or not the plans or proposals are subject to approval by an officer of the Ministry of Trade and Industry, another public authority, the responsible Minister for the Ministry of Trade and Industry or Cabinet:

- The National Aid for Trade Strategy 2016 - 2019
- The Yachting Policy of Trinidad and Tobago 2017- 2021
- The National e-Commerce Strategy 2017-2021
- The Special Economic Zones Policy for Trinidad and Tobago
- The National Consumer Policy for Trinidad and Tobago 2018 - 2023
- The National Trade Policy for Trinidad and Tobago 2019 - 2023
- The National Quality Policy 2018 - 2030
- The Grant Fund Facility

Section 9(1)(j)

A statement prepared by the Ministry of Trade and Industry containing policy directions for the drafting of legislation:

- At this time, the Ministry of Trade and Industry has no such reports.

Section 9(1)(k)

A report of a test carried out within the Ministry of Trade and Industry on a product for the purpose of purchasing equipment:

- At this time, the Ministry of Trade and Industry has no such reports.

Section 9(1)(l)

An environmental impact statement prepared within the Ministry of Trade and Industry:

- At this time, the Ministry of Trade and Industry has no such statement.

Section 9(1)(m)

A valuation report prepared for the Ministry of Trade and Industry by a valuator, whether or not the valuator is an officer of the Ministry of Trade and Industry:

- At this time, the Ministry of Trade and Industry has no such reports.

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