

## **The Updated 2023 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 Sections 7, 8 and 9 of the Freedom of Information Act, 1999 ('FOIA') Chap. 22:02, the Trinidad and Tobago Creative Industries Company Limited ('CreativeTT') is required by law to publish and annually update the following 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 information held by the CreativeTT;
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 by the CreativeTT regarding an applicant's request for information under the FOIA;
4. to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The CreativeTT publishes this statement as at 11<sup>th</sup> December 2023 in accordance with Sections 7, 8 and 9 of the FOIA and this Statement has been updated reflecting changes at the CreativeTT as at 11<sup>th</sup> December 2023.

### **SECTION 7 - STATEMENTS**

#### **Section 7(1) (a) (i)**

##### **Functions and Structure of CreativeTT.**

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 of CreativeTT**

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

##### **Mission Statement 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 (6) 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.

##### **Responsibilities of MusicTT**

The Trinidad and Tobago Music Company Limited (MusicTT) was established in 2014 with the mandate to stimulate and facilitate the business development and export activity of the music industry in Trinidad and Tobago to generate national wealth. As a subsidiary of CreativeTT, MusicTT provides industry-wide strategic direction and action plans toward the development of the music industry as well as guidance and access to music education and capacity development, especially in the business and monetization of local music and protection of the same.

#### **Responsibilities of FilmTT**

The Trinidad and Tobago Film Company Limited (FilmTT) was established in 2006 to facilitate the growth and development of the film and audio-visual sector in Trinidad & Tobago. As a subsidiary of CreativeTT, FilmTT works on all aspects of film sector development, promotes Trinidad & Tobago as a film production location, and provides Film Commission services to local and incoming productions. FilmTT's mission is to maximize the economic and creative potential of Trinidad and Tobago's screen industries for the benefit of the country and its people.

#### **Responsibilities of FashionTT**

The Trinidad and Tobago Fashion Company Limited (FashionTT) was established in 2013 with the mandate to stimulate and facilitate the business development and export activity of the fashion industry in Trinidad and Tobago to generate national wealth. As a subsidiary of CreativeTT, FashionTT provides structured and extensive capacity building support in training and export for local fashion industry stakeholders.

CreativeTT's management consists of the CreativeTT Parent Board, three (3) Subsidiary Boards – Music, Film and Fashion, and a Chief Executive Officer (CEO) ('currently vacant'). The Board of Directors are appointed by the Minister of Trade and Industry.

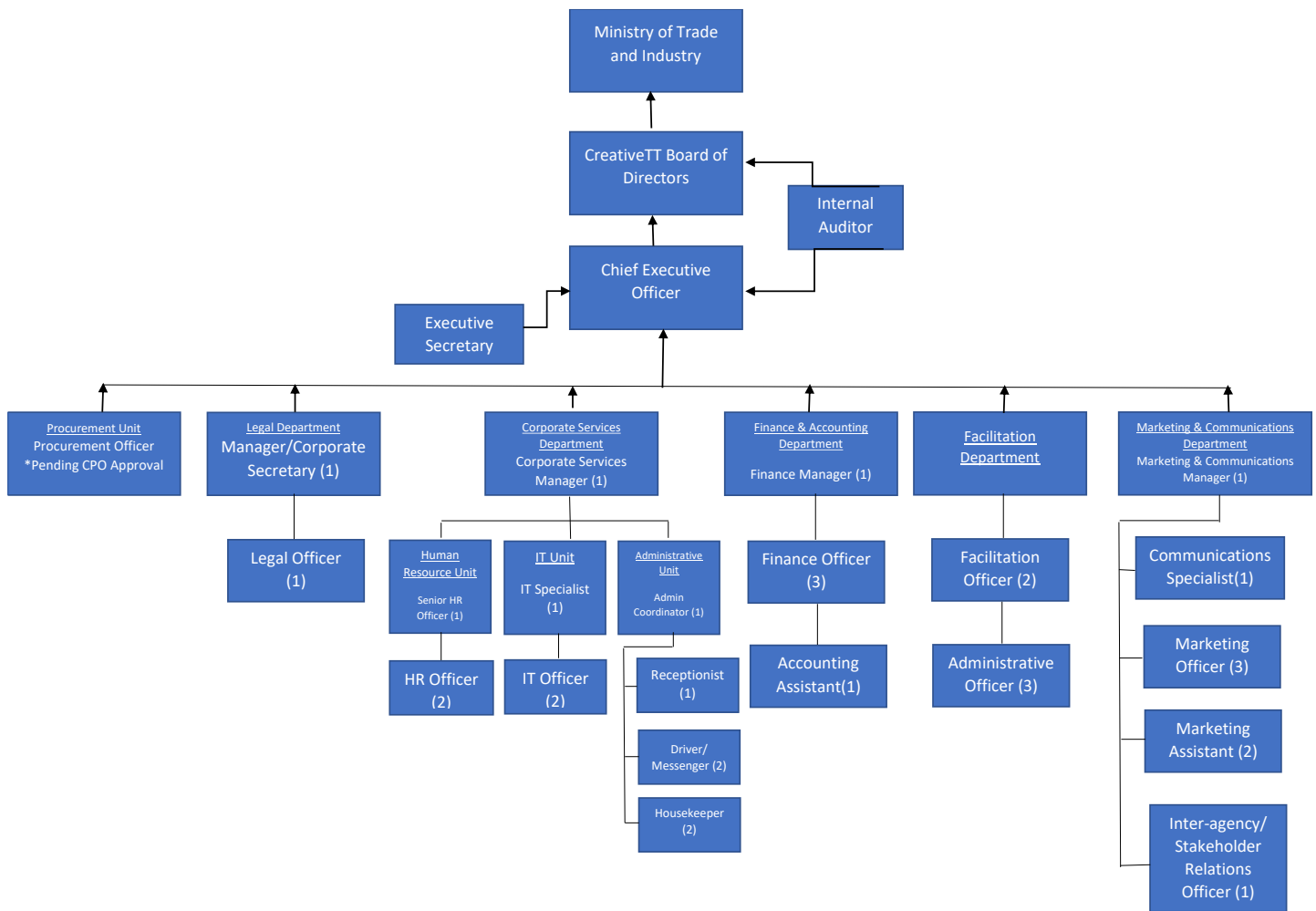
The members of CreativeTT Parent Board are:

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

The organizational structure of CreativeTT consists of six (6) support functions:

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

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



### 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 establishes and builds the Creative industries by creating and delivering industry value for its stakeholders and provide sustained profitable growth of the organization. The CEO facilitates 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 executes policy and strategic plans to ensure efficient management of the organization including its staff.

### 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 to provide support on the Public Sector Investment Programmes.

**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.

**Procurement Unit**

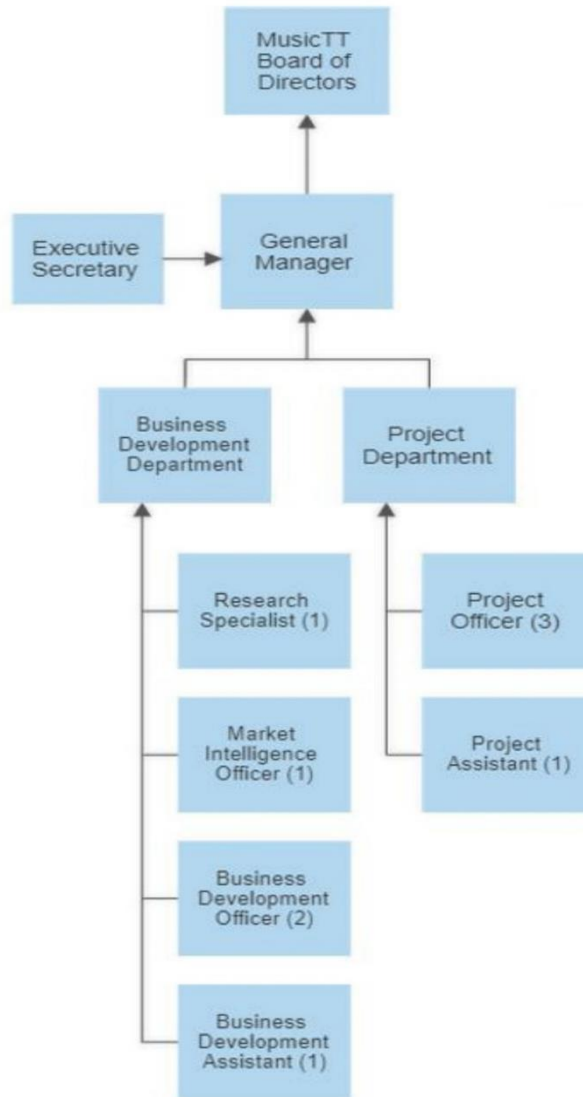
This department liaises with all Subsidiaries and Departments, as necessary, and is responsible for coordinating the procurement activities of the company in compliance with applicable procurement laws, regulations, policies and procedures. This unit involves strategic planning, vendor management, and collaboration with various teams to optimize the procurement process. It is responsible for coordinating the procurement activities of CreativeTT, and the subsidiaries - FilmTT, FashionTT and MusicTT in compliance with applicable procurement laws, regulations, policies and procedures.

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)



### **MusicTT General Manager**

The GM reports to the MusicTT 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 music sector. The GM also oversees the general operations of the company and develops its budgets.

### **MusicTT Business Development Department**

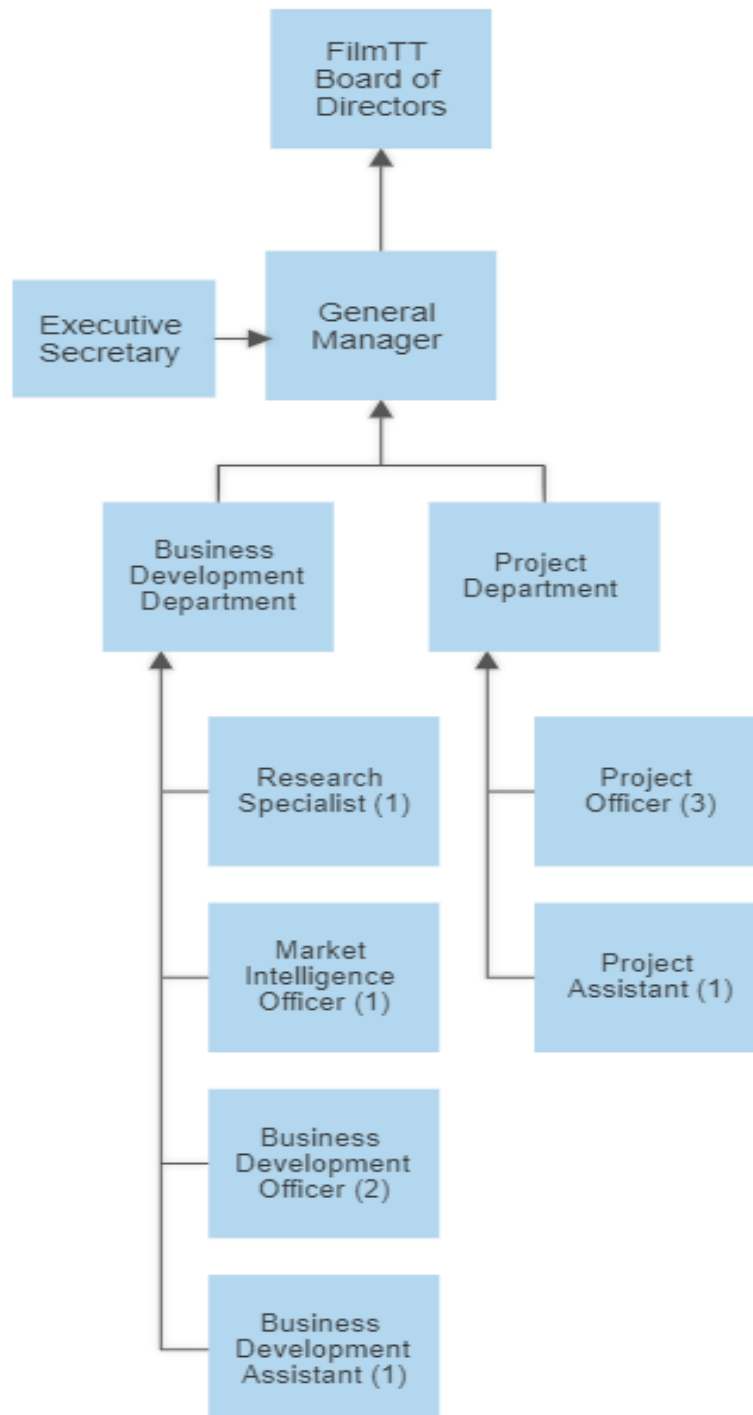
This department garners information and data from stakeholders, industry regulators and other entities to facilitate evidence-based decision making, inform business development strategies and enable achievement of approved strategic plans for the company.

### **MusicTT Project Department**

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

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)



**FilmTT General Manager**

The GM reports to the FilmTT 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 film sector. The GM also oversees the general operations of the company and develops its budgets.

**FilmTT Business Development Department**

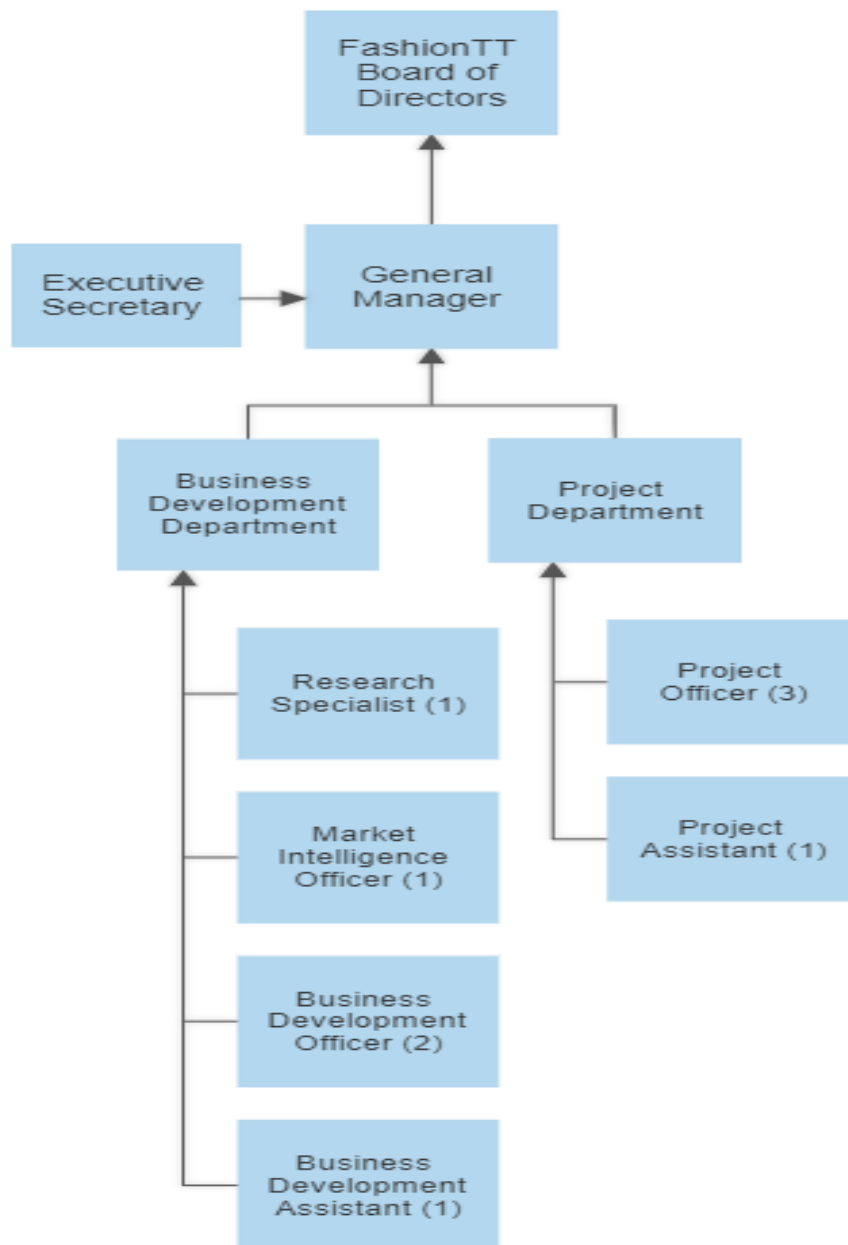
This department garners information and data from stakeholders, industry regulators and other entities to facilitate evidence-based decision making, inform business development strategies and enable achievement of approved strategic plans for the company.

**FilmTT Project Department**

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

The members of the FashionTT Board and General Manager are:

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



### **FashionTT General Manager**

The GM reports to the FashionTT 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 fashion sector. The GM also oversees the general operations of the company and develops its budgets.

### **FilmTT 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 achievement of approved strategic plans for the company.



## **FilmTT 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
19. Other Forms – Bomb Threat Checklist, Employee Incident Report, Employee Emergency Contact

### **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 under the FOIA, an applicant must make their request in writing by submitting:

1. A completed Request for Access to Official Documents Form, which can be accessed from CreativeTT's website at [www.creativett.co.tt](http://www.creativett.co.tt) or the Freedom of Information Unit's website at <http://www.foia.gov.tt>.
2. The relevant information that must be provided to the CreativeTT includes the following:
  - Name of the Applicant (full name preferred)
  - 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

### *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*

A request under the FOIA will not be processed to the extent that the applicant requests access to documents which are classified as exempt under Part IV of the FOIA or documents falling under Section 12 of the FOIA.

### *Responding to Requests*

CreativeTT is only required to furnish copies of documents that it has in its possession or can be retrieved from storage.

### *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, the CreativeTT is not obliged to reconstruct it. Instead, CreativeTT will furnish the best copy possible and note its quality in its reply.

Please note CreativeTT is not compelled to do the following:

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

### *Time Limits*

The FOIA 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. Where the CreativeTT fails to meet the thirty (30) day deadline, the FOIA gives the applicant the right

to proceed as though his/her request has been denied. 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 FOIA. If a decision is taken to grant access to the information requested, the applicant will be provided with copies, or if so requested will be permitted to inspect the document/s as soon as reasonably practicable thereafter.

The possibility exists that requests may be incorrectly addressed or misdirected. Applicants are asked to call or write to confirm that the CreativeTT has received the request, and to ascertain its status.

#### *Fees and Charges*

Section 17(1) of the FOIA 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 at the CreativeTT are responsible for:

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

All Requests for Access to Information should be submitted on the prescribed form addressed to:  
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 FOIA.

**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

Hours of Operation:

8.00am – 4:00 pm Monday – Friday

[www.creativett.co.tt](http://www.creativett.co.tt)

Requests to use the facility should be made no less than 5 business days in advance by scheduling an appointment with the Designated Officer:

**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](mailto:josanne.lord@creativett.gov.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)(i)**

Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law.

There are no documents to be published under this subsection at this time.

**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 UNDER SECTION 9 OF THE FOIA**

Statement of Possession of certain documents to be published

**Section 9(1)(a)(b)(c)(d)(e)(g)(h)(i)(j)(k)(l)(m)**

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

