

2022 Public Statement of the Trinidad and Tobago Creative Industries Company Limited (CreativeTT) in compliance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999.

In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) Chap. 22:02, the Trinidad and Tobago Creative Industries Company Limited (hereinafter called CreativeTT) is required by law to publish and annually update the statement which lists the documents and information generally available to the public. The following information is published with the approval of the Honourable Minister of Trade and Industry.

The Freedom of Information Act gives members of the public:

1. A legal right for each person to access information held by the Trinidad and Tobago Creative Industries Company Limited;
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.

SECTION 7 - STATEMENTS

Section 7(1) (a) (i)

Statement on the organization and function of CreativeTT.

Trinidad and Tobago Creative Industries Company Limited (CreativeTT) is a wholly owned State enterprise and the parent company of three (3) subsidiaries – Trinidad and Tobago Music Company Limited (MusicTT), Trinidad and Tobago Film Company Limited (FilmTT) and Trinidad and Tobago Fashion Company Limited (FashionTT); established by The Government of the Republic of Trinidad and Tobago through the Ministry of Trade and Industry. The main business of CreativeTT as a parent company, is to facilitate the business development and functioning of its three subsectors – Music, Film and Fashion.

Vision Statement

To stimulate and facilitate the business development and export activities of the Creative Industries in Trinidad and Tobago.

Mission of CreativeTT

To generate national wealth and, as such, to be responsible for the strategic and business development of the three (3) niche areas and subsectors under its purview- Music, Film, Fashion

Management of CreativeTT

CreativeTT, the Parent Company, is governed by a Board of Directors consisting of a Chairman and six directors, all appointed by the President of the Republic of Trinidad and Tobago. The Chief Executive Officer is appointed by the Board. The Chairman of the Board reports to the Minister in the Ministry of Trade and Industry.

CreativeTT’s management consists of the CreativeTT Parent Board, three (3) Subsidiary Boards – Music, Film and Fashion, and a Chief Executive Officer (CEO) (position soon to be filled). The Board of Directors are appointed by the Minister of Trade and Industry.

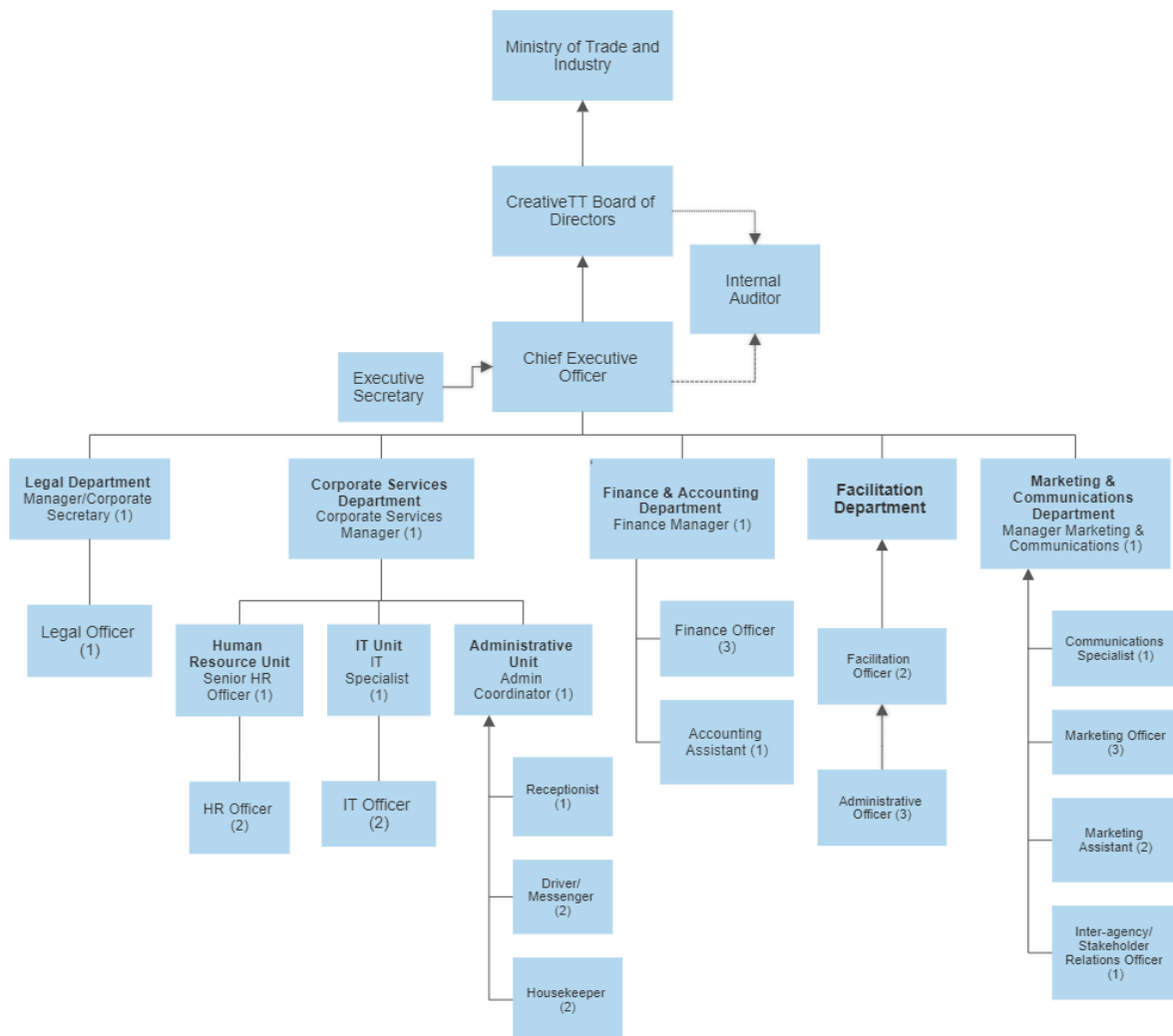
The members of CreativeTT Parent Board are:

- Calvin Bijou (Chairman)
- John Arnold
- Dionne Mc Nicol Stephenson
- Laura Narayansingh
- Roy Gomez
- Rajkavir Singh
- Heeralal Rampartap

The organizational structure of CreativeTT consists of five (5) support functions:

- Legal Department
- Corporate Services Department
- Finance and Accounting Department
- Facilitations Department
- Marketing and Communications Department

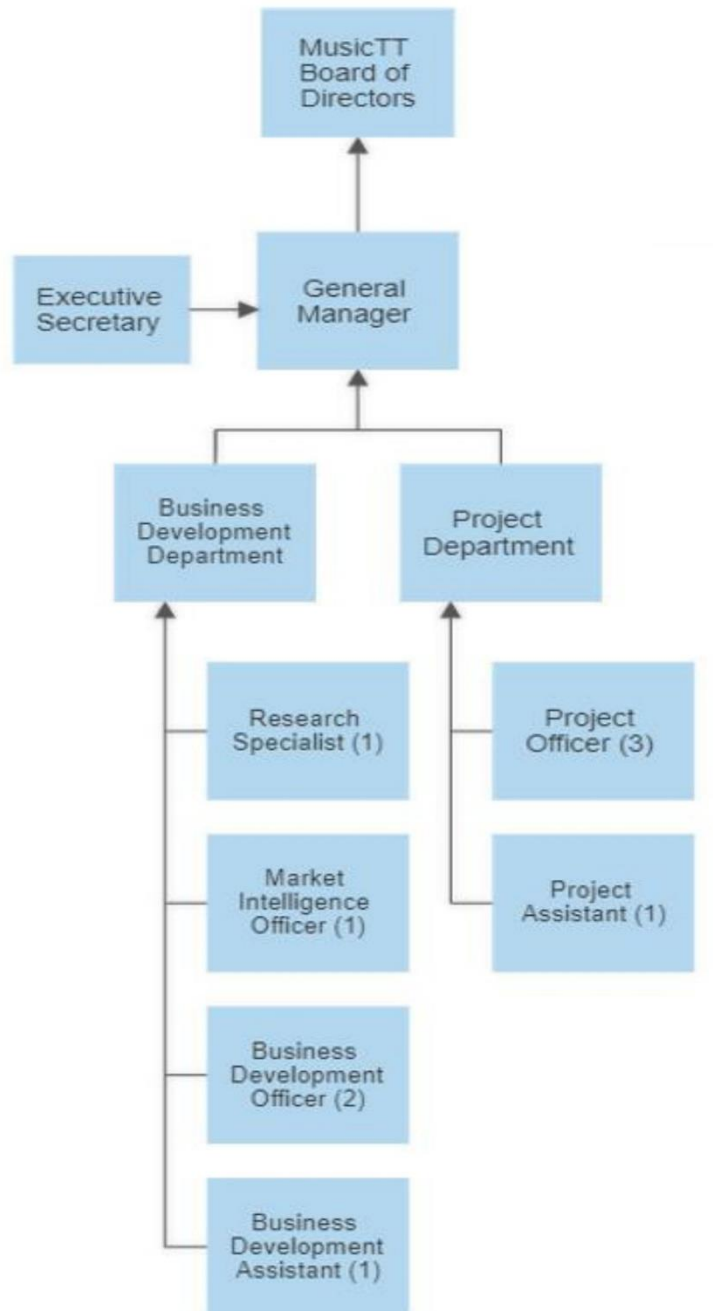
The Head of each department reports directly to the Chief Executive Officer.



The management structure of each Subsidiary consists of the Subsidiary Board of Directors and the General Manager (GM) with the GM maintaining a dotted line of reporting to the CEO of CreativeTT. In the absence of a CEO, the GM reports directly to the Board of Directors. Each Subsidiary is supported by a Project Department.

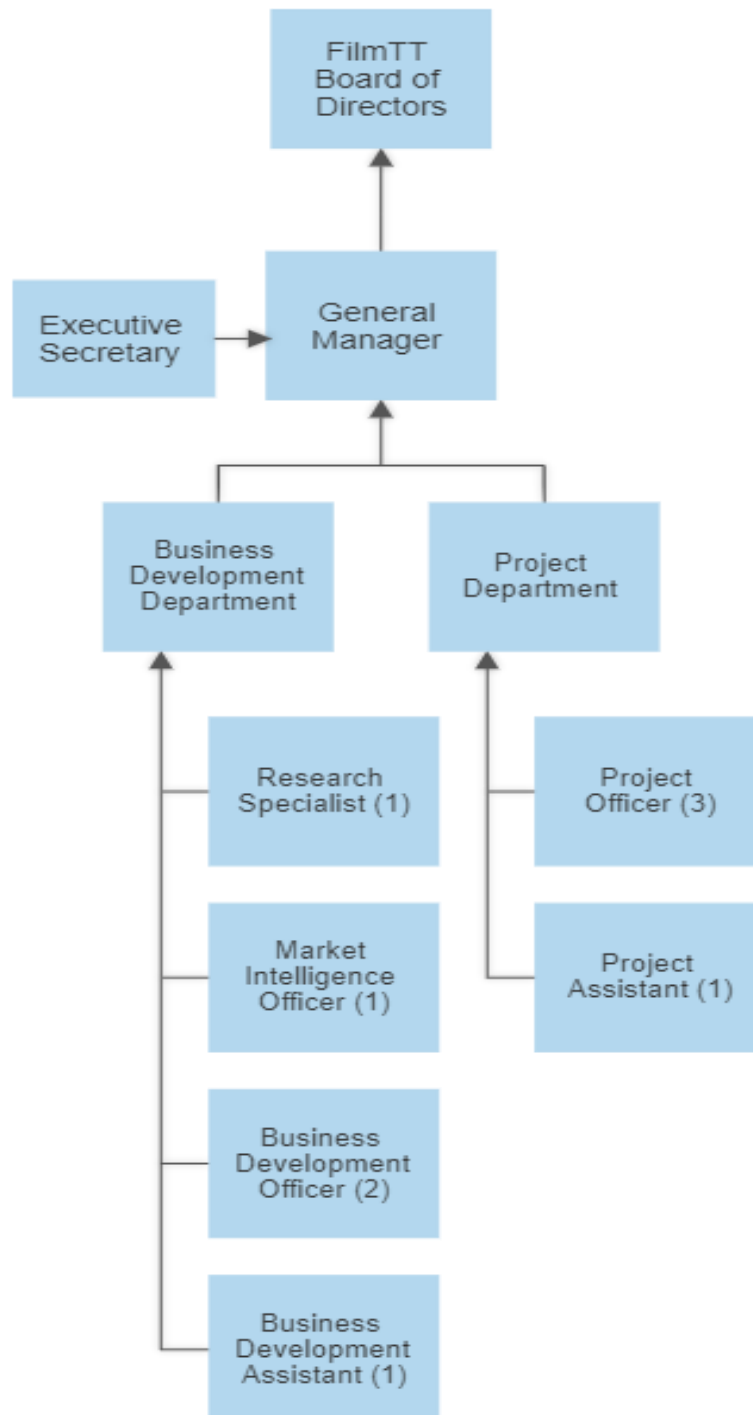
The members of the MusicTT Board and General Manager are:

- John Arnold (Chairman)
- Martin Raymond
- Francis Escayg
- Melissa Jimenez (GM)



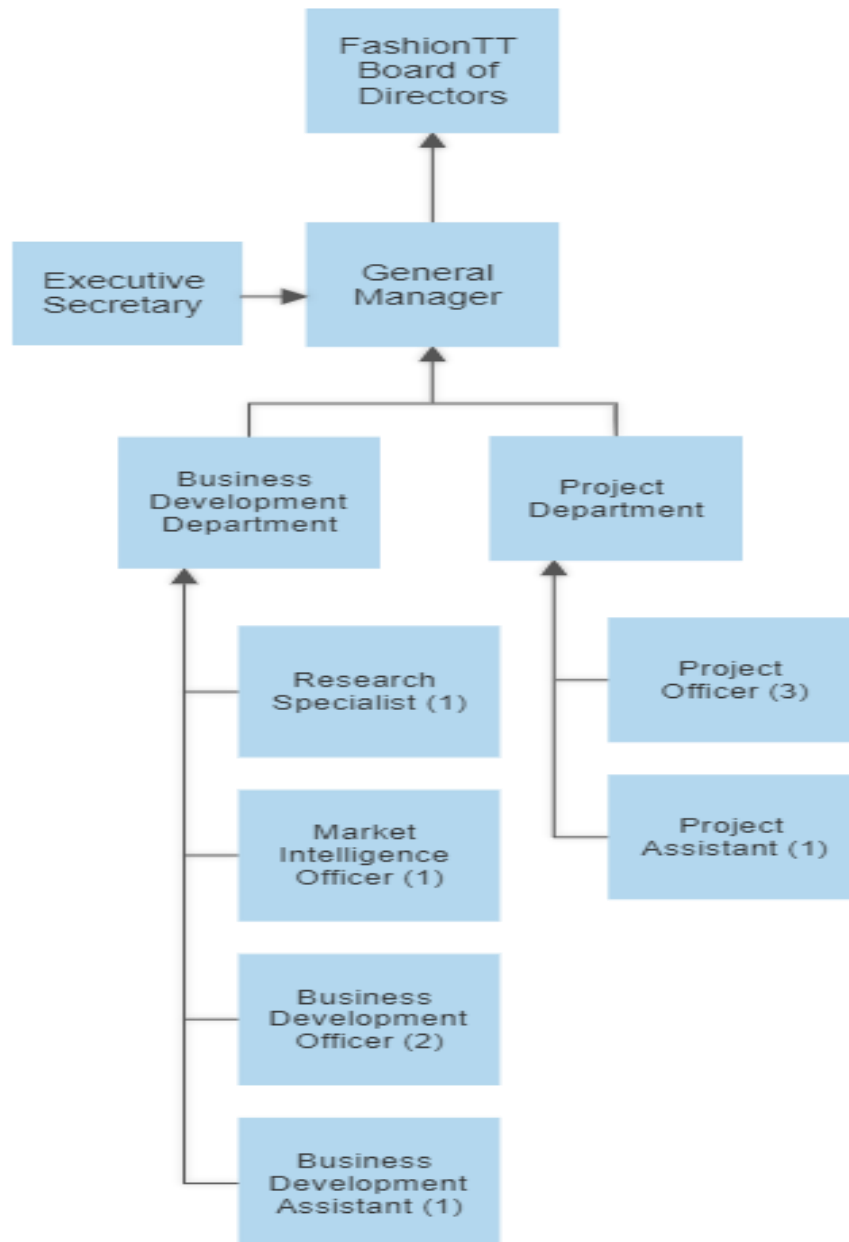
The members of the FilmTT Board and General Manager are:

- Dionne Mc Nicol Stephenson (Chairman)
- Lorraine O'Connor
- Richard Chin Fatt
- Leslie-Ann Wills-Caton (GM)



The members of the FashionTT Board and General Manager are:

- Jason Lindsay (Chairman)
- Laura Narayansingh
- Lisa Sinanan
- Lisa-Marie Daniel (GM)



Chief Executive Officer (CEO)

The CEO is responsible for providing the highest quality of strategic leadership and management for CreativeTT and its subsidiaries (FashionTT, FilmTT, MusicTT) in the oversight of its day-to-day functioning and direction in accordance with CreativeTT's Vision and Mission and the Strategic Direction of CreativeTT as directed by its Board of Directors.

In collaboration with the General Managers of each subsidiary, the CEO will establish and build the CreativeTT industries by creating and delivering industry value for its stakeholders and provide sustained profitable growth of the organization. The CEO will facilitate the integration of the diverse work being undertaken as well as assist in innovation and transformative work, delivering on sector strategy which considers the national priorities and public policy objectives. The CEO, with the Board of Directors, will envision, devise and execute policy and strategic plans to ensure efficient management of the organization including its staff.

General Manager

The GM reports to its respective Subsidiary Board and collaborates with the CreativeTT CEO. The main responsibility is to implement and execute strategic plans, programmes and activities, and simultaneously provide data and new opportunities for industry development and commercialization within the sector. The GM also oversees the general operations of the company and develops its budgets.

Internal Auditor

The Internal Auditor reports administratively to the CEO, operationally to the Audit Committee and is responsible for providing the Board and Management of CreativeTT and its subsidiaries (FashionTT, FilmTT, MusicTT) with independent assurance and consulting in the areas of controls, risk management and governance processes.

Legal Department

This department is responsible for maintaining standards of sound corporate governance, support the Board in its risk management, and maintain compliance with corporate, secretarial and legal requirements for CreativeTT and its subsidiaries – MusicTT, FilmTT and FashionTT.

Corporate Services Department

This department is responsible for the sites, staff, and operations to ensure the continuous and successful functionality of the company. It also oversees the organization of the corporate office and the development and maintenance of company business practices, policies and procedures, personnel files, and associated functions of each.

Finance & Accounting Department

The role of this department is to oversee and coordinate all financial operations of CreativeTT and its Subsidiaries, and ensure that accurate financial information is reported in a timely manner.

Facilitation Department

This department is responsible for the administration of the application and approval processes for industry rebates and incentives as well as provide support on PSIP projects.

Marketing and Communications Department

The role of this department is to develop and implement the marketing and promotional aspects of the strategic plan in order to enhance the company's corporate image and manages its relationship with key stakeholders.

Business Development Department

This department gathers information and data from stakeholders, industry regulators and other entities to facilitate evidence-based decision making, inform business development strategies, and enable implementation for the Company.

Project Department

This department is responsible for the coordination, implementation, management, monitoring, evaluation, and reporting on all projects/programmes undertaken by the Company.

Section 7 (1) (a) (ii)

Categories of Documents maintained by CreativeTT (Files, Records, Manuals, Documents): -

1. General administrative documents for the routine functions of CreativeTT.
2. Personnel files, which detail all staff appointments, job applications, job specifications, etc.
3. Accounting and financial management files of CreativeTT and its subsidiaries
4. Financial Records (e.g. cheques, vouchers, receipts, journals, salary records etc.)
5. Circulars, memoranda, notices, bulletins
6. Files dealing with official functions, workshops and events hosted by CreativeTT
7. Matters relating to the procurement of supplies, services and equipment
8. Internal and external correspondence files
9. Complaint/suggestion files
10. Inventory records
11. Contracts, memorandum of agreements, service level agreements, legal opinions and related matters
12. Memberships
13. Minutes/Agenda of meetings
14. Annual Reports
15. Archival documents
16. Policy and Procedure Documents
17. Acts and Legal notices
18. Manuals

Section 7(1)(a)(iii)

Material prepared for publication or inspection

- CreativeTT Financial Statements

The public may inspect material between the hours of 8:30 a.m. and 3:45 p.m. on normal working days of Monday to Friday at CreativeTT's office situated at:

#47 Long Circular Road,
St. James.
Tel: 628-1156
E-mail: info@creativett.gov.tt

Forms

1. Freedom of Information Act forms

Section 7(1)(a)(iv)

Literature available by subscription

CreativeTT 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 CreativeTT

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) from CreativeTT's website, www.creativett.co.tt, or the Freedom of Information Unit's 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
- Details that will allow for ready identification and location of the records that are being requested.

Addressing Requests

To facilitate the prompt handling of a request, please contact or write to the Designated Officer of CreativeTT (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 applicant is unsure how to write his/her request or what details to include, the applicant should communicate with CreativeTT's Designated Officer.

Requests not handled under the Act

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 your Request

CreativeTT is only required to furnish copies of documents that it has in its possession or can be retrieved from storage. Prior to the commencement of the Freedom of Information Act, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for which records may be kept before they are destroyed.

Furnishing Documents

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

Please note the Bureau is not compelled to do the following:

- a. create new documents; or
- b. perform research for the public.

Time Limits

The Freedom of Information Act sets a time limit of thirty (30) calendar days from the date the request was received to notify the applicant of the approval or refusal of the request for access to documents. CreativeTT will try diligently to comply with the time limit, but where it appears that processing a request may take longer than the statutory limit, CreativeTT will acknowledge the request and advise the applicant of 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 Section 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 CreativeTT 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 correction of personal information under section 36 of the FOIA.

Designated Officer for CreativeTT:

Josanne Lord, Marketing and Communications Manager
Trinidad and Tobago Creative Industries Company Limited
#47 Long Circular Road,
St. James
Tel: (868) 628-1156 Email: josanne.lord@creativett.gov.tt

Alternate Designated Officer:

Dianne O'Neil, Senior Human Resource Officer
Trinidad and Tobago Creative Industries Company Limited
#47 Long Circular Road,
St. James
Tel: (868) 628-1156 Email: dianne.oneil@creativett.gov.tt

Alternate Designated Officer:

Gunness Sudama, Finance Manager
Trinidad and Tobago Creative Industries Company Limited
#47 Long Circular Road,
St. James
Tel: (868) 628-1156 Email: gunness.sudama@creativett.gov.tt

Section 7 (1) (a) (vii)

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

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

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Information can be accessed at CreativeTT's Office in the designated reading area located at:

#47 Long Circular Road,

St. James

Opening Hours:

8.00am – 4:00 pm Monday – Friday

www.creativett.co.tt

All members of the public will be required to adhere to the rules and regulations outlined for use of this facility.

SECTION 8 – STATEMENTS

Section 8 (1) (a) (ii)

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

- FashionTT's Strategic Plan 2015-2020
- The Strategic Plan of the Ministry of Trade and Industry 2016-2020
- Departmental Manuals, Policies and Procedures

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.

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

SECTION 9 - STATEMENTS

Statement of Possession of certain documents to be published

Section 9(1)(a)(b)(c)(d)(e)

These sections are not applicable to CreativeTT at this time.

Section 9 (1) (f)

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

1. Financial Reports and Audits

Section 9(1)(g)

A report prepared within CreativeTT 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, CreativeTT has no such reports.

Section 9 (1) (h)

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

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

Section 9(1)(i)(j)(k)(l)(m)

These sections are not applicable to CreativeTT at this time.



SCHEDULE

(Section 13)

THE FREEDOM OF INFORMATION ACT, 1999

Request for Access to Official Document(s)
(pursuant to section 13)

- 1. Name of Public Authority _____
- 2. Name of Applicant _____
- 3. Address of Applicant _____
- 4. Telephone Number of Applicant _____

5.	Doc. No.	Description of Document(s) Requested	Form of Access
	1.		
	2.		
	3.		

(NOTE: Applicants shall identify the document(s), or provide sufficient information to enable an officer/ employee of the public authority who is familiar with the relevant documents, to identify the document(s) requested with reasonable effort.

Continue on a separate page if necessary.

Subject to the provisions of the Act, access to a document may be granted by supplying a printed copy of it or by making it available for inspection or, if appropriate, by supplying a copy of a tape, disk, film or other material containing the information, by supplying a transcript of such tape, disk, film or other material or by making arrangements for the hearing or viewing of such tape, disk, film or other material).

- 6. Assuming that all documents requested are exempt documents, give the Doc. No. of the documents described above of which you would like to have access to an edited version, if possible.

The making of this request is free of charge, but where access to a document is to be given in the form of a copy (printed or otherwise), the applicant shall be required to pay the prescribed fee.

Date of Application _____
Signature of Applicant _____