



THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
UPDATED PUBLIC STATEMENT OF THE
NATIONAL CARNIVAL COMMISSION OF TRINIDAD AND TOBAGO, 2022
IN COMPLIANCE WITH SECTIONS 7, 8, and 9 OF THE FREEDOM OF INFORMATION ACT, CHAP. 22:02

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act, Chap. 22:02 ("FOIA"), the National Carnival Commission of Trinidad and Tobago ("NCC") is required by law to publish and annually update the statements 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 official documents (with exemptions) held by the NCC.
2. A legal right for each person to have official information relating to him/her 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 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 organisation of the NCC

The NCC was established by the National Carnival Commission of Trinidad and Tobago Act, Chap. 42:01 ("NCC Act") which outlines inter alia, the objects of the NCC as well as its functions at Sections 4 and s.9, respectively. The NCC is a statutory body designed to, inter alia, manage Carnival on behalf of the Government of *Trinidad and Tobago* ("GoRTT") to redound to the benefit of the nation. By *Trinidad and Tobago Gazette (Extraordinary) Vol. 59 No. 158 dated September 9, 2020*, the responsibility for the NCC was assigned to the Ministry of Tourism, Culture and the Arts.

The objectives of the NCC are as follows:

- a) to make Carnival a viable national, cultural and commercial enterprise;
- b) to provide the necessary managerial and organisational infrastructure for the efficient and effective presentation and marketing of the cultural products of Carnival; and
- c) to establish arrangements for ongoing research, the preservation and permanent display of the annual accumulation of Carnival products created each year by the craftsmen, musicians, composers and designers of Carnival.

The role and functions of the NCC and its overarching responsibilities include:

- (a) the regulation, co-ordination or conduct of all Carnival activities throughout the country held under the aegis of the GoRTT;
- (b) the development, maintenance and review of rules, regulations and procedures for the conduct of Carnival festivities throughout the country;
- (c) the identification, evaluation and promotion of all Carnival related industries with a view to the enhancing and marketing of their cultural products and services; and
- (d) the development and implementation of a marketing strategy for Carnival

with a view to optimising the revenue earning potential of the festival and its contribution to the national economy, considering—

- (i) the unexplored potential of Carnival
- (ii) the possibility of marketing of Carnival products and activities in domestic and export markets
- (iii) the contribution by the private sector to the funding of specific aspects of Carnival

Organisational Structure of the NCC

The NCC is led by a Board of Commissioners who has responsibility for the management of the entity. The Board is led by a Chairman, Mr. Winston Peters. The current composition of the Board of Commissioners is as follows:

Mr. Winston Peters	-Chairman
Mr. Davlin Thomas	-Deputy Chairman
Mr. Darian Marcelle	-Commissioner
Ms. Jacqueline Springer-Dillon	-Commissioner
Ms. Beverly Ramsey-Moore	-Commissioner
Ms. Annalean Inniss	-Commissioner
Mr. Ainsley King	-Commissioner
Ms. Vishma Ramcharita	-Commissioner

The NCC Act also provides for the Board's appointment of Committees to assist in the implementation of the NCC's mandate.

The Board Committees include:

Standing Committees

- Audit
- Finance
- Human Resource
- Marketing
- Tenders

Ad Hoc Committees

The Board also establishes temporary/ad hoc committees to support the implementation of Carnival each year.

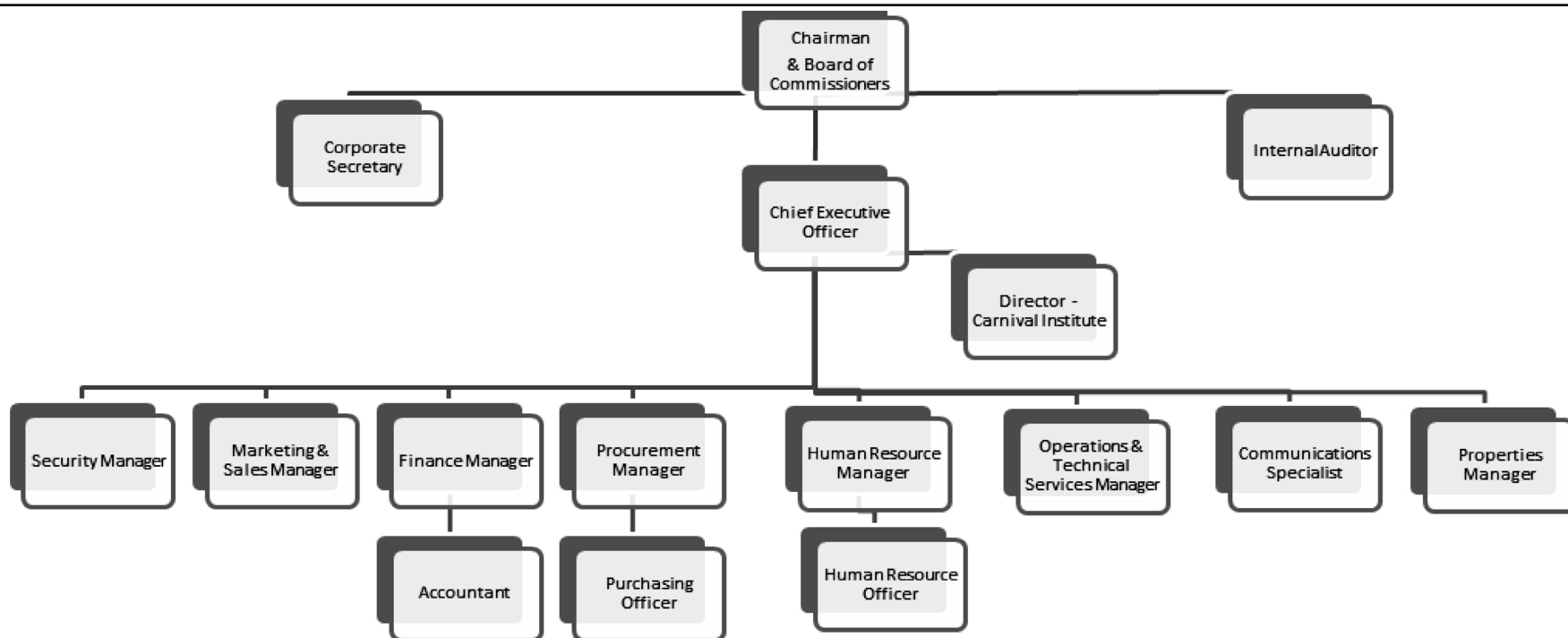
Regional Committee

In keeping with the NCC Act, a Regional Carnival Committee is established which operates akin to a Department with an attendant permanent role and function.

Staff

The staff comprises establishment (permanent) officers, contract officers, and short-term officers and is headed by a Chief Executive Officer.

Figure 1. Organisational Chart of the NCC



Strategic Direction

In September 2020, a Strategic Plan was completed with the aim of charting a tactical direction for the NCC for the period 2021 – 2024. A revised Vision and Mission were outlined together with key goals and objectives.

Vision:

"To be the undisputed leader in the Carnival industry and a major contributor to the national economy, by providing an authentic incomparable experience in Trinidad and Tobago, the home of Carnival."

Mission:

"To preserve and promote the cultural heritage of Trinidad and Tobago Carnival in order to ensure its sustainable development as a commercially viable industry through the implementation of innovative, best in practice strategies, and the co-ordination and regulation of the Carnival industry as the epicentre of Carnival world-wide."

Strategic Priorities of NCC

- Develop Carnival products for global consumption, not only in response to evolving customer tastes and needs, but driven by a commitment to pioneering innovation.
- Ensure that the NCC is recognised as the core agency for Trinidad and Tobago Carnival, and that the appropriate marketing and research are developed to support that perspective.
- Ensure that the core partners are provided the appropriate support to strengthen their organisations and thus achieve a continuously enhanced Carnival product offering and greater success.
- Establish key partnerships to strengthen the Carnival product, expand markets, and generate more income.
- Develop the organisational capacity by focusing on excellence at all levels, thus achieving satisfaction from internal and external stakeholders.
- Focus on achieving financial self-sustainability by 2026.

Functions of the Departments of the NCC

Communications

The Communications Department is responsible for external and employee communications within the NCC. The Department's responsibilities include:

- Communications Strategy
- Media Relations
- Social Media Management
- Crisis Communications
- Internal (Employee) Communications
- Reputation Management
- Corporate Responsibility
- Brand Management

Some of the Department's other responsibilities include corporate image management and establishing and maintaining effective lines of communication amongst various NCC stakeholders. Additionally, as it assists in the promotion of the NCC's products and services, the Communications Department is also responsible for the design and dissemination of key internal and external communication pieces that support programmes aimed at building a positive image of the NCC and the Carnival industry as a whole.

Corporate

The Corporate Department provides corporate secretarial support to the Board as well as legal advice to the Board and Executive with regard to core Carnival products, through inter alia, contracts (preparation of contracts with suppliers/contractors and other products and services), legal opinions on comprehensive response/guidance on legal matters (including but not limited to legal correspondence and pre-action protocol letters).

Finance and Accounts

The Finance Department is responsible for a wide range of tasks and constitutes the Commission's arm in charge of ensuring effective financial management and financial control. The Department's key responsibilities include:

- Accounting and recording of all financial transactions
- Budgeting and forecasting
- Reporting and analysis – preparation of financial statements, management accounts, statutory reports, budget variance etc.

- Treasury and working capital management
- Capital expenditure budgeting
- Ensuring adherence to all established and applicable regulatory rules
- Implementing, maintaining, and monitoring financial controls

Human Resources

The Human Resource Department is responsible for the management of the Commission's most valuable asset, its employees. It is engaged in the recruitment, training and development, compensation and general employee relations.

Internal Audit

The Internal Audit Department is responsible for providing independent, objective assurance and consulting services designed to add value and improve NCC's operations. The mission of Internal Audit is to enhance and protect organisational value by providing risk-based and objective assurance, advice, and insight. The Internal Audit activity helps the NCC accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes.

Marketing and Sales

The Marketing and Sales Department is responsible for the marketing of Trinidad and Tobago's Carnival to international and local markets while promoting NCC-led/facilitated Carnival and other products for local consumption. Other Carnival products and services include venue/ space and facility rental.

Operations and Technical Services

The Operations and Technical Services Department is responsible for the operationalising of Carnival and Carnival-based events. The Department also oversees and co-ordinates the transportation and courier services of the Commission.

Procurement

The Procurement Department is responsible for ensuring cost effective purchasing of goods and services through strategic sourcing to realise transparency, accountability and value for money.

Core to this function, the Department ensures that the Commission remains compliant to the Procurement Act while adhering to proper procedural practices, processes, and that emphasis is placed on quality, price, efficiency, due diligence, fairness, and transparency.

Properties and Infrastructure

The Properties Department is responsible for the management of the NCC's facilities ensuring that they are clean and aesthetically pleasing to the employees and customers.

Regional Carnival Committee

The Committee is responsible for coordination and support through partnerships with the fifty seven (57) Regional Carnival Committees and Community-based, Private Sector and Tourism Associations across Trinidad and Tobago. The NCC supports these organisations either through direct financial investment, the provision of physical infrastructure, and / or the provision of skills-based training and / or counsel.

Security

The Security Department is responsible for securing the NCC's assets including its Head Office, Queens Park Savannah, and Warehouse (Aranguéz) locations. This Department facilitates the provision of a safe and secure working environment for all NCC employees and premium customer service to the Commission's customers who use the parking facilities at the Queen's Park Savannah on a daily basis.

Statutory Boards and Other Bodies:

The NCC is charged with administrative responsibility for the Carnival Institute of Trinidad and Tobago.

Section 7 (1) (a) (ii)

Categories of Documentation in the possession of the NCC:

The official documentation of the NCC to a diverse range of policy matters, administration and other matters that fall under the scope of the responsibilities of the NCC.

These documents include:

- Legislation and legal instruments;
- Files dealing with Accounting and Financial Management functions of the NCC
- Financial Records (cheques, vouchers, vote books, pay records etc.)
- Files dealing with administrative support and general administrative documents for the operations of the NCC
- Personnel files, which detail all Staff Appointment, Job Applications, Job Specifications, Promotions, Transfers, Resignations, Deaths, Retirements, Leave, Vacation etc.
- Files dealing with matters related to the procurement of Supplies, Services and Equipment
- Maps, charts, Photographs/Compact Discs/Diskettes/Tapes/Catalogues /Forms
- News Releases and Speeches
- Policy, plans, guidelines, position papers and procedure documents
- Minutes of Meetings of NCC's Board of Commissioners and Committees
- Registers of internal and external correspondence files
- Reports – Statistical, Annual/Quarterly, Audit, Consultants'/Technical, Valuation,
- Books, booklets, leaflets, pamphlets, brochures, Newspaper Clippings and Posters, Periodicals and Publications
- Files dealing with Circulars, Memoranda, Notices, Bulletins, etc. and
- Inventories and Listings.

Section 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

The public may inspect and/or obtain copies of booklets, brochures, magazines, videotapes and presentations to public forums on Tuesdays and Thursdays, between the hours of 9:00 a.m. to 3:00 p.m. respectively, at the following office:
National Carnival Commission of Trinidad and Tobago
11 St Clair Avenue
St Clair
Port of Spain

* Information on the NCC is also accessible via www.ncctt.org

Section 7 (1) (a) (iv)

Literature Available by Subscription:

We currently have no material available for subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the NCC

How to Request Information

• General Procedure

Our policy is to answer all requests, both oral and written, for information. However, in order to exercise the rights given to you by the FOIA (for example the right to challenge a decision if your request for official documents is refused), **you must make your request in writing.** The applicant must therefore, complete the appropriate form (Request for Access to Official Documents which is available from the NCC's Designated Officer or at the website www.foia.gov.tt) for information that is not readily available to the public.

Addressing Requests

To facilitate prompt handling of your request, please address it to the NCC's Designated Officer. 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 you are not sure how to write your request or what details to include, communicate with NCC's Designated Officer.

Requests not handled under the FOIA

A request under the FOIA will not be processed if the information asked for is readily available to the public being already available within the public domain.

• Responding to your Request

Retrieving Documents

NCC is required to furnish copies of official documents only when they are in our possession or we can retrieve them from our document storage facility.

Note

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, subject to the FOIA, entitled to copies of official documents we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

- Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- Perform research for you.

Time Limits

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) days as required by Section 15 of the FOIA. Applicants whose requests are incomplete or unclear will be promptly informed of same by the Designated Officer who will make arrangements to consult with the applicant with a view to clarifying the request. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.

Every effort will be made by NCC 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, the NCC 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, you will be permitted to inspect the documents and/or be provided with copies. 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 recourses that are open to him/her.
Fees and refunds

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 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 RESPONSIBLE FOR DISCHARGE OF FOIA STATUTORY DUTIES

Officers in the NCC are responsible for:

- The initial receipt of an action upon notices under Section 10
- Requests for access to documents under Section 13
- Applications for corrections of personal information under section 36 of the FOIA

The Designated Officer is:

Job Title: Corporate Secretary
Name: Ms. Giselle Martin
Address: 11 St Clair Avenue, St Clair
Telephone: (868) 622-1670 Ext 1350
Fax Number: (868) 622-2038
Email: g.martin@ncctt.org

The Alternative Officer is:

Job Title: Communications Specialist
Name: Mr. Kyle Pilgrim
Address: 11 St Clair Avenue, St Clair
Telephone: (868) 622-1670 Ext 1312
Fax: (868) 622-2038
Email: k.pilgrim@ncctt.org

Section 7 (1) (a) (vii)

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

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

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

The Library /Reading Room is open to members of the public on Tuesdays and Thursdays from 9:00 a.m. to 3:00p.m., and is located in the Reception Area of the Head Office, 11 St Clair Avenue, Port of Spain.

The Policy of NCC for the provision of copies of documents that are readily available to the public:

All members of the public will be required to adhere to the rules and regulations outlined for the use of this library/reading room facility:

- Observance of all COVID-19 Regulations and protocols.
- Provision of documents may be subject to a charge to cover administration costs.
- No smoking, eating or drinking is allowed in the Library/Reading Room facility.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the NCC, not being particulars contained in another written law:

- The National Carnival Commission of Trinidad and Tobago Act, Chap 42:01
- National Carnival Bands Association (Incorporation) Act [Act No. 27 of 2007]
- Theatres and Dancehall Act, Chap 21:03
- Financial Regulations and Instructions
- Estimates of Expenditure, Recurrent and Development Programme
- Freedom of Information Act, Chap 22:02
- Public Service Commission Regulations
- Public Health Regulations
- Occupational Safety and Health Act, Chap 88:08
- Copyright Act, Chap 82:80

Section 8 (1) (a) (ii)

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

- Policies and procedures documents
- Handbooks, manuals
- Internal directives
- Strategic Plans

Section (8) (1) (b)

In enforcing written laws or schemes administered by the NCC, 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.

- NCC Rental of Facilities and Venues Policy/Agreement.

SECTION 9 STATEMENTS

Section 9 (1) (a)

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

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

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the NCC 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 the NCC or to the responsible Minister of NCC.

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

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

Section 9 (1) (d)

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

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

Section 9 (1) (e)

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

- NCC Visitor Exist Survey (2019)

Section 9 (1) (f)

A report prepared for the NCC by a paid consultant.

- a. NCC's Strategic Plan 2013-2017
- b. NCC Stakeholders Consultation Reports (East) (North) and (South)
- c. The Design of Carnival Policy and the Causal Challenges of Analysis (2014)
- d. Port of Spain Carnival Band Route Traffic Management Improvements Congestion of Carnival (2014)
- e. NCC's Strategic Plan: 2021-2024 – (2020)
- f. NCC's Job Evaluation and Salary Review Exercise – (2021)

Section 9(1) (g)

A report prepared within the NCC 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.

Report on the Proposed Integration of the Carnival Institute of Trinidad and Tobago and the Regional Carnival Committee (2021)

Section 9 (1) (h)

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

The National Carnival Commission of Trinidad and Tobago Annual Administrative Reports for fiscal 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2020 and 2021.

Section 9 (1) (i)

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

- NCC's Human Resource Manual
- Revised Performance Management System

Section 9 (1) (j)

A statement prepared within the NCC 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 the NCC 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 the NCC.

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

Section 9 (1) (m)

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

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