



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF PUBLIC UTILITIES
PUBLIC STATEMENT OF THE GOVERNMENT PRINTER 2013
ANNUAL STATEMENT ON THE FREEDOM OF
INFORMATION ACT (FOIA) 1999

In compliance with Section 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999, the Ministry of Public Utilities is required to publish annual statements on the Government Printery for the benefit of the public.

The Freedom of Information Act (FOIA) 1999, was assented to on November 4, 1999 and came into full effect on August 30, 2001 to “give members of the public a general right, with exceptions, of access to official documents of public authorities and for matters related thereto”. The Act provides members of the public with:

1. A legal right for each person to access information held by the Government Printer;
2. A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding applicant’s request for information under the FOIA; and
4. 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.

Section 7 Statements

Section 7 (1) (a) (i)

Function and Structure of the Government Printery

The Government Printery’s primary function is the printing of official government documents that are required by law including the Hansard, Trinidad and Tobago Gazette, Acts of Parliament, Bills, Legal Notices, Annual Budget, documents of sensitive national security/trade concerns and official government forms. The Printery is also responsible for the printing and/or binding of books, forms and other documents to be used by the Parliament, Government Ministries, Department and Divisions. Access to particular government documents such as the Hansard, Trinidad and Tobago Gazette, Acts of Parliament, Bills and Legal Notices is also facilitated by the Government Printery through the sale of these documents to members the public.

Strategic Vision

The Government Printery as the first choice producer of high quality printed products for and on behalf of the Government of Trinidad and Tobago.

Strategic Mission

To provide the best quality printed and paper conversion services available in Trinidad and Tobago.

Structure

The Government Printery is a Division of the Ministry of Public Utilities and is headed by the Government Printer. The Printery currently has a staff complement of one hundred and sixty eight (168) monthly paid and eleven (11) daily rated employees.

Functional Units which execute the various functions of the Government Printery are as follows:

(a) Work Control Section

The Work Control Section is the area from which all work originates. The core responsibilities of this area are production recording, costing and estimating, typography and the issuing of job orders. The section is headed by the Work Control Officer who issues instructions for job orders to be prepared and forwarded to the relevant production areas based on the customer’s request.

(b) Prepress/Composing Section

The Prepress or Composing Section is responsible for the formatting and assembly of documents for printing. This section is engaged in composing, letter assembly and other cold type operations which utilise computers and printers which are a part of today’s pre-press technology. The section processes work produced by the Work Control Section.

(c) Proof Reading Section

The Proof Reading Section works closely with the Composing Section correcting all work before it is sent for Compositors to process.

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(d) Binding Section

The Binding Section is responsible for the binding of various types of government documents and books. These operations are done manually or by machine, and generally utilise three types of binding: letterpress, ledger and wire stitching.

(e) Letter Press Section

The Letter Press Section is responsible for relief type printing which involves printing from a raised surface. This section uses metal plates which are created using the nyloprint process for operations. In addition, the Letterpress Section is responsible for operations such as foil printing, embossing, perforating and numbering of jobs.

(f) Offset Section

The Offset Section is responsible for photolithography (offset printing) printing from a flat surface as compared to letterpress printing which is done from a raised surface. This section utilises three main processes: computer to film (image setter), stripping and plate making and machine operations.

(g) Office Machinery Branch

The Office Machinery Branch is responsible for the service, repair and maintenance office machines at the Printery.

(h) Engineering Section

The Engineering Section is responsible for looking after the repairs and maintenance of all machines used in the Printery.

(i) Sales Section

The Sales Section is engaged in the sales of the government publications to the general public and other institutions.

This area also provides information regarding various aspects of the laws of Trinidad and Tobago, and seeks to maintain a good relationship with the public as a whole.

(j) Despatch Section

The Despatch Section is the area which stores and dispatches completed jobs to customers.

(k) Stationery Stores Section

The Stationery Stores Section is responsible for the supply of stationery for the Government Printery's internal operations.

(l) Paper Stores Section

The Paper Stores Section stores raw materials used in the production of printed products.

(m) Administration Section

The Administration Section is responsible for both personnel matters and accounting. The staff assigned to the human resource function is responsible for processing leave arrangements and other human resource matters. The accounting staff is responsible for preparing invoice orders for the purchase of items and other internal accounting activities at the Government Printery.

Impact of Functions of the Government Printery on Members of the Public

The services which are provided by the Government Printery facilitate efficient and effective communication and information systems by providing reliable printing, binding and related services for the Government and the public.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Government Printery

The following documents are in the possession of the Government Printery:

- Files dealing with general administration, accounting and financial management functions for the operations of the Government Printery.
- Personnel files, with details of staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
- Financial records
- Policy and Procedure documents
- Internal and external correspondence
- Legislation and Legal Instruments

- Files on matters relating to procurement of supplies, services and equipment
- Minutes of meetings
- Files dealing with circulars, memoranda, notices, bulletins etc.
- Digital media files (Photographs, CDs, DVDs, diskettes)
- Files dealing with training.

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

The Public may inspect and obtain copies of the following documents:

- Bills/Acts of Parliament
- Legal Notices
- Trinidad and Tobago Gazette
- Hansard

Persons wishing to inspect or obtain copies can visit the offices of the Government Printery between the hours of 8:00 am and 3:30 pm from Monday to Friday, except for public holidays at:

2-4 Victoria Avenue,
Port of Spain
Tel: 625-1212/4139
Fax: 625-5973
Email: govprintery@tstt.net.tt

Members of the public can also visit the website: news.gov.tt or the Ministry's website: www.mpu.gov.tt for more information.

Section 7 (1) (a) (iv)

Literature available by subscription

This section is not applicable.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Government Printery

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General Procedure

The Government Printery's policy is to respond to all requests for information, both oral and written. However, in order to exercise rights under the FOIA (for example the right to challenge a decision if the request for information is refused), the applicant must make the request in writing.

The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the Government Printery and the Ministry of Public Utilities for information that is not readily available to the public.

Section 7 (1) (a) (vi)

Addressing Requests

To facilitate prompt handling of the request, please address the request to the Designated Officer of the Printery. (see *Section 7 (1)(a)(vi)*)

Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicants are unsure of how to write their request or what details to include, communicate with the Government Printery's Designated Officer.

Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public, either from the Government Printery or from another public authority such as brochures, pamphlets, reports.

Responding to your request

The Government Printery is required to furnish copies of documents only when they are in its possession or can be retrieved from storage. Information stored in the National Archives or other storage centres will be retrieved in order to process the requests.

Furnishing Documents

An applicant is entitled to copies of information the Government Printery has in its possession, custody or power. The Government Printery is required to furnish only one copy of a document. If a legible copy of a document cannot be released, the Government Printery may not attempt to reconstruct it. Instead, it will furnish the best copy possible and note its quality in its reply.

Please note the Government Printery is not compelled to do the following:

- Create new documents; or
- Perform research for the applicant.

Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days for determination of a request for access to documents. The Government Printery is required to grant the request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

Time Allowed

Should the Government Printery fail to meet this deadline, the FOIA gives the applicant the right to proceed as though the request has been denied. The Government Printery will diligently seek to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the Government Printery would acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Government Printery has received the request and to ascertain its status.

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 on a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, the Government Printery may charge duplication fees in accordance with its normal replication policy.

Section 7 (1) (a) (vi)

Designated Officers in the Government Printery

The following are the Designated Officers charged with the responsibility for obtaining documents on request by the public.

Designated Officer:

Mr. Ian Gibson
Assistant Government Printer
2-4 Victoria Avenue
Port of Spain
Phone: 625-3834
Fax: 625-5973

Alternate Designated Officer:

Ms. Monica Williams-Vendor
Administrative Officer II (Ag.)
2-4 Victoria Avenue
Port of Spain
Phone: 625-1212/4139
Fax: 625-5973
Email: govprintery@tstt.net.tt

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These Officers are responsible for executing the following functions:

- The initial receipt of an action upon notices under Section 10,
- Requests for access to documents under Section 13, and
- Applications for correction of personal information under Section 36 of the FOIA

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (where meetings/minutes are open to the public)

There are currently no Advisory Boards, Councils, Committees and other Bodies at this time.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

The Government Printery facilitates members of the public with a reading area at its office located on 2-4 Victoria Avenue, Port of Spain. It is open to the public from Mondays to Fridays between the hours of 8:30 am to 3.30 pm.

Policy of the Government Printery for the provision of copies of documents which are readily available to the public

Members of the public may:

- (a) Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration, the possibility that the copies may not be available in the form required.
- (b) Be required to supply copying paper for hard

copies in instances where requests require large amounts of paper.

Section 8 Statements

Section 8(1) (a) (i)

This sub-section pertains to documents utilised by the public authority for its use and guidance. These documents contain interpretations or particulars of written laws or schemes administered by the public authority, the following pieces of legislation as amended apply:

- Constitution of Trinidad and Tobago Chapter 1:01
- Freedom of Information Act, Chapter 22:02
- Interpretation Act, Chapter 3:01
- Industrial Relations Act, Chapter 88:01
- Evidence Act, Chapter 7:21
- Statutes Act, Chapter 3:02 7(1)
- Representation of the People Act, Chapter 2:01

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.

There are other documents which guide the operations of the Government Printery. Some of these documents can be purchased from the Government Printery, while others may be accessed from the relevant Ministry or on-line via www.ttparliament.org or www.ttconnect.gov.tt. The following applies:

- Legislation, laws, regulations and orders
- Trinidad and Tobago Gazette
- Hansard Reports relating to Debates in the Senate and House of Representatives
- Circular Memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Public Administration and other Departments.
- Annual Budget Documents of the Republic of Trinidad and Tobago
- Procurement Policies and guidelines

- Financial Regulations and Instructions
- Reports of Government Agencies
- Health and Safety Guidelines

Section 8(1) (b)

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

- A Guide to the 1999 Freedom of information Act Chapter 22:02; Freedom of Information Unit; OPM; 2012

Section 9 Statements

In accordance with Section 9 (1) (a)-(m), the following reports are available at the Government Printery located at 2-4 Victoria Avenue, Port of Spain:

- Action Plan for the Rationalisation and Development of the Government Printery (2008)
- The MPU's Strategic Plan (2011-2015)
- The MPU's Quarterly Newsletter
- The MPU's Monthly Internal Newsletter
- Asset Register Government Printery (2013)

