



DEVELOPING SPACES  
FOR BUSINESS TO GROW

# GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO FREEDOM OF INFORMATION ACT (FOIA) 1999

## 2022 PUBLIC STATEMENT OF EVOLVING TECKNOLOGIES AND ENTERPRISE DEVELOPMENT COMPANY LIMITED (e Teck)

### INTRODUCTION

In accordance with Sections 7, 8 and 9 of the **Freedom of Information Act (FOIA) 1999**, Evolving Tecknologies and Enterprise Development Company Limited (e Teck) is required by law to publish and annually update the statement which lists the documents and information generally available to the public.

#### The FOIA gives members of the public:-

- (1) A legal right for each person to access information held by e Teck;
- (2) A legal right for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- (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.

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

### SECTION 7 STATEMENTS

#### SECTION 7(1) (a)

##### Statement on the organization and functions of e Teck

e Teck is a State owned Limited Liability Company mandated to: develop new modern economic zones through, inter alia, public-private partnerships that can expand and diversify Trinidad and Tobago's economic base; improve the infrastructure and operations of existing economic zones/Industrial Parks (including the Tamana InTech Park at Wallerfield); optimize existing industrial parks on a commercial basis; manage the assets of the Hilton Trinidad and Conference Centre and the Magdalena Grand Beach and Golf Resort.

#### Mission Statement

"A catalyst for growth of businesses in the non-oil and gas sector by providing real estate solutions, which leverage the talents and passion of our people."

#### Vision Statement

"Providing innovative and sustainable real estate solutions that deliver lasting value to tenants, shareholders and society."

#### Core Values

e Teck will achieve its Mission by recruiting, nurturing and rewarding talented team players who will continuously deliver the highest standards of service through a commitment to:

- Collaboration
- Innovation
- Speed and Agility
- Integrity
- Results-Focused

#### Organizational Structure and Functions of e Teck

e Teck is led by a President who reports to a Chairman and Board of Directors, which consist of a Chairman, Deputy Chairman and seven other members. The Board of Directors is appointed by the Minister of Finance as Corporation Sole on behalf of the Government of the Republic of Trinidad and Tobago.

The President, Chairman and Members of the Board of Directors are:

1. President: Mr. Steve De Las
2. Chairman: Mr. Imtiaz Ahamad
3. Deputy Chairman: Mr. Robert Green
4. Director: Mr. Randall Karim
5. Director: Mr. Arnold de Four
6. Director: Mr. Eric Lewis
7. Director: Mr. Roger Roach
8. Director: Mr. Kamau Akili
9. Director: Ms. Judy Beepath-Ramjohn
10. Director: Ms. Heather Dawn Seepersad

The Company comprises the following Divisions and Departments as shown on the Organizational Chart:

1. Real Estate Assets Division
2. Projects & Facilities Division
3. Human Resources, Administration and Corporate Communications Department
4. Financial Services Department
5. Legal Services Department
6. Special Projects & Hotel Assets Department

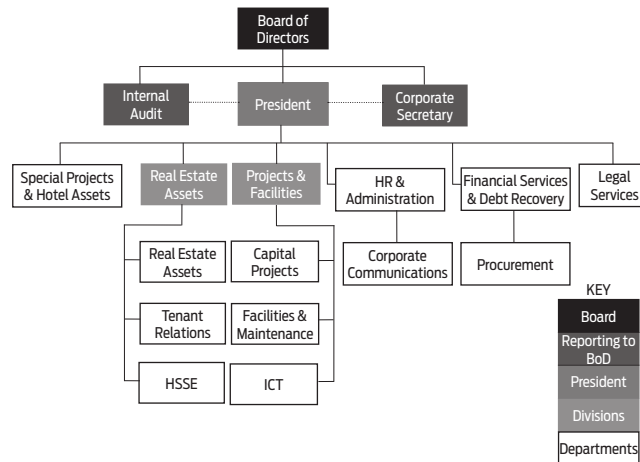
These Divisions and Departments are located at e Teck's Head Office.

#### e Teck's Industrial Parks

1. Abattoir Industrial Park
2. Beetham Industrial Park

3. Biljah Industrial Park
4. Chase Village Industrial Park
5. Diamond Vale Industrial Park
6. East Dry River Industrial Park
7. Frederick Settlement Industrial Park
8. Harmony Hall Industrial Park
9. Macoya Industrial Park
10. Milford Industrial Park
11. Morvant Industrial Park
12. O'Meara Industrial Park
13. Plaisance Industrial Park
14. Point Lisas Industrial Park
15. Sea Lots Industrial Park
16. Trincity Industrial Park
17. Tamana InTech Park
18. Debe Industrial Park
19. Point Fortin Industrial Park
20. Moruga Agro-Processing and Light Industrial Park
21. Phoenix Park Industrial Estate (currently under construction)
22. Factory Road Industrial Park (Undeveloped)
23. Dow Village Industrial Park (Undeveloped)

### E TECK'S ORGANISATIONAL CHART



e Teck's stakeholders are the Minister of Finance in his capacity as Corporation Sole (sole shareholder) and the Ministry of Trade and Industry.

#### Particulars of the Organisation and Functions of e Teck

##### 1. Office of the President

The Office of the President is entrusted with the responsibility and accountability for the company's deliverables as mandated by the Government of Trinidad and Tobago, and it carefully monitors the company's Divisions to ensure that the deliverables of each Division are executed to prevent any negative impact on the management and performance of the company. The Corporate Secretariat Unit and Internal Audit Unit report directly to the Office of the President.

##### 2. Real Estate Assets

This Division comprises Tenant Relations, Sales, Asset Management and Health Safety, Security and Environment and is responsible for the management of the relationship between e Teck and the tenants of the Industrial Parks which would involve:

- rent collection and lease administration;
- negotiating lease agreements for the new and existing Industrial Parks;
- developing and sourcing of new ventures in the non-energy sector;
- sourcing and analyzing businesses for new Economic zones; and
- the provision of Health, Safety and Environment Services.

##### 3. Projects & Facilities

This Division comprises Capital Projects, Facilities & Maintenance, and Information and Communications Technology (ICT), and is responsible for the development of new Industrial Parks, the expansion of selected existing Industrial Parks and for the upgrade and maintenance of all industrial parks and building assets throughout Trinidad and Tobago. It is responsible for overall infrastructure development, ICT services and provision of project management services to the Government of Trinidad and Tobago.

##### 4. Special Projects & Hotel Assets

This Department is responsible for:

- Company Planning, that is, development of e Teck's Strategic

and Corporate/Operational oversight for e Teck's Hotel Assets, namely:

- the operations of the Magdalena Grand Beach and Golf Resort, Tobago and
- lease administration and Trinidad Hilton and Conference Centre;

- preparation of statutory and special reports for e Teck's line ministry, other ministries and external agencies;
- delivery/implementation of special projects, reports, analysis, research etc. under the Office of the President; and
- the re-engineering of e Teck's processes and procedures.

##### 5. Human Resource, Administration and Corporate Communications

This Department comprises Human Resources, Administration and Corporate Communications and is responsible for developing, implementing and monitoring the policies, procedures and organizational behavioral practices that facilitate the attainment of eTeck's mandates. It is also responsible for managing the company's reputation, corporate image and brand.

##### 6. Financial Services

This Department comprises Finance, Debt Recovery and Procurement and is responsible for overall budgeting, securing funding, treasury management, transaction processing, internal/management control, accounting, reporting, risk management and provision of financial advice to e Teck. The procurement unit is responsible for the management of procurement function including tendering, disposal of companies owned assets, prequalification of contractors and providing advice on procurement matters.

##### 7. Legal Services

Legal Services Division provides general transactional support to e Teck and is responsible for the provision of advisory services, management of litigation and dispute resolution, project support and preparation, review and negotiation of contracts.

#### Effect of functions on members of the public

- The diversification of the non-energy sector and export base of Trinidad & Tobago.
- The creation of employment through the development of new industry enterprise and services.

#### SECTION 7(1)(a)(ii)

##### Categories of documents maintained in the possession of e Teck

1. Files dealing with administrative support and general administrative documents for the operations of e Teck;
2. Personnel files, which detail all staff appointments, job applications, job specifications, resignations, leave, vacation etc.
3. Files dealing with the accounting and financial management function of e Teck;
4. Financial Records;
5. Files dealing with matters relating to the procurement of goods, services, works;
6. Maps, Photographs, Compact Discs, Diskettes, DVDs;
7. Policy and Procedure Documents;
8. Internal and External Correspondence files;
9. Legal opinions and related matters;
10. Lease agreements and Contracts;
11. Corporate documents, minutes of Board and Board committee meetings;
12. Legislation and Legal instruments\*\*;
13. Consultants'/Technical Reports, Architectural and Engineering Designs and Feasibility Studies;
14. Work Programmes and Implementation Schedules;
15. Files dealing with official functions, conferences and events hosted and attended by representatives of e Teck;

\*\* All legislation is available for purchase from the Government Printery.

#### SECTION 7(1)(a)(iii)

##### Material prepared by e Teck for publication or inspection by the public and where they can be inspected or obtained

###### Company Profile Brochure

This publication is available from the Corporate Communications Department at e Teck's office located at Flagship Complex, 9-15 e Teck Boulevard, Tamana InTech Park, Wallerfield or alternatively may be obtained from e Teck's website at [www.eteck.co.tt](http://www.eteck.co.tt). The Public may inspect and/or obtain copies of material between the hours of 8 a.m. and 4 p.m. on normal working days at e Teck.

## SECTION 7(1)(a)(iv)

### Literature available by way of subscription

e Teck has no literature available by way of subscription.

## SECTION 7(1)(a)(v)

### Procedure to be followed when accessing a document from e Teck

#### HOW TO REQUEST INFORMATION:

##### General Procedure

In order to have the rights given to applicants by the Freedom of Information Act, you must make your request in writing. Persons can obtain a copy of the appropriate form (Request for Access to Official Documents) at e Teck's office located at Flagship Complex, 9-15 e Teck Boulevard, Tamana InTech Park, Wallerfield. Alternatively, forms may be obtained from the Trinidad and Tobago Government Online website at [www.foia.gov.tt](http://www.foia.gov.tt). The form must include at minimum the following details:

- Name of applicant (Full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of request
- Signature of applicant

The completed form may be hand delivered or mailed to e Teck.

##### Addressing Request

To facilitate prompt processing, all requests should be addressed to e Teck's Designated Officer. Please refer to Section 7(1)(a)(vi) for further details.

##### Details in Request

Applicants should provide details that will allow for ready identification and location of the documents that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is unsure as to how to adequately complete the form, please contact e Teck's Designated Officer who will take all reasonable steps to render the necessary assistance.

## REQUESTS NOT HANDLED UNDER THE FOIA

In accordance with Section 12 of the Freedom of Information Act, requests under the Freedom of Information Act that will not be processed are as follows:

- a. Documents which contain information which is open to public access, as part of a public register
- b. Documents which contain information that is available for purchase by the public
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority
- d. Documents which are stored for preservation or safe custody

## RESPONDING TO THE REQUEST

### Retrieving Documents

e Teck is required to furnish copies of documents only when they are in its possession or can be retrieved from storage.

### Furnishing Documents

An applicant is entitled to access copies of information which e Teck has in its possession, custody or power. e Teck is required to furnish only one (1) copy of a document. If e Teck cannot make a legible copy of a document to be released, it will not attempt to reconstruct it. Instead, e Teck will furnish the best copy possible and note its quality in its reply.

Please note there is no duty upon e Teck under the FOIA to do the following:

- (a) Create new documents;
- (b) Perform research for the applicant.

## TIME LIMITS

### General

The FOIA prescribes a time limit of thirty (30) calendar days from the date the request was received for e Teck to communicate to the applicant, its approval or refusal of a request for access to documents. e Teck will make all attempts to adhere to this time limit, however, if it appears that the processing of the request will not be within the said time limit, e Teck will acknowledge the request and advise the applicant of its status. The possibility exists that requests may be incorrectly addressed or misdirected and therefore the applicant is asked to call or write to confirm that e Teck has received the request, and to ascertain its status. If it is determined that the request cannot be disclosed (refusal) then the applicant is informed of the refusal and the rights of the applicant according to Sections 38A and 39 of the Freedom of Information Act.

### 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.

## SECTION 7(1)(a)(vi)

**Officers in the public authority responsible for: (i) the initial receipt of and action upon notices under section 10; (ii) requests for access to documents under section 13; and (iii) applications under section 36 of the FOIA**

The Designated Officer for e Teck is:

**Mrs. Pepita Grant**  
**Assistant Vice President, Legal**  
e Teck  
Flagship Complex  
9-15 e Teck Boulevard  
Tamana InTech Park  
Wallerfield  
224-1989.

The Alternate Designated Officer is:

**Ms. Lisette Assang**  
**Corporate Secretary**  
e Teck  
Flagship Complex  
9-15 e Teck Boulevard  
Tamana InTech Park  
Wallerfield  
224-1989.

## SECTION 7(1)(A)(vii)

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

At the present time, there are no advisory boards, councils, committees and other bodies that fall within the meaning of this section of the Freedom of Information Act.

## SECTION 7(1)(A)(viii)

### Library/Reading room facilities

None

## SECTION 8 STATEMENTS

### 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.

At the present time, there are no documents that fall within the meaning of this section of the Freedom of Information Act.

### 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 provided by e Teck for the use or guidance of e Teck or its officers:

- Tenders Rules and Procedures
- Human Resources Policy Manual
- Health & Safety Policy
- Departmental Process Manuals
- e Teck's Mandate
- e Teck's Vision, Mission and Core Values Statements
- Copies of all legislation, laws, regulations, orders;
- Corporate and Business Plans;
- Strategic Plans

### SECTION 8(1)(b)

#### Documents regarding enforcing written laws or schemes administered by the public body 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 the present time, there are no documents that fall within the meaning of this section of the Freedom of Information Act.

## SECTION 9 STATEMENTS

### SECTION 9(1) (a)

#### A report, or a statement containing the advice or recommendations, of a body or entity established within e Teck.

At the present time, there are no documents that fall within the meaning of this section of the Freedom of Information Act.

### SECTION 9(1) (b)

#### A report, or a statement containing the advice or recommendations, of a body or entity established outside the public authority 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 public authority or to the responsible Minister of that public authority.

At the present time, there are no documents that fall within the meaning of this section of the Freedom of Information Act.

### 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 public authority.

At the present time, there are no documents that fall within the meaning of this section of the Freedom of Information Act.

### SECTION 9(1) (d)

#### A report, or a statement containing the advice or recommendations, of a committee established within the public authority to submit a report, provide advice or make

recommendations to the responsible Minister of that public authority or to another officer of the public authority who is not a member committee.

At the present time, there are no documents that fall within the meaning of this section of the Freedom of Information Act.

### SECTION 9(1) (e)

#### A report (including a report concerning the results of studies, surveys or tests) prepared for e Teck by a scientific or technical expert, whether employed within e Teck or not, including a report expressing the opinion of such an expert on scientific or technical matters.

Assessment of Structural Damage, Buildings F1 and F2 at Point Lisas Industrial Park (January 2022)  
Quantity Survey Report, Building 18IJ, O'Meara Industrial Park (January 2021)  
Quantity Survey Report, Building 18AB, O'Meara Industrial Park (January 2021)  
Quantity Survey Report, Building 17AB, Diamond Vale Industrial Park (January 2021)  
Quantity Survey Reports (Squatter Structures), Phoenix Park Industrial Estate (February 2021)

### SECTION 9(1) (f)

#### A report prepared for e Teck by a consultant who was paid for preparing the report.

Assessment of Structural Damage, Buildings F1 and F2 at Point Lisas industrial Park (January 2022)  
Quantity Survey Report, Building 18IJ, O'Meara Industrial Park (January 2021)  
Quantity Survey Report, Building 18AB, O'Meara Industrial Park (January 2021)  
Quantity Survey Report, Building 17AB, Diamond Vale Industrial Park (January 2021)  
Quantity Survey Reports (Squatter Structures), Phoenix Park Industrial Estate (February 2021)

### SECTION 9(1) (g)

#### A report prepared within the public authority and 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;

At the present time, there are no documents that fall within the meaning of this section of the Freedom of Information Act.

### SECTION 9(1) (h)

#### A report on the performance or efficiency of the public authority, or of an office, division or branch of the public authority, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority;

At the present time, there are no documents that fall within the meaning of this section of the Freedom of Information Act.

### SECTION 9(1) (i)

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

At the present time, there are no documents that fall within the meaning of this section of the Freedom of Information Act.

### SECTION 9(1) (j)

#### A statement prepared within the public authority and containing policy directions for the drafting of legislation

At the present time, there are no documents that fall within the meaning of this section of the Freedom of Information Act.

### SECTION 9(1) (k)

#### A report of a test carried out within the public authority on a product for the purpose of purchasing equipment

At the present time, there are no documents that fall within the meaning of this section of the Freedom of Information Act.

### SECTION 9(1) (l)

#### An environmental impact statement prepared within the public authority

At the present time, there are no documents that fall within the meaning of this section of the Freedom of Information Act.

### SECTION 9(1) (m)

#### A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority

Valuation Report conducted for Rocky Point, Tobago for assessing market value of the freehold interest dated 21st August 2021.

Date: March 2022.

