

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap 22:02 ("FOIA") Tourism Trinidad Limited (hereinafter referred to as "TTL") is required by law to publish; and annually update the following statements, which list the documents and information generally available to the public.

The FOIA gives members of the public a legal right:

- (a) For each person to access information held by TTL;
- (b) For each person to have official information relating to himself/ herself amended where it is incomplete, incorrect or misleading;
- (c) To obtain reasons for adverse decisions made by TTL regarding an applicant's request for information under the FOIA; and
- (d) 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

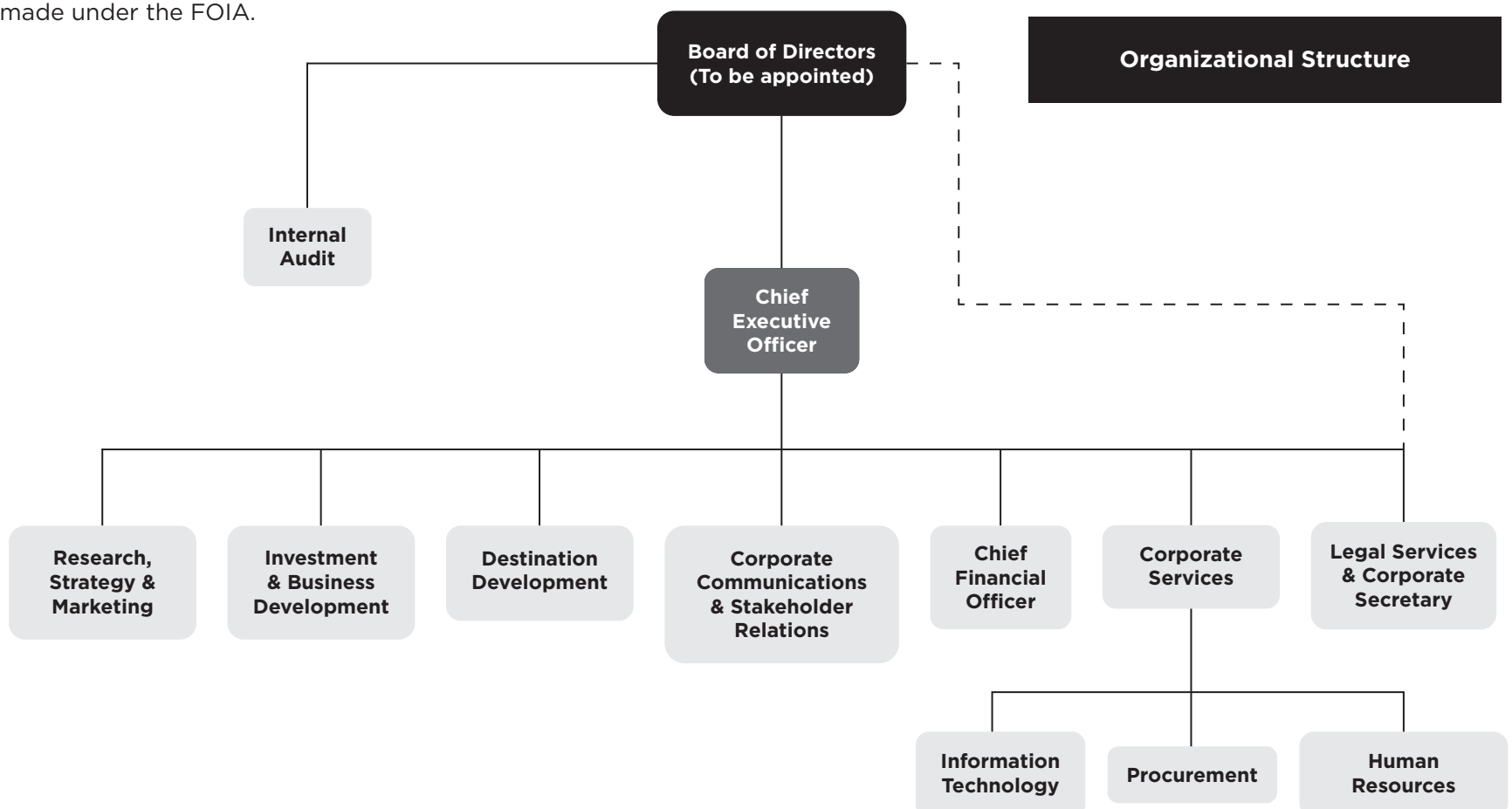
SECTION 7(1) (a) (i) Functions and Structure of TTL

Function and Structure

TTL was incorporated on 29th June, 2017 as a special purpose state enterprise. TTL, as per ministerial realignment published within the Trinidad and Tobago Gazette (Extraordinary) dated 23rd May, 2025 No. 81, Vol. 64, now falls under the purview of the Ministry of Trade, Investment and Tourism. TTL's registered office is located at Level 18, Tower D, International Waterfront Centre, 1A Wrightson Road, Port of Spain. The company was established to advance Trinidad's tourism development agenda and its mandate includes:

Function and Structure (con't)

- the development and marketing of Trinidad's tourism offerings;
- leading and facilitating the marketing and promotion of destination Trinidad internationally;
- taking the lead in attracting tourism investment;
- the promotion of tourism business development;
- the promotion of education, awareness, and co-operation in advancing economic expansion through tourism; and
- encouraging a tourism-friendly approach through well-defined and coordinated marketing strategies, inclusive of social media and other technology-based platforms.



TTL is headed by a Board of Directors (to be appointed). The term of the former Board of Directors ended May 5, 2025.

The Board is supported by a Corporate Secretary whose responsibilities include ensuring that good corporate governance practices are adhered to.

The TTL Management Team is responsible for the administration of TTL management and reports to the Board via the Chief Executive Officer. TTL currently employs thirty-two (32) employees divided into the following responsibility centers:

Research, Strategy and Marketing

This Department oversees all aspects of TTL's planning, implementation, research, monitoring and evaluation and ensures that all aspects of the company's brand strategy (marketing, promotions, communications and destination development) resonate with current and potential visitors to Trinidad.

Investment and Business Development

The Investment and Business Development arm of the company is tasked with developing, packaging and promoting tourism investment opportunities to local and foreign investors as well as other targeted investment intermediaries. The department is required to build awareness of investment opportunities and position Trinidad in key target markets. The department also facilitates tourism investment by providing technical and other information in order for potential investors to arrive at decisions to invest in Trinidad. In accordance with the stipulations of the Tourism Development Act, Chap. 87:22, the department also administers the application, evaluation and recommendation for fiscal incentives for tourism projects and implements the Trinidad and Tobago Tourism Accommodation Upgrade Project (TAUP).

Destination Development

This Department is accountable for identifying and seizing opportunities to make optimal use of Trinidad's tourism

offerings (e.g., cultural, historical, recreational and natural attractions), assessing gaps and developing competitive visitor experiences. The Department builds relationships with tourism and travel trade partners in developing signature experiences/niche markets that can be packaged and marketed locally, regionally and overseas. It also implements quality benchmarks for the measurement and effectiveness of all niche tourism products, services, infrastructure and amenities. Ensuring that all tourism projects are achieved within time, budget, and quality specifications.

Corporate Communications and Stakeholder Relations

This Department is responsible for strategic communications leadership by driving TTL's strategic plans and objectives in public/media relations, corporate communications, stakeholder relationship management, and overseeing TTL's reputation and image.

Corporate Services

This Department ensures the effective and efficient management of Human Resources (HR), Information and Communication Technologies (ICT), Procurement, Security, Health, Safety and Environment (HSE), Facilities Maintenance, and General Administration in accordance with the values and strategic direction of TTL.

Legal Services and Corporate Secretary

The Office of the Manager, Legal Services and Corporate Secretary provides support to the Board of Directors of TTL while safeguarding the integrity of the company's governance framework. Additionally, the office ensures that the company is in compliance with statutory and regulatory requirements and, implements decisions made by the Board of Directors. Specifically, the Department:

- Provides sound legal advice to the Board and Management on all matters related to the portfolios of the company particularly in relation to contracts, interpretation of laws and regulations.

- Ensures that the company acts in a legally responsible manner to minimize the risk of litigation.
- Ensures the smooth operation of the company's formal decision-making process.

Finance Department

The Finance Department is responsible for the financial management of TTL inclusive of financial risk assessment, budget analysis and management, financial modelling and reporting, cost benefit analysis, forecasting needs, accounting, treasury operations, and investment strategies.

Section 7 (1) (a) (ii) Categories of Documents that are maintained by TTL

The official documents in the company relate to a diverse range of policy, administration and other matters that fall under the scope of TTL. These documents include but are not limited to the following:

- Files dealing with administrative support and general administrative documents for the operations of TTL.
- Personnel files relating to staff appointments, job applications, job specifications, resignations, deaths, leave and vacation.
- Internal and External Correspondence Files.
- Files dealing with training.
- Minutes and other documents pertaining to meetings.
- Circulars, Memorandum, Notices and Bulletins.
- Policies and Procedures (Business Travel Policy, Fixed Asset Management Policy, Mobile Phone Policy, Petty Cash Policy, Signing Authority Policy, Whistleblowing Policy, Health Safety Security and the Environment Policy, Code of Conduct, Learning and Development Policy, Leave Policy, Performance Management Policy, Recruitment Policy, Information and Communication Technology Policy, Partnership Policy, Procurement Policy,

- Disciplinary and Employee Grievance Policy, Credit Card Policy, Fraud Policy and Extra Duty Allowance Policy).
- News Releases and Speeches.
- Files relating to the Strategic Intent of TTL.
- Files relating to the company's Corporate Communication and Marketing initiatives.
- Legal Opinions and related matters.
- Consultancy/Service Agreements. Legislation.
- Financial and Accounting Files.
- Files relating to procurement of supplies and services.
- Fixed Asset Register.

**Section 7 (1) (a) (iii)
Material prepared for
publication or inspection**

(a) The Tourism Development Act, Chap 87:22

- (b) Annual Reports of TTL
- i. Administrative Report for the period 2023-2024
 - ii. Achievement Report for the period 2023-2024

(c) National Development Strategy of Trinidad & Tobago (Vision 2030)

(d) Brochures on Things To Do, Shopping in POS, Maps of T&T, Visitor Information and Ins and Outs

(e) Meetings and Convention Guides

(f) Tourism Accommodation Upgrade Programme (TAUP) Newspaper Advertisement

(g) Birding brochure

The public may inspect and/or obtain copies of the aforementioned material between the hours of 9:00 a.m. - 3:30 p.m. Monday to Friday at:

Tourism Trinidad Limited
Level 18, Tower D
International Waterfront Centre
1A Wrightson Road, Port of Spain.
Tel: 1 (868) 612-7412 ext. 1800
Email: info@visittrinidad.co.tt
Website: <https://visittrinidad.tt>

**SECTION 7(1) (a) (iv)
Documents available by way of
subscription**

TTL does not currently publish any documents that are available by way of subscription.

**SECTION 7 (1) (a) (v)
Procedure to be followed for
accessing documents from the
TTL, when an FOI request is
made.**

**How to Request Information
General procedure**

1. All requests for access to documents that are not readily available in the public domain are to be made on the Request for Access to Official Documents Form that is available from TTL's Designated Officer or at **www.foia.gov.tt**. The form must include:
 - Name of Applicant.
 - Contact information
 - Information requested and format to provide the information
 - Date of request
 - Signature of applicant
2. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer in the form of a letter.
3. To ensure prompt handling of requests, please address requests to the Designated Officer of TTL (see Section 7(1)(a)(vi)).
4. Our general policy is to answer all requests for information, both oral and written. However, in order to access the rights given to the applicant under the Act, the applicant must make such requests for information in writing.
5. Applicants must provide sufficient information to enable ready identification by the Designated Officer of the document(s) being requested.

6. If insufficient information is provided, clarification will be sought from the applicant.

7. If the applicant is not sure how to write his/ her request or what details to include therein, it is recommended to communicate with the Designated Officer.

8. 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 TTL or from another public authority or by otherwise being in the public domain, for example, by way of brochures, reports, etc. or if the said information is exempt.

9. Prior to the commencement of the FOIA, 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 keeping records before they may be destroyed e.g., the *Exchequer and Audit Act Chapter 69:01*.

Furnishing Documents

An applicant is entitled to copies of information TTL has in its possession, custody or power in accordance with FOIA provisions. TTL is required, subject to the FOIA, to furnish copies of official documents only when they are in our possession, or TTL can retrieve them from storage. TTL is required to furnish only one copy of a document. If TTL cannot make a legible copy of a document to be released, TTL may not attempt to reconstruct it. Instead, TTL will furnish the best copy possible and a statement regarding its quality in its reply. TTL is not compelled to do the following

- Create new documents. For example, TTL is not required to write a new program so that a computer will print information in the format the applicant prefers.
- Perform research for the applicant.

Time Limits

TTL will determine whether to grant a request for access to information as soon as practicable but no later than thirty

The Government of the Republic of Trinidad and Tobago **UPDATED 2025 PUBLIC STATEMENT OF TOURISM TRINIDAD LIMITED**

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF
OF THE FREEDOM OF INFORMATION ACT, CHAP 22:02

(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 provided with copies, or if the applicant requests, permitted to inspect the document/s.

Every effort will be made by TTL to comply with the timeframe set out in the FOIA, but where the processing of a request unavoidably may take longer than the statutory limit, TTL will advise the applicant by letter and ask for an additional period of time to provide the information. If a decision is taken to grant access to the information requested, the applicant will be provided with copies, or if you so request, permitted to inspect the document/s. Applicants' whose request for documents are refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Designated Officer will consult with the applicant about alternative resources that are open to him/her.

Fees and refunds

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 form such as a tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for duplication of the said material.

Section 7 (1) (a) (vi) Officers in TTL responsible for Implementation of the Freedom of Information Act.

TTL's Designated Officer has the following responsibilities:

- (a) The initial receipt of an action upon notices under Section 10 of the FOIA;
- (b) Requests for access to documents under Section 13 FOIA; and
- (c) Applications for corrections of personal information under Section 36 of the FOIA;
- (d) To register requests;

- (e) Record time spent on requests;
- (f) Ascertain appropriate action area;
- (e) Dispatch replies for requests; and
- (g) Forward quarterly returns to the Freedom of Information Unit.

The Designated Officer is:

Ms. Shadae Allen
Public Relations Specialist
Tourism Trinidad Limited
Level 18, Tower D, International
Waterfront Centre
1A Wrightson Road, Port of Spain.
Telephone: (868) 612-7412 ext. 1822
Email: sallen@visittrinidad.co.tt

The Alternative Officer is:

Ms. Himlata Sumair
Legal Officer
Tourism Trinidad Limited
Level 18, Tower D, International
Waterfront Centre
1A Wrightson Road, Port of Spain.
Telephone: (868) 612-7412 ext.
1803/1814
Email: hsumair@visittrinidad.co.tt

Section 7 (1) (a) (vii) Advisory Board, Councils, Committees and other bodies (where meetings/ minutes are open to the public)

This section is not applicable at this time.

Section 7 (1) (a) (viii) (a) Library/ Reading Room Facilities

Information in the public domain can be accessed through our website at <https://visittrinidad.tt/>. General information enquiries can be made to the Public Relations Specialist (868) 612-7412 ext. 1822. For the purposes of FOIA reference, documents may be viewed between 9:00 a.m. and 3:30 p.m. Monday to Friday (except public holidays), in the designated reading area located at:

Tourism Trinidad Limited
Level 18, Tower D, International
Waterfront Centre
1A Wrightson Road
Port of Spain

All members of the public will be required to adhere to the rules and regulations outlined for the use of this facility including the rule that no smoking, eating or drinking is allowed in the Reading Room facility.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i) Documents containing interpretations or particulars of written laws or schemes administered by the TTL, not being particulars contained in another written law:

- (a) Companies Act Chapter 82:01
- (b) Tourism Development Act, Chap 87:22
- (c) State Enterprise Performance and Monitoring Manual
- (d) Public Procurement and Disposal of Public Property Act No.1 of 2015 (as amended) and its Regulations
- (e) Procurement Policies and Guidelines
- (f) National Tourism Policy (2021-2030)

Section 8 (1) (a) (ii) Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the TTL, or similar documents containing rules, policies, guidelines, practices or precedents.

- (a) Strategic Plan 2024 - 2026
- (b) Code of Conduct
- (c) Performance Management Policy
- (d) Whistleblowing Policy
- (e) TTL Recruitment Policy

- (f) Health Safety Security and the Environment Policy
- (g) Extra Duty Allowance Policy
- (h) Trinidad and Tobago Tourism Accommodation Upgrade Project (TAUP) Policy
- (i) Learning and Development Policy
- (j) Disciplinary and Employee Grievance Policy
- (k) Signing Authority Policy
- (l) Credit Card Policy
- (m) Petty Cash Policy
- (n) Mobile Phone Policy
- (o) Fraud Policy
- (p) Fixed Asset Management Policy
- (q) Business Travel Policy
- (r) Partnership Policy
- (s) Information and Communication Technology (ICT) Policy
- (t) Procurement Policy
- (u) Leave Policy

Section (8) (1) (b)
In enforcing written laws or schemes administered by the TTL where a member of the public may 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 statements to be published under this section at this point in time.

SECTION 9 STATEMENTS

Section 9 (1) (a)
A report of a statement containing the advice or recommendations of a body or entity established within TTL.

There are no statements to be published under this section at this point in time.

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside TTL by or under a written law, (2) 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 TTL or to the Minister responsible of that TTL.

There are no statements to be published under this section at this point in time.

Section 9 (1) (c)

A report or statement containing the advice or recommendations of an inter-departmental Committee whose membership includes an officer of TTL.

There are no statements to be published under this section at this point in time.

Section 9 (1) (d)

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

There are no statements to be published under this section at this point in time.

Section 9 (1) (e)

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

There are no statements to be published under this section at this point in time.

Section 9 (1) (f)

A report prepared for the TTL by a paid consultant.

(a) Tourism Trinidad Limited Three-Year Strategic Plan (2024-2026)

Section 9 (1) (g)

A report prepared within the TTL 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.

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

Section 9 (1) (h)

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

(a) The Tourism Trinidad Limited Administrative Reports 2018, 2019, 2020, 2021, 2022, 2023, 2024.

(b) Financial Reports.

Section 9 (1) (i)

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

(a) Annual Draft Estimates of
Expenditure

(b) Tourism Trinidad Limited Three-Year
Strategic Plan (2024-2026)

Section 9 (1) (j)

**A statement prepared within the
TTL and containing policy
directions for the drafting of
legislation.**

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

Section 9 (1) (k)

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

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

Section 9 (1) (l)

**An environmental impact statement
prepared within TTL.**

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

Section 9 (1) (m)

**A valuation report prepared for TTL
by a valuator, whether or not the
valuator is an officer of Tourism
Trinidad Limited.**

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