
FREEDOM OF INFORMATION STATEMENT 2022



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1.0 Introduction

In accordance with Sections 7, 8 and 9 the Freedom of Information Act 1999 (“the Act”), the CEPEP Company Limited (CEPEP) is required by law to publish this statement, which lists the documents and information generally available for the public.

The Act gives members of the public a legal right to: -

1. Access information held by the CEPEP Company Limited;
2. Have official information relating to him/her amended where it is incomplete, incorrect or misleading;
3. Obtain reasons for adverse decisions made regarding an applicant’s request information under the FOIA; and
4. Complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

2.0 Functions and Organization of CEPEP

Section 7 (1) (a) (i) seeks to provide information on the structure and function of CEPEP Company Limited.

There is no arrangement that exists for consultation with, or representation by, members of the public in relation to the formulation of policy in, or the administration of CEPEP at this time.

2.1 Establishment of the CEPEP Company Limited

The CEPEP Company Limited is a state agency of the Ministry of Rural Development and Local Government. The CEPEP Programme was officially launched on the 29th of July 2002 by our former Prime Minister, Mr. Patrick Manning. The CEPEP Company was established in 2006 under the Companies Act Chapter 81:01 of the revised laws of the Republic of Trinidad and Tobago and its registered office is located at #16 Factory Road, Ste. Madeleine in the Ward of San Fernando in the Island of the Republic of Trinidad and Tobago.

The objectives of the Programme are: -

- a. To employ organizations/businesses within communities to improve the conditions of the local environment;
- b. To expand employment opportunities for the benefit of the semi-skilled and unskilled citizens in the communities; and
- c. To create opportunities for development of small businesses.

2.2 Vision

CEPEP's vision is ***"To be the premier environmental enhancement company which fosters national pride"***.

2.3 Mission

The mission is ***"Securing the future by protecting and enhancing the physical environment while building our communities through entrepreneurship"***.

2.4 Corporate Structure

The Company is governed by a Board of Directors appointed in accordance with the Companies Act of Trinidad and Tobago and are as follows:

- **Chairman** - Ms. Marilyn Michael
- **Deputy Chairman** - Mr. Derek Ambrose
- **Board Members**- Mr. Sabeer Ali, Ms. Phyllis Wickman-Stewart, Mr. Rajcoomar Bhagaloo, Ms. Heather Tardieu, Mr. Glen Roach, Mrs. Cheryl Ryan-Mohammed and Mr. Cecil Santana.

The Board is accountable to the Minister of Rural Development and Local Government whilst the Minister of Finance manages all assets and liabilities of the Company. The day-to-day operations are managed by the Management Team, which reports to the Board.

2.5 Organizational Structure

CEPEP Company Limited comprise of eight (8) Departments which reports to the Chief Executive Officer. These are: -

1. Operations Department
2. Marketing and Communications Department
3. Human Resource Department
4. Information Technology Department
5. Finance Department
6. Legal Department
7. Internal Audit
8. Compliance Unit



2.5.1 Office of the Chief Executive Officer

The Chief Executive Officer is responsible for the management of the organization. The Chief Executive Officer is responsible for ensuring the Company is mission driven, fiscally accountable for efficient and quality delivery of services. The Chief Executive Officer reports to the Board of Directors and also acts as the liaison between the Board of Directors and staff and between the Board of Directors and outside entities.

2.5.2 Human Resource Department

The Human Resource Department develops and implements the Company's Human Resource Policies and programmes which focuses on compensation and benefits, employees' performance and training, recruitment and talent management, industrial and employee relations and office management services. The Department also maintains personnel records of all employees and other matters relating to terms and conditions of employment.

2.5.3 Finance and Accounts Department

The Finance Department is responsible for monitoring and reporting on the financial position of CEPEP. Its mandate is to ensure that the financial requirements of all stakeholders are met in a timely and effective manner against a backdrop of integrity, transparency and accountability. The Department is also responsible for the preparation of budgetary estimates

for the activities of the organization, processing of management fees and contractors workers' payroll, salary processing for in-house staff and any new projects.

2.5.4 Internal Audit Department

The Internal Audit Department was re-established in February 2017, to provide independent, objective assurance and advice to the organization in the achievement of organizational goals and management of risk. The Unit assists CEPEP in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, control, and governance processes.

The internal audit activity is defined by the Board of Directors body as part of their oversight role.

2.5.5 Information Technology Department

The IT Unit is responsible for the management of Information Technology infrastructure, data management, management of all company's social platforms and provision of Information Technology support services; being proactive in maintenance and offering quality customer service in a rapidly changing environment.

2.5.6 Marketing and Communications Department

The Marketing and Communications Department of CEPEP engages in public relations, company branding and advertising, stakeholder relations and performs activities in keeping with social responsibility. This department is also responsible for developing, cultivating and maintaining a corporate identity or brand image. Initiatives are created and executed to mould company image, communicate with internal and external audiences, and sustain a long-term positive reputation.

2.5.7 Legal Department

The Legal Department of the CEPEP Company Limited provides proactive and general legal advice to the Board of Directors and CEPEP's Management. The Department drafts and

executes CEPEP contracts in an effort to preserve and protect the assets of CEPEP and minimize CEPEP's exposure to potential litigation and other claims. The legal department liaises with external Counsels on litigation matters and other legal proceedings relevant to the Company. The department is also responsible for preparation and review of legal contracts/agreements between its independent contractors and CEPEP.

2.5.8 Compliance Department

Amongst their various activities, the Compliance Department ensures that the Contractors comply with certain terms of their contract with The CEPEP Company Limited. The Department provides a range of administrative services that support and review Core Contractors' statutory obligations to their Workers. Moreover, the Department processes and analyses payments made by the Contractors to the relevant Statutory Bodies.

2.5.9 Operations Department

The Operations Department oversees the provision and monitoring of the major of services provided by CEPEP. These include Environmental Clean-Up, Beautification and Maintenance, Waste Removal, Dead Animal Removal, Coastal Maintenance, Eco-Site Management, Disaster and Emergency Response and Transportation. These works are monitored by field officers who have been assigned to the six (6) geographical regions that comprise of thirty-nine (39) environmental work areas throughout Trinidad.

3.0 Statement of the Categories of documents

Under Section 7 (1) (a) (ii), the Categories of documents are as follows: -

1. General administrative records (files and documents) for the operation of the CEPEP programme.
2. Personnel Records - which detail all appointments to date, job specifications, job applications, promotions, transfers, resignations, deaths, retirements, leave, vacation.
3. Financial records (cheques, journals, pay records, vouchers, purchasing orders, receipts etc.).
4. Audit files.
5. Procurement Records - dealing with matters relating to the procurement of goods and services and equipment.
6. Photographs/CompactDiscs/Diskettes/Abstracts/Tapes/Catalogues/Brochures; Charts.
7. News releases and speeches originating in CEPEP.
8. Files dealing with internal and external circulars, memoranda, notices, bulletins etc.
9. Record of Stores (Inventory).
10. Periodicals and publications.
11. Board Appointments.
12. Legislation and legal instruments.
13. Reports – Statistical, Annual, Quarterly, Bi-annual, Monthly, Audit, Technical, Administrative, Achievements
14. Books, booklets, calendars, leaflets, brochures, newsletters, newspaper clippings and posters, periodicals and publications.
15. Minutes of Board and Management Meetings.

4.0 Materials Prepared for Public Inspection

Under Section 7 (1) (a) (iii), general information on the CEPEP Company Limited can be sourced via the Company Website at <https://www.cepep.gov.tt/>

5.0 Statement of Literature available via subscription

With reference to Section 7 (1) (a) (iv), which relates to the Statement Listing the Literature available by way of subscription, CEPEP Company Limited has no literature available by subscription.

6.0 Accessing Information

With reference to Section 7 (1) (a) (v), the procedures for accessing documents under the FOIA from CEPEP is outlined below:-

6.1 General Procedure

CEPEP will respond to all oral and written requests for information. However, in order to have the rights given under the FOIA, the request must be made in writing. In cases where the information is not readily available, the applicant must submit a ***Request for Access to Official Documents*** for information.

6.2 Details in Request

Applicants should provide details that will allow for easy identification and retrieval of records. If applicants are uncertain of how to write the request or what details to include in the request, applicants are encouraged to seek guidance from the Designated Officer named in below.

Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of CEPEP (see Section 7 (1) (a) (vi)). The request should be forwarded to:

Willa Guy Straker

Senior Human Resource Officer

The CEPEP Company Limited

#16 Factory Road,

Ste. Madeleine,

Tel: 698-2737; 225-4400 Fax: 698-0166

6.3 Responding to your requests

6.3.1 Retrieving Documents

CEPEP Company Limited will retrieve the required documents whether it is being stored on-site or offsite. It should be noted that various laws, regulations and manuals give the time periods for keeping records before they may be destroyed, as such the Company can only provide information once it is available.

6.3.2 Furnishing Documents

The Company is required to furnish copies of information in our possession, custody or power, once the requirements of the FOIA are satisfied. It should be noted that in accordance with the FOIA, the Company will furnish one (1) copy of the requested document. If the Company cannot make a legible copy of a document to be released, the Company may not attempt to reconstruct it. Instead, the Company will furnish the best copy possible and note its quality in our reply.

Please note the CEPEP Company Ltd is not compelled to do the following:

1. Generate new documents. For example, we are not required to write a new programme so that a computer will print information in the format that you prefer.
2. Perform research for the applicant.

6.3.3 Time Limits

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If the Company fails to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. The Company will diligently comply with the time limit. If it appears that processing your request may take longer than the statutory limit, the Company will acknowledge your request and advise you of its status. Since there is the possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm whether the request was received and to ascertain its status.

6.3.4 Time Allowed

The Company will determine whether to grant your request for access to information as soon as practicable but no later than 30 days after the day on which the request is duly made as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

6.4. Fees and Charges

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.

7.0 Statement Specifying Designated FOIA Officer

Under Section 7 (1) (a) (vi), the designated FOIA officer in CEPEP will be responsible for:

1. The initial receipt of and action upon notices under Section 10;
2. Requests for access to documents under Section 13; and
3. Applications for corrections of personal information under Section 36 of the FOIA.

As stated in Section 6.2 of this document, the Designated Officer is:

Willa Guy-Straker, Senior Human Resource Officer

The CEPEP Company Limited

#16 Factory Road,

Ste. Madeleine,

Trinidad, W.I.

Tel: 698-2737; 225-4400 Ext. 2006 Fax: 698-0166

8.0 Statement Listing All Boards, Councils, Committees

SECTION 7 (1) (a) (vii) of the Act is not applicable to the CEPEP Company Limited at this time since there exist no Board, Council, Committee or any other body that advise the Company.

9.0 Statement indicating whether the Commission maintains a library or reading room

Section 7 (1) (a) (viii) of the Act is not applicable to the CEPEP Company Limited at this time

10.0 STATEMENTS UNDER SECTION 8 OF THE ACT

Section 8 (1) (a) (i) of the Act is not applicable to the CEPEP Company Limited at this time.

Section 8(1) (b) of the Act is not applicable to the CEPEP Company Limited at this time.

11.0 STATEMENTS UNDER SECTION 9 OF THE ACT

11.1 SECTION 9 (1) (a)

Section 9 (1) (a) refers to any report, or a statement containing the advice or recommendations, of a body or entity established within CEPEP. It should be noted that there are no reports or statements to be published under this section at this time.

11.2 SECTION 9 (1) (b)

Section 9 (1) (b) refers to any report, or a statement containing the advice or recommendations:

- i. of a body or entity established outside the CEPEP by or under a written law; or

- ii. by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to CEPEP or to the responsible Minister.

There are no reports or statements to be published under this section at this time.

11.3 SECTION 9(1) (c)

Section 9 (1) (c) of the Act refers to a report or statement containing the advice or recommendations of an interdepartmental committee whose membership includes an officer of CEPEP

There are no reports or statements to be published under this section at this time.

11.4 SECTION 9 (1) (d)

Section 9 (1) (d) refers to any report, or a statement containing the advice or recommendations, of a committee established within CEPEP to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the Ministry who is not a member of such committee.

There are no reports or statements to be published under this section at this time.

11.5 SECTION 9 (1) (e)

Section 9 (1) (e) refers to any report (including a report concerning the results of studies, surveys or tests) prepared for CEPEP by a scientific or technical expert, whether employed within the Ministry or not, including a report expressing the opinion of such an expert on scientific or technical matters.

There are no reports or statements to be published under this section at this time.

11.6 SECTION 9 (1) (f)

Section 9 (1) (f) makes reference to any report prepared for CEPEP by a consultant who was paid for preparing the report.

There are no reports or statements to be published under this section at this time.

11.7 SECTION 9 (1) (g)

Section 9 (1) (g) refers to any report prepared within CEPEP containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

There are no reports or statements to be published under this section at this time.

11.8 SECTION 9 (1) (h)

Section 9 (1) (h) refers to any report on the performance or efficiency of CEPEP, or of an office, division or branch of CEPEP, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Ministry.

There are no reports or statements to be published under this section at this time.

11.9 SECTION 9 (1) (i)

Section 9 (1) (i) makes reference to any report containing:

- i. Final plans or proposals for the re-organization of the key functions of CEPEP;
- ii. The establishment of a new policy, programme or project to be administered by CEPEP; and
- iii. The alteration of an existing policy, programme or project administered CEPEP, whether or not the plans or proposals are subject to approval by an officer of CEPEP, another public authority, the responsible Minister or Cabinet.

There are no reports or statements to be published under this section at this time.

11.10 SECTION 9 (1) (j)

Section 9 (1) (j) refers to any statement prepared within CEPEP and containing policy directions for the drafting of legislation.

There are no reports or statements to be published under this section at this time.

11.11 SECTION 9 (1) (k)

Section 9 (1) (k) refers to any report of a test carried out within CEPEP on a product for the purpose of purchasing equipment.

There are no reports or statements to be published under this section at this time.

11.12 SECTION 9 (1) (l)

Section 9 (1) (l) makes reference to the development and publication of any environmental impact statement prepared within CEPEP.

There are no reports or statements to be published under this section at this time.

11.13 SECTION 9 (1) (m)

Section 9 (1) (m) refers to any valuation report prepared for CEPEP by a valuator, whether or not the valuator is an officer of CEPEP.

There are no reports or statements to be published under this section at this time.