

***University College of the Cayman Islands***  
**Publication Scheme**

**Produced in accordance with the Deputy Governor's Code of Practice**

**CONTENTS:**

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

**1. About the Publication Scheme**

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the University College of the Cayman Islands to making information available to the public as part of its normal business activities.

The University College of the Cayman Islands will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;

- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

## **2. Information that may be withheld**

The University College of the Cayman Islands will generally not publish:

- information in draft form;
- information that is not held by the University College of the Cayman Islands, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted<sup>1</sup> form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the University College of the Cayman Island's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

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<sup>1</sup> A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

### **3. Methods of Access**

Information available under our publication scheme will usually be accessible through the methods described below.

*Section 7: Categories of information* provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

#### **Online**

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.ucci.edu.ky>

If you are still having trouble locating information listed under our scheme, please contact:

FOI Information Manager Mrs. Lucille Kong:

Telephone Number: 345-623-8224 (UCCI) or 345-623-0563 (Direct Line)

E-mail: [lkong@ucci.edu.ky](mailto:lkong@ucci.edu.ky) or [@foi@ucci.edu.ky](mailto:@foi@ucci.edu.ky)

#### **Email**

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at [foi@ucci.edu.ky](mailto:foi@ucci.edu.ky) to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

#### **Telephone**

Documents listed in the publication scheme can also be requested by telephone. Please call 345-623-8224 to request information.

#### **Post**

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Mrs. Lucille Kong at 345-623-8224 or by email at [Lkong@ucciedu.ky](mailto:Lkong@ucciedu.ky) or [foi@ucci.edu.ky](mailto:foi@ucci.edu.ky).

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if

necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

**Personal visits:**

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

**Advice and assistance:**

If you experience any difficulty identifying the information you want to access, please contact Mrs. Lucille Kong at 345-623-8224 or direct line at 345-623-0563 or [foi @ucci.edu.ky](mailto:foi@ucci.edu.ky)

The University College of the Cayman Islands will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the University College of the Cayman Islands is legally required to translate any information, it will do so

**4. Fees and charges:**

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The University College of the Cayman Islands strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the University College of the Cayman Islands offers for sale. This includes: *JUCCI Publication*. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

**Reproduction costs:**

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

**Postage costs:**

The University College of the Cayman Islands will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the University College of the Cayman Islands has received your payment.

**5. Requests for information outside the Publication Scheme**

Information held by the University *College of the Cayman Islands* that is not published under this scheme can be *requested in writing*.

Your request will be considered in accordance with the provisions of the FOI Law by contacting FOI Information Manager, Mrs. Lucille Kong at 345-623 8224 or direct line 345-623-0563 or email at [foi@ucci.edu.ky](mailto:foi@ucci.edu.ky) or [lkong@ucci.edu.ky](mailto:lkong@ucci.edu.ky)

**6. Complaints**

The *University College of the Cayman Islands* aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Mrs. Lucille Kong at 345-623-0563 or email at [lkong@ucci.edu.ky](mailto:lkong@ucci.edu.ky) or [foi@ucci.edu.ky](mailto:foi@ucci.edu.ky), and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from Mrs. Lucille Kong at 623-8224 or direct line at 345-623-0563 or email [lkong@ucci.edu.ky](mailto:lkong@ucci.edu.ky) or [foi@ucci.edu.ky](mailto:foi@ucci.edu.ky)

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

**Physical Address:**

Information Commissioner's Office,  
2nd Floor, Elizabethan Square  
George Town  
Grand Cayman  
Cayman Islands

**Mailing Address**

PO Box 1375  
Grand Cayman KY1-1108  
CAYMAN ISLANDS

Monday-Friday 9:30am-4:00pm

Telephone: +1 345 747 5402

Fax 345-949-2026

Email: *info@infocomm.ky*

**7. Categories of Information**

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

## **ABOUT US**

University College of the Cayman Islands

### **Ministry**

Ministry of Education and Minister for District Administration and Lands

### **Principal Officer**

Minister of Education and Minister for District Administration and Lands

Hon. Juliana O'Connor-Connolly, LLB, BA, JP,  
MLA

### **Physical Address**

5<sup>th</sup> Floor, Government Administration Building  
113 Elgin Avenue, George Town, Grand Cayman  
Cayman Islands  
Telephone: 345-244-2417

### **Mailing Address**

Government Administration Building  
Box 108, 133 Elgin Avenue  
Grand Cayman, KY1-9000, Cayman Islands  
Telephone Number: 345-244-2417  
Website: [www.education.gov.ky](http://www.education.gov.ky)

### **Deputy Chief Officer, Education Policy and Planning**

Mrs. Lyneth Monteith

### **Physical Address**

5<sup>th</sup> Floor, Government Administration Building  
113 Elgin Avenue, George Town, Grand Cayman  
Cayman Islands  
Telephone: 345-244-2417

**Mailing Address**

Government Administration Building  
Box 108, 113 Elgin Avenue  
Grand Cayman, KY1-9000, Cayman Islands  
Telephone Number: 345-244-2417  
Website: [www.education.gov.ky](http://www.education.gov.ky)

**Chief Officer of Ministry of Education**

Cetoya Cacho

**Physical Address**

5<sup>th</sup> Floor, Government Administration Building  
113 Elgin Avenue, Grand Cayman, Grand Cayman  
Cayman Islands  
Telephone Number: 325-244-2417

**Mailing Address:**

Government Administration Building  
Box 108, 133 Elgin Avenue  
Grand Cayman, KY1-9000, Cayman Islands  
Telephone Number: 345-244-2417  
Website: [www.education.gov.ky](http://www.education.gov.ky)

**Acting President and CEO of the University College of the Cayman Islands**

Dr. JD Mosley-Matchett, Interim Acting President and CEO

**Physical Address:**

University of the Cayman Islands (UCCI)  
168 Olympic Way,  
George Town, Grand Cayman  
Email: JMosley-  
Matchett@ucci.edu.ky

**Mailing Address:**

P.O. Box 702  
George Town, Grand Cayman KY1-1107  
Telephone Number: 345-623-8224 Fax: 345-949-6781  
Email: [info@ucci.edu.ky](mailto:info@ucci.edu.ky)

**Vice President, Business and Finance: University College of the Cayman Islands**

Dr. Beverly Shuford

**Physical Address:**

University of the Cayman Islands (UCCI)  
168 Olympic Way  
George Town, Grand Cayman  
Email: [Bshuford@ucci.edu.ky](mailto:Bshuford@ucci.edu.ky)

**Mailing Address:**

P.O. Box 702, KY1-1107  
George Town, Grand Cayman  
Telephone Number: 345-526-2540 Fax: 345-949-6781  
Email: [info@ucci.edu.ky](mailto:info@ucci.edu.ky)

**Director – Admissions & Registration: University College of the Cayman Islands**

Tamsin Deasey, BA (Hon), MA

**Physical Address:**

University of the Cayman Islands (UCCI)  
168 Olympic Way  
George Town, Grand Cayman  
Email: [Bshuford@ucci.edu.ky](mailto:Bshuford@ucci.edu.ky)

**Mailing Address:**

P.O. Box 702, KY1-1107  
George Town, Grand Cayman  
Telephone Number: 345-526-2540 Fax: 345-949-6781  
Email: [info@ucci.edu.ky](mailto:info@ucci.edu.ky)

**Deputy Registrar of UCCI Brac Campus**

Mrs. Shavon Bodden

**Physical Address**

Avistar Building, West End  
Cayman Brac  
Cayman Island

**Mailing Address**

P.O. Box 255

Stake Bay KY2-2101

Cayman Brac

Telephone Number: 345-623-0504 Fax: 345-948-8129

Email [sbodden@ucci.edu.ky](mailto:sbodden@ucci.edu.ky)

**University College of the Cayman Islands Contact Details**

Grand Cayman Office Address:

**Physical Address**

University College of the Cayman Islands (UCCI)

168 Olympic Way

George Town, Grand Cayman

**Mailing Address**

P.O. Box 702, KY1-1107

George Town, Grand Cayman

Telephone Number: 345-623-8224 Fax: 345-949-6781

**UCCI Information Manager**

Mrs. Lucille Kong

Telephone Number: 345-623-8224 (UCCI) or 345-623-0563 (Direct Line)

E-mail: [lkong@ucci.edu.ky](mailto:lkong@ucci.edu.ky) or [@foi@ucci.edu.ky](mailto:@foi@ucci.edu.ky)

**Organization and Functions**

Mission:

The University College of the Cayman Islands is an institution of higher learning that contributes to the Caymanian society by advancing knowledge and developing creative graduates through its cultural, social, economic and environmental activities.

Administration:

University of the Cayman Islands (UCCI)

P.O. Box 702

George Town KY1-1107

Grand Cayman

Telephone Number: 345-623 8224 Fax: 345-949-6781

Website: [www.ucci.edu.ky](http://www.ucci.edu.ky)

Location and hours	Matters handled
<p><b>University College of the Cayman Islands Administration Office</b></p> <p><i>Opening hours:</i>  <i>Monday 8:30 am - Thursday                      5:00 pm Friday 8:30 am - 4:30                      pm</i></p>	<p><i>Application/registration for students and enquires from the public about our programmes.</i></p>
<p><b>The Sam Basdeo Learning and Resource Centre</b></p> <p><i>Opening hours:</i>  <i>Monday 8:00 am - Thursday                      9pm. Friday 8:00 am - 4:00 pm                      Sat 9:am - 5:00 pm</i></p>	<p><i>Learning resources, books, proprietary databases, staff expertise in research assistance and study facilities.</i></p>
<p><b>Civil Service College of the Cayman Islands</b></p> <p><i>Opening hours:</i>  <i>Monday-Saturday 9:00 am - 5:30 pm.</i></p>	<p><i>Application/registration special courses for Civil Servants and enquiries from the public about our programmes</i></p>

<b>Board and Committees</b>		
<b>Name</b>	<b>Meetings</b>	<b>Minutes</b>
<p><b>UCCI Board of Governors....</b></p> <p><b>Chairman:</b> <i>Mr. Gilbert McLean</i></p> <p><b>Deputy Chair:</b> <i>Mr. Jared Awe, Deputy Chair</i></p> <p><b>Members:</b> <i>Mr. Phillip Scott, Non-Voting Member</i> <i>Mrs. Nichelle Scott, Member</i> <i>Mr. Leonard Lewis, Member</i> <i>Mr. Ronnie Dunn, Non-Voting</i> <i>Ms. Pamela Ebanks-Small, Member</i> <i>Ms. Lindsay Japal, Member</i> <i>Mr. Steve Bramwell, Member</i> <i>Dr. Gayle Woods, Member</i> <i>Dr. JD Mosley-Matchett, Interim President and CEO, Ex-Officio</i></p> <p><b>Secretary:</b> <i>Ms. Wendy Lauer, Recording Secretary and Executive Assistant to the Board Chair</i></p>	<p><i>Location: University College of the Cayman Islands</i></p>	<p><i>Minutes are available at this link <a href="#">UCCI Governance Minutes</a></i></p>
<p><b>Audit &amp; Finance Committee</b> <i>Jared Awe, Chair, Board Representative</i></p> <p><b>Members:</b> <i>Mr. Leonard Lewis, Board Representative</i> <i>Mr. Ronnie Dunn, Board Representative</i> <i>Ms. Angel Ho, Secretary</i> <i>Dr. Beverly Shuford, VP, Business and Finance</i></p>	<p><i>Location: University College of the Cayman Islands</i></p>	<p><i>Minutes are available at this link <a href="#">UCCI Governance Minutes</a></i></p>

<p><b>Executive Committee</b></p> <p><i>Mr. Gilbert McLean</i>, Chair  <i>Mr. Mr. Jared Awe</i>, Deputy Chair  <i>Dr. JD Mosley-Matchett</i>, Acting Interim President and CEO, Chair of Administrative and Academic Committee, or in that Chair's temporary absence the Deputy Chair of the AAC</p>	<p><i>Location:</i>  <i>University College of the Cayman Islands</i></p>	<p><i>Minutes are available at this link <a href="#">UCCI Governance Minutes</a></i></p>
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**UCCI's Academic and Administrative Committee**

<b>Name</b>	<b>Meetings</b>	<b>Minutes</b>
<p><b><u>Administrative &amp; Academic Committee</u></b></p> <p><i>Chair: Dr. Mosley-Matchett, Acting Interim President and CEO</i></p> <p><b><u>Administrative Staff</u></b></p> <p><b>Ms. Pamela Ebanks-Small, Board Member</b></p> <p><b>Mr. Phillip Scott, Board Member</b></p> <p><b>Mr. Eustache Placide., Faculty/Staff representative</b> <i>elected by faculty and Staff</i></p> <p><b>Ms. Kyra Simpson, Student</b> <i>representative elected by students</i></p> <p><b>Mr. Peter Paul, EA to the President -Staff</b> <i>(Secretary to ACC)</i></p> <p><b>Ms. Marian Jarquin, Executive Leadership</b></p> <p><b>Mr. Simon Ashdown, Executive</b> <i>Leadership</i></p> <p><b>Ms. Donnette Goddard, Executive</b> <i>Leadership</i></p> <p><b>Ms. Kristen Ford, Executive Leadership</b></p> <p><b>Ms. Tamsin Deasey, Executive</b> <i>Leadership</i></p> <p><b>Dr. Beverly Shuford, Executive</b> <i>Leadership</i></p>		

**UCCI's Academic and Administrative Committee**

<b>Name</b>	<b>Meetings</b>	<b>Minutes</b>
<p><u><b>Administrative &amp; Academic Committee</b></u></p> <p><i>Ms. Tracey Hargrave, Interim Dean</i></p> <p><i>Ms. Terese Parker, Interim Dean</i></p> <p><i>Dr. Ivan Eubanks, Interim Dean</i></p> <p><i>Mr. Paul Puckerin, Interim Dean</i></p>		

## History

Government-sponsored tertiary education in the Cayman Islands began in 1975 when the Community College was established as a part-time institution. From 1976 to 1981 three other institutions - the Trade School, the Hotel School and the Marine School - were founded. These schools were located at different sites and were supervised either by the Ministry of Education or the Ministry of Tourism and Labour.

In 1985, the Government of the Cayman Islands decided to centralise the administration of all public post-secondary educational institutions on the islands. The Hotel Training School, the Marine & Trade Training School and the Secretarial/Business Studies Section of the Sixth Form of the Cayman Islands High School were amalgamated to form the Community College of the Cayman Islands.

In 1987, by an Act of the Legislative Assembly, the College was established as a semi-autonomous post-secondary educational institution.

In 2004, by an act of the Legislative Assembly, the name of the institution was changed from the Community College of the Cayman Islands to the University College of the Cayman Islands.

Governance of the College, as stipulated in the University College Law, 2012 (Revision), and the is the responsibility of a Board of Governors and an Academic and Administrative Committee.

## **Ministry**

UCCI functions under the Ministry of Education, Youth, Sports, Agriculture and Lands.

## **STRATEGIC MANAGEMENT**

The Ministry of Education, Training and Employment administers the authority's operations at the organisational level; developing business plans and corporate policy; setting long term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programmes to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources using the laws that regulate the function of government entities.

- **Governance**
- University College Law (2012 Revision)
- Public Authorities Law, 2017
- Freedom of Information Law, (2020 Revision)
- Freedom of Information (General) Regulations, 2008
- Data Protection Law, 2017
- Data Protection Regulations, 2018
- The National Archive and Public Records Law, 2007
- The National Archive and Public Records Regulations, 2007
- The Public Service Management Law (2007 Revision)
- Personnel Regulations, 2006
- The Public Management and Finance Law (2005 Revision)
  
- NB: These are available from the UCCI, Sam Basdeo Learning Resource Centre. (Photocopying is \$0.10 per page)
  
- Board of Governors Minutes (accessible via [UCCI Governance Minutes](#))
  
- **Corporate management**
- Mission Statement
- Hurricane Disaster/Recovery and Emergency Preparedness Plan 2006
  
- **FINANCE & ADMINISTRATION**
  
- **Financial management**
- Budget
- Audit Reports
- Accounting Policies
- Financial Statement (Audited)
- Tender
- Contracts
  
- **Administration**
- Class Schedules

- Examination Schedules
- Insurance Police
- Employment Contracts
- Job Vacancies (<http://www.ucci.edu.ky>)
- File Plan (work in progress)
  
- **Human Resources**
- Organizational Chart (working progress)
- Directory of Officers and Employee (<http://www.ucci.edu.ky>)
- Job Descriptions
- Dress Code
- Active Recruit Exercise
- Implementation of Breath HR
- Separation of Governance Polices Management ( Working Progress)

- **POLICIES AND PROCEDURES**

- Internal Procedures for Identifying and Processing a Freedom of information Request (FOI)
- Library Management System Procedural Document
- Bachelor's degree Regulation
- Learning Resource Centre Policy Document
- Student General Regulations
- Academic Regulations
- IT Policies
- Admin. and Support Staff
- New Faculty
- Refund Policy
- Tuition Payment Plans
- Grade Forgiveness Request Form
- Academic Amnesty
- Never Attended (NA) Grade
- Examination Quality Assurance Policies
- The Examination Disposal Policy
- **Information and Technology**
- Press Releases

- **DECISIONS AND RECOMMENDATIONS**

- Committee Minutes (Electronic Record)

- **LIST AND REGISTERS**

- FOI requests
- FOI Request handling

- **OUR SERVICES AT UCCI**

- Application Forms
- Absent forms
- Absent forms –final exam
- Agreement for Administration of Examinations
- Application for Undergraduate Readmission
- Authorization for release of Information
- Associate Conversion form
- Authorization for release of information to Cayman Islands Government
- Change of Grade form
- Change of Major form
- Change of Name form
- Change of Personal Data form
- Challenge Exam Forms (cost \$75)
- Final Exam Clash forms
- Grade Forgiveness Request form
- Grade Appeal Form
- Petition for make–up Examination
- Payment Plan Fees (\$50)
- Refund Request form

- Request for Letter (\$10 express \$20)
- Re - Admission form (\$25)
- Transcript Request form (transcript cost \$10 for the first one any additional will cost \$5)
- Rush Transcript /Letter \$20
- Transfer Credit form
- Transcript form (\$10 for 1<sup>st</sup> copy each additional \$5)
- Course Withdrawal form (\$10)
- University Withdrawal form
- Transient Student form
- Conversion Forms – to Associate / Bachelor Degree
- College Catalogue (<http://www.ucci.edu.ky>) electronic copy
- Forms/Leaflets (<http://www.ucci.edu.ky>) electronic copy
- Student Records (Exemption under the freedom of information law section 23(1) Pg 87, but Students can access their personal records)
- Proctor overseas examination – fees (cost \$150)
  
- **Learning Resource Centre Patron Services**
- Library membership forms (individual membership \$25+\$100 deposit fee)
- Library membership (maximum of 5 persons membership \$25 +\$100 deposit fee)
- Lending Resources
- Providing Internet connectivity
- Assisting patrons in research techniques
- Providing research services
- Proctor online examination
- Undergraduate Academic Amnesty Application

- **Brochures**
  
- Certificate Programs
- Associate Degree Programs
- Associate of Arts in Primary Education
- Bachelor's degree Programs
- Bachelor of Science Degree in Nursing
- Bachelor of Science in Social Science
- Bachelor of Science in Primary Education
- Executive Certificate in Global Leadership
- Executive Master of Business Administration
- Executive Master in Public Administration
- Certificate in Legal Support and Administration
- University College Brochures
- Continuing Education
- Sam Basdeo Learning Resource Centre
- Chartered Institute of Securities and Investment (pending)

## Frequently Asked Questions

- **What are the degrees offered at UCCI?**
- *The degrees offered are Associate, Bachelor and Master Degrees.*
  
- **Do you offer certificate programme?**
- *Yes, we do, such as accounting certificate, computer technician certificate, and electrical technology certificate.*
  
- **How long is the certificate programme?**
- *The duration of these programmes is one (1) year.*
  
- **What are the criteria for entry to the Associate degree?**
- *The criteria is four (5) CXC/GCSE/IGCSE including English at General/Technical proficiency levels with grade 1-111 or a SAT score of 1425.*
  
- **What is the cost of the application fee?**
- *The cost of the application fee CI\$ 25.00.*
  
- **Where is the UCCI testing centre located?**
- *In the Learning Resource Centre (Sam Basdeo Building)*