



THE UPDATED PUBLIC STATEMENT OF EVOLVING TECKNOLOGIES AND ENTERPRISE DEVELOPMENT COMPANY LIMITED (e Teck) FOR 2025 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT CHAP. 22:02

DEVELOPING SPACES
FOR BUSINESS TO GROW

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap. 22:02 (FOIA), Evolving Tecknologies and Enterprise Development Company Limited (e Teck) is required 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 a legal right: -

1. For each person to access official documents and information (with exemptions) held by e Teck;
2. For each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
3. To obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
4. To complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

e Teck publishes this updated statement as at March 26th, 2025 in accordance with Sections 7, 8 and 9 of the FOIA.

SECTION 7 STATEMENTS

SECTION 7(1) (a) (i)

Functions and Structure 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; and manage the assets of the Hilton Trinidad and Conference Centre and the Magdalena Grand Beach and Golf Resort.

Mission Statement

"Facilitating diversification and business growth through the development and management of sustainable real estate."

Vision Statement

"To be the premier contributor to Trinidad & Tobago's economic diversification."

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:

- Integrity
- Collaboration
- Accountability
- Results-Focused

Organisational 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 eight (8) 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 composition of the Board of Directors is:

1. Chairman: Mr. Imtiaz Ahamad
2. Deputy Chairman: Mr. Robert C. Green
3. Director: Mr. Eric Lewis
4. Director: Mr. Randall Karim
5. Director: Ms. Judy Beepath-Ramjohn
6. Director: Mr. Kamau Akili
7. Director: Mr. Roger A. Roach
8. Director: Ms. Heather Dawn Seepersad
9. Director: Ms. Sarah Scoon
10. Director: Ms. Kathryn Christopher

e Teck comprises the following Divisions, Departments and Units as shown on the Organisational Chart:

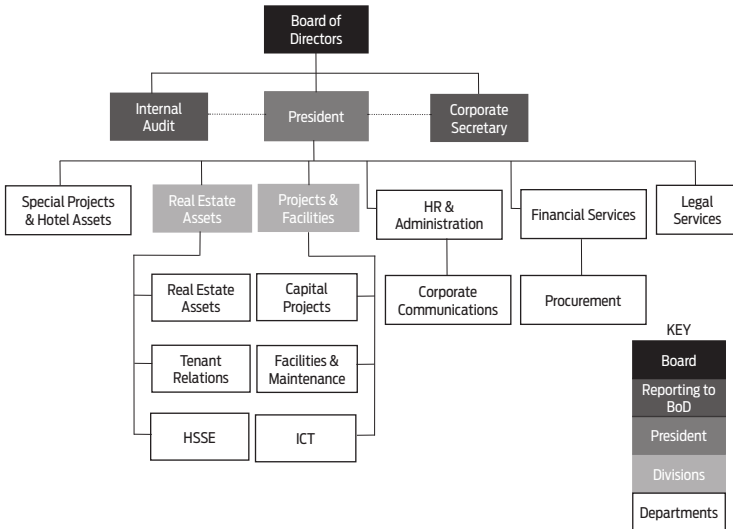
1. Real Estate Assets Division
2. Projects & Facilities Division
3. Human Resources, Administration and Corporate Communications Department
4. Financial Services Department
5. Legal Services Department
6. Special Projects & Hotel Assets Department
7. Corporate Secretary Unit
8. Internal Audit Unit

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
22. Factory Road Industrial Park (Currently under construction)
23. Dow Village Industrial Park (Undeveloped)
24. Connector Road Industrial Park (Undeveloped)
25. Reform Industrial Park (Undeveloped)
26. Tarouba Estate 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 the Republic 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.

2. Corporate Secretariat

This Unit is responsible for providing support and giving advice to the Board of Directors and Management of e Teck, its Subsidiary (Vanguard Hotel Limited) and the sub-committees of the Board to ensure good corporate governance and compliance in line with the relevant laws, statutes, policies, procedures and guidelines. The Corporate Secretariat manages and maintains all official records of the Board of Directors, Subsidiary and the sub-committees.

3. Internal Audit

This Unit's function is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of e Teck and its subsidiary. Its foremost responsibility is to assist e Teck in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organisation's governance, risk management and internal control.

4. 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 involves:

- 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, Security and Environment Services.

5. Projects & Facilities

This Division comprises Capital Projects, Facilities Maintenance, and Information and Communications Technology (ICT) Units, and is responsible for:

- The development of new industrial parks;
- The expansion and upgrade of existing industrial parks;
- The facilities management and maintenance of all industrial parks and building assets throughout Trinidad and Tobago; and
- ICT services for its Flagship Building and support to the hotel assets and on

development projects.

6. Special Projects & Hotel Assets

This Department is responsible for:

- The development of e Teck's Strategic and Corporate/ Operational Plans;
- The oversight and driving performance of e Teck's Hotel Assets, namely:
 - o Magdalena Grand Beach and Golf Resort, Tobago; and
 - o Trinidad Hilton and Conference Centre;
- Upgrades to the Golf Course attached to the Magdalena Grand Beach & Golf Resort;
- The Property Improvement Plan for the Hilton Trinidad & Conference Centre;
- The preparation of statutory and special reports for e Teck's line ministry, other ministries and external agencies;
- The implementation of special projects, conducting analyses and research as required; and
- Coordination of process mapping and re-engineering for e Teck.

7. 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 organisational behavioral practices that facilitate the attainment of e Teck's mandates. It is also responsible for managing the company's reputation, corporate image and brand.

8. Financial Services

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

9. Legal Services

This 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, preparation, review and negotiation of contracts and preparation and execution of leases.

Effect of functions on members of the public

1. The diversification of the non-energy sector and export base of Trinidad & Tobago.
2. 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; and
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 or may be accessed at <http://laws.gov.tt> or <https://www.ttparliament.org>.

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

- o Company Profile Brochure

This publication is available from the Corporate Communications Department at e Teck's Head 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. The Public may inspect and/or obtain copies of material between the hours of 8 a.m. and 4 p.m. from Monday to Friday.

SECTION 7 (1)(a)(iv)

Literature available by way of subscription

e Teck has no literature available by way of subscription service.

SECTION 7(1)(a)(v)

Procedure to be followed when a request for access to a document is made to e Teck

HOW TO REQUEST INFORMATION:

General Procedure

In order to exercise the rights given to applicants under the FOIA, an applicant must make his/her request in writing by submitting a completed Request for Access to Official Documents Form, a copy of which can be accessed at e Teck's office identified at Section 7 (1)(a)(iii). Alternatively, forms may be obtained from the Trinidad and Tobago Government Online website at www.foia.gov.tt. The form must include at minimum the following details:

- Name of applicant (Full name preferred)
- Contact information for the Applicant
- 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.

e Teck's appointed Designated or Alternate Freedom of Information Officer will take reasonable steps to notify the applicant whether the request was approved or denied as soon as practicable, but not later than thirty (30) days after the day on which the request was received. 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. Applicants are asked to call or write to confirm that e Teck has received the request, and to ascertain its status.

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 sufficient 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.

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; and
- (b) Perform research for the applicant.

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.

SECTION 7(1)(a)(vi)

Officers at e Teck are responsible for: (i) the initial receipt of, and action upon notices under section 10 of the FOIA; (ii) requests for access to documents under section 13 of the FOIA; and (iii) applications for corrections of personal information under section 36 of the FOIA.

e Teck's Appointed Freedom of Information Officers are:

The Designated Officer:

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:

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 present, there are no advisory boards, councils, committees and other bodies that fall within the meaning of this section of the FOIA.

SECTION 7(1)(A)(viii)

Library/Reading room facilities

At this time, e Teck does not have a library or reading room facilities.

SECTION 8 STATEMENTS

SECTION 8(1)(a)(i)

Documents containing interpretations or particulars of written laws or schemes administered by e Teck not being particulars contained in another written law.

At present, there are no documents that fall within the meaning of this section of the FOIA.

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:

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

SECTION 8(1)(b)

Documents regarding enforcing written laws or schemes administered by e TecK 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 present, there are no documents that fall within the meaning of this section of the FOIA.

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 present, there are no documents that fall within the meaning of this section of the FOIA.

SECTION 9 (1) (b)

A report, or a statement containing the advice or recommendations, of a body or entity established outside e TecK 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 e TecK or to the Minister with responsibility of e TecK.

At present, there are no documents that fall within the meaning of this section of the FOIA.

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 e TecK.

At present, there are no documents that fall within the meaning of this section of the FOIA.

SECTION 9(1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within e TecK to submit a report, provide advice or make recommendations to the responsible Minister for e TecK or to another officer of e TecK who is not a member of the committee.

At present, there are no documents that fall within the meaning of this section of the FOIA.

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.

The following report is listed:

- Traffic Impact Assessment for Factory Road Industrial Park Upgrade (April 2024)

SECTION 9 (1) (f)

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

At present, there are no documents that fall within the meaning of this section of the FOIA.

SECTION 9(1) (g)

A report prepared within e TecK 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 present, there are no documents that fall within the meaning of this section of the FOIA.

SECTION 9 (1) (h)

A report on the performance or efficiency of e TecK, or of an office, division or branch of e TecK, whether the report is of a general nature or concerns a particular policy, programme or project administered by e TecK.

At the present, there are no documents that fall within the meaning of this section of the FOIA.

SECTION 9 (1) (i)

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

At present, there are no documents that fall within the meaning of this section of the FOIA.

SECTION 9 (1) (j)

A statement prepared within e TecK containing policy directions for the drafting of legislation.

At present, there are no documents that fall within the meaning of this section of the FOIA.

SECTION 9 (1) (k)

A report of a test carried out within e TecK on a product for the purpose of purchasing equipment.

At present, there are no documents that fall within the meaning of this section of the FOIA.

SECTION 9 (1) (l)

An environmental impact statement prepared within e TecK.

At present, there are no documents that fall within the meaning of this section of the FOIA.

SECTION 9(1) (m)

A valuation report prepared for e TecK by a valuator, whether or not the valuator is an officer of e TecK.

The following reports are listed:

- Provision of Quantity Surveying Services for the Alutech Research and Development Facility (June 2024)
- Provision of Valuation Surveying Services for the Tarouba Industrial Commercial Park (August 2024)
- Provision of Valuation Surveying Services for the Alutech Research and Development Facility (September 2024)