



The Ministry of the Arts and Multiculturalism

The National Registry of Artists & Cultural Workers

ASSESSMENT COMMITTEE POLICY DOCUMENT

NOVEMBER 2011 – JULY 2015





The National Registry of Artists and Cultural Workers

ASSESSMENT COMMITTEE POLICY DOCUMENT

This document accounts for policy decisions made by the Assessment Committee for the National Registry of Artists and Cultural Workers during their meetings, as a means of developing and informing the application process.

ASSESSMENT COMMITTEE EVALUATION POLICY AND PROCEDURES

Objectives of the Assessment Committee (as Stated in Cabinet Note AM (11)13)

- Evaluate applications from artists, cultural workers and cultural organisations for registration with the National Registry of Artists and Cultural Workers
- Evaluate work submitted for consideration for certification as audio, visual and video productions that promote or reflect local entertainment and culture
- Prepare status reports on evaluation and certification works
- Make recommendations considered beneficial to the improvement of the process and its related legislation

Composition of the Assessment Committee

- The Director of Culture, Ministry of Arts and Multiculturalism (Chairman)
- The Advisor to the Minister of the Ministry of the Arts and Multiculturalism
- The Curator, National Museum and Art Gallery of Trinidad and Tobago
- The Director, Culture Department, Division of Community Development and Culture, Tobago House of Assembly
- The President, Trinidad and Tobago Publishers and Broadcasters Association
- The Chief Executive Officer, Trinidad and Tobago Film Company Limited
- The Chief Executive Officer, Trinidad and Tobago Entertainment Company Limited
- The President, Art Society of Trinidad and Tobago
- A representative of the University of the West Indies
- A representative of the University of Trinidad and Tobago
- A representative of the Trinidad and Tobago National Commission for UNESCO
- The Cultural Programme Co-ordinator, Ministry of the Arts and Multiculturalism (Secretary)



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TASKS OF THE SECRETARIAT TO ASSIST THE ASSESSMENT COMMITTEE

1. The secretariat will pre-assess all applications and provide recommendations for consideration of the committee in each case.
2. The secretariat will table any issues raised by applicants in reference to the registration process, and bring it to the attention of the Assessment Committee.
3. The secretariat will include the date of receipt of the application in the matrix.
4. The secretariat will make recommendations to the Assessment Committee on the Assessment Committee Policy and Procedures. With the approval of the Assessment Committee, the Policy and Procedures will be documented by the Secretariat.
5. Provisional recommendations and partial approvals: if the committee approves part of a request, the secretariat advises the applicant; they can receive the certificate to the value of their approval or they can submit more information to get all selected competencies recognized.



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ASSESSMENT CRITERIA AND REQUIREMENTS FOR APPLICATION

Registration of Artists and Cultural Workers

- **Criterion for Application**
 - Must demonstrate that they are nationals of Trinidad and Tobago.
- **Mandatory Application Requirements**
 - **Proof of Citizenship** :
 - A Trinidad and Tobago government issued Identification Card alongside a Birth Certificate or a Certificate of Naturalisation
 - Or Trinidad and Tobago government issued Passport
 - **One Letter of Recommendation** for each or all selected fields of endeavour from:
 - A reputable cultural organisation or umbrella body;
 - Or a state agency or academic institution that works in the culture sector;
 - Or an academic or educator in the culture sector;
 - Or an established artist in the culture sector.
 - **A profile** no more than 300 words reflecting your work in the culture sector
 - **A headshot** of yourself: 4x6 inches.
- **Supplemental Documents (Optional)**
 - Copies of academic certificates where applicable to selected fields of endeavour
 - Proof of membership to an organisation in relation to selected fields of endeavour

Registration of Cultural Organisations

- **Criterion for Application**
 - Must demonstrate that the organisation is registered in Trinidad and Tobago.
- **Mandatory Application Requirements**
 - Copies of the organisation's **Articles of Association or of Incorporation or Constitution or By-Laws**;



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- Copies of **Minutes** of two recent meetings, one of which records the establishment of the current executive of the organisation;
- **Resumes** of executive of the organisation, or at least three (3) which includes the Founder/President/Chief Executive Officer (Profiles and Biographies are not accepted);
- **Organisation Profile**;
- **A photo representative of the organisation / organisation's logo**: 4x6 inches.
- **Supplemental Documents (Optional)**
 - Proof of membership to an organisation in relation to selected fields of endeavour

Certification of Audio, Visual and Video Productions

- **Criterion for Application**
 - Must promote or reflect local entertainment or local culture (**See Appendix III**)
- **Mandatory Application Requirements**
 - **For Individuals**, Proof of Citizenship in the form of:
 - A Trinidad and Tobago government issued Identification Card alongside a Birth Certificate or a Certificate of Naturalisation
 - Or Trinidad and Tobago government issued Passport
 - **For Organisations**: Copies of the organisation's Articles of Association or of Incorporation or Constitution or By-Laws;
 - **Individual or Organisation Profile**
 - **Attachments**:
 - Artistic concept (inclusive of synopsis and treatment for visual and video productions)
 - A Full Script or lyrics or treatment
 - Distribution plan
- **Supplemental Documents (Optional)**
 - A copy of the completed production or clip or scene or trailer
 - Awards earned by the work



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Applications for Certification

1. The Assessment Committee for the National Registry of Artists and Cultural Workers retains the right to deny the certification of any work that is deemed to have profane, obscene and violent language and images which would not be suitable for all audiences. All work that is certified must reflect local culture and responsible local content.
2. The Assessment Committee must receive documentation that an applicant is the owner of the project for which an application is submitted. As long as the name of the applicant does not correspond to what is stated on the audio, visual or video production, a signed letter of authorisation from the owner of the work (song writer, screen writer, script writer etc) must be submitted with the application stating that they have given the applicant permission to apply to have their work certified. This also applies if a company is applying for work that has been produced by an individual for example a production company that is applying to certify a script written by an individual.

3. Audio Work

- (i) The lyrics for every song on the album must be submitted with the application for certification of an album.
- (ii) These lyrics must be registered with a recognised agency that can attest to applicant's ownership of the copyright of these lyrics. The Intellectual Property Office of Trinidad and Tobago recognises four copyright agencies in Trinidad and Tobago. These organisations have been listed below:
 - a. COTT (Copyright Music Organisation of Trinidad and Tobago)
 - b. TCO (Trinidad and Tobago Copyright Organization)
 - c. AWESOME
 - d. TTRRO (Trinidad and Tobago Reprographic Rights Organization)

4. Audiovisual Work

- (i) A full script must be submitted for each application for certification of a video production. This applies to all genres including reality television shows and documentaries. Applications for series (multiple episodes) must supply a full script for each episode in order for the entire series to be certified. Samples of acceptable scripts can be found on our website at: <http://www.culture.gov.tt/nationalregistry/#documents>.



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ASSESSMENT COMMITTEE DECISIONS FROM MEETING MINUTES

Application Requirements:

1. Minors applying to the National Registry of Artists and Cultural Workers must submit a letter of consent/authorisation from their parent/guardian with their completed application.
2. Persons must produce samples of work or evidence which shows visible credits for the producer of the work.
3. All applicants are required to submit at least five (5) samples of work with the exception of Authors (See No.4a.), Filmmakers (See No.4b.), Photographers (See No.9) and Visual Artists, Designers and Artisans (See No.10).
4. Print and/or audio-visual evidence must be submitted to support each field of endeavour. Examples are as follows:
 - a. For authors, at least three (3) samples of published work
 - b. For filmmakers, credits for at least three (3) samples of work released for public viewing
 - c. Programmes and playbills crediting applicants in the performing arts
 - d. CD Jackets showing credits for performers
 - e. Photographs of artwork for visual artists
 - f. Recommendations from copyright organisations for songwriters
 - g. Links to their website/webpage (if available)
 - h. 'YouTube' videos which should also exist in DVD format
5. Letters of recommendation must:
 - a. Endorse competencies for which a person is applying and each competency must be covered by a recommendation;
 - b. Endorse the applicant's body of work;



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- c. Bear the letterhead of the organisation the recommender represents or if it is a personal recommendation, provide the contact information of the recommender;
 - d. Recommenders for applicants can be non-nationals

6. Academic transcripts are optional and can be included in the application procedure upon request.

7. Persons submitting samples of work produced at an academic institution should:
 - a. Ensure where applicable, that authorisation from the respective institution is granted.
 - b. Supply additional samples of work credited to them as an independent artist or cultural worker outside of the respective academic institution.

8. Performers should submit:
 - a. Samples of work evidenced by copies of playbills for at least five (5) productions in which they have appeared.
 - b. Copies of at least five (5) video recorded performances that may be footage from events/shows in which the performer has participated.
 - c. For Music Performance, evidence of work as public performances of five (5) different works or pieces.
 - d. Isolated samples of their work, vocal, instrument or dance activity respectively, if they are a background vocalist, member of a music band/ensemble or a dance group/company.
 - e. Actors in film and documentaries should submit a copy of the work in which they have appeared, bearing credits.

9. For Photographers:
 - a. A portfolio of a minimum of fifteen (15) photographs must include work in the public domain other than what is found on an applicant's website. Citations by a bona fide organisation or publication can supplement an on-line portfolio or website. Work must be published or publicly exhibited in at least three (3) independent places.



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- b. Where the body of work consists of 'commercial photography', testimonials from the client must be supplied on the company's letterhead.
- c. The applicant should show evidence of having worked in the field of photography for at least three (3) years or submit academic certificates that attest to qualifications in this area.

10. For Visual Artists, Designers and Artisans:

- a. A portfolio of a minimum of fifteen (15) pieces must be submitted. This should constitute work done over a period of time in each selected field of endeavour.
- b. Work must be publicly exhibited, published and/or sold in at least three (3) independent cases.
- c. Broader categories such as Visual Arts and Applied Arts can be used if an applicant is involved in diverse activities/fields of endeavour under a particular artistic category.

11. Works for certification:

- a. Should be submitted with an 'Executive Summary' by the creator of the work.
- b. Must be created by a national or registered organisation of Trinidad and Tobago.
- c. Must represent local culture and local entertainment.
- d. Produced under an academic institution, must be submitted along with a letter from that institution which states the applicant is the copyright co-owner of that work.
- e. Should be accompanied by a letter authorising the representative to apply on behalf of an organisation.
- f. Should be accompanied by a letter of authorisation in cases where the work is not owned by the applicant or is an adaption of a previously existing work.



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APPENDIX I

WORKING DEFINITIONS FOR THE CREATIVE AND CULTURAL INDUSTRIES

"Cultural industries" are those industries producing and distributing goods or services which at the time they are developed are considered to have a specific attribute, use or purpose which embodies or conveys cultural expressions, irrespective of the commercial value they may have. Besides the traditional arts sectors (performing arts, visual arts, cultural heritage – including the public sector), they include film, DVD and video, television and radio, video games, new media, music, books and press.

"Creative industries" are those industries which use culture as an input and have a cultural dimension, although their outputs are mainly functional. They include architecture and design, which integrate creative elements into wider processes, as well as subsectors such as graphic design, fashion design or advertising.

Source: http://ec.europa.eu/culture/documents/greenpaper_creative_industries_en.pdf

Creative and Cultural Industries (CCI) are economic clusters of artists and cultural workers requiring a proper structure, a growing economy and links with other sectors. There are fifteen (15) Creative and Cultural Industries (CCI) Clusters applicable to Trinidad and Tobago. There are as follows:

1. Advertising
2. Architecture & Landscaping
3. Broadcast Media (Television & Radio)
4. Design
5. New Media
6. Film & Video
7. Literary Arts
8. Visual Arts
9. Festival & Folk Arts
10. Performing Arts
11. Libraries, Museums & Arts Institutions
12. Music
13. Print Media & Publishing
14. Art Object
15. Events & Entertainment

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APPENDIX II

CREATIVE AND CULTURAL INDUSTRIES CLUSTERS AND FIELDS OF ENDEAVOUR

Rationale: Acceptable Samples by CCI Cluster and Field of Endeavour

- Main headings identify CCI clusters that are relevant to Trinidad and Tobago and the sub-headings are the fields of Endeavour within each CCI cluster
- Suggested acceptable samples and/or evidence of work to be used by the Secretariat and Assessment Committee

ARTISTIC LISTING

Main Heading (CCI Clusters)	Sub Heading (Field of Endeavour)	Acceptable Sample Format
Advertising	Artistic Direction (Advertising)	I. DVDs/CDs with Credits II. YouTube links with Credits III. Show Program/ Schedules IV. Flyers V. Playbills VI. Production Notes/Script VII. Copy of Contract VIII. Website Links IX. Newspaper/Magazine Articles
	Creative Direction	
	Modelling	
Music	Music Arrangement	
	Music Composition	
	Music Direction	
	Music Performance (Instrument)	
	Music Performance (Steelman)	
	Music Performance (Vocal)	
	Percussion	
	Song Writing	
Broadcast Media	Television Direction	
Film & Video	Film Direction	
Performing Arts	Acting	

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Main Heading (CCI Clusters)	Sub Heading (Field of Endeavour)	Acceptable Sample Format
	Artistic Direction (Performing Arts)	I. Exhibition Brochure/List II. Catalogue III. Digital and Hardcopy Images IV. Portfolio/Collection of Works V. Featured Projects and Plans VI. Published Books, Articles etc. VII. Confirmation Letter from Gallery/Art Institution VIII. Copy of Contract IX. Website Links X. Newspaper/Magazine Articles
	Choreography	
	Dance	
	Playwriting	
	Puppetry	
	Theatrical Direction	
Festival & Folk Arts	Folklore	
	Mas (Carnival Band)	
	Mas (Design)	
	Mas (Individual)	
	Mas (King & Queen)	
	Mas (Traditional)	
Design	Fashion Design	
	Graphic Design	
	Interior Design	
	Web Design	
Visual Arts	Drawing	
	Installation	
	Painting	
	Photography	
	Sculpture	
Literary Arts	Prose Fiction	
	Storytelling	
	Poetry	
New Media	Animation	
Art Objects	Handicraft	

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Main Heading (CCI Clusters)	Sub Heading (Field of Endeavour)	Acceptable Sample Format
	Jewellery Making	
	Pottery	
Architecture & Landscaping	Architectural Design	
	Landscaping	
	Technical Drawing	

CULTURAL WORK LISTING

Main Heading (CCI Clusters)	Sub Heading (Field of Endeavour)	Acceptable Sample Format
Broadcast Media	Broadcasting (Internet)	I. Sample of Work in Progress II. DVDs/CDs of Featured Projects with Credits III. YouTube/Website links with Credits IV. Playbills V. Production Notes/Script VI. Portfolio/Collection of Works VII. Copy of Contract/Signed Job Description VIII. Policy/Project Documents IX. Reports and Agenda X. Newspaper/Magazine Articles
	Broadcasting (Radio)	
	Broadcasting (Television)	
	Camera Operation	
	Disc Jockey	
	Technical Direction (Television)	
	Television Production	
Music	Band Leadership (Music)	
	Band Leadership (Steelband)	
	Making of Musical Instruments	
	Music Production	
	Pan Making	
	Sound Recording	
Performing Arts	Exhibition (Performing Arts)	
	Sound Engineering	
	Stage Management	
	Technical Direction (Theatre)	

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Main Heading (CCI Clusters)	Sub Heading (Field of Endeavour)	Acceptable Sample Format
	Theatrical Production	
	Wardrobe	
Design	Costume Design	
	Lighting Design	
	Set Design	
	Software Design	
	Sound Design	
Film & Video	Cinematography	
	Film Production	
	Special Effects	
	Video Editing	
	Video Production	
	Videography	
	Technical Direction (Film)	
Visual Arts	Exhibition (Visual Arts)	I. Exhibition Brochure/List
Festival & Folk Arts	Band Leadership (Mas)	II. Catalogue
	Folklore	III. Confirmation Letter from Gallery, Art Institution
	Traditional Knowledge	
Libraries & Arts Institutions	Arts Administration	IV. Digital and Hardcopy Images
	Arts Education	V. Featured Projects Brochure/List
New Media	Application Development	VI. Game/App with Credits
	Publishing (Social Media)	VII. Syllabus/Learning Objectives
	Software Development	VIII. Portfolio/Collection of Works
	Video Game Development	IX. Published Books, Articles etc.
Print Media & Publishing	Journalism	X. Copy of Contract
	Publishing (Literature)	XI. Policy/Project Documents

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Main Heading (CCI Clusters)	Sub Heading (Field of Endeavour)	Acceptable Sample Format
	Publishing (Music)	XII. Reports and Agenda
Art Objects	Wire Bending	XIII. Newspaper/Magazine Articles
Events & Entertainment	Artist Management	
	Cinema (Distribution)	
	Cinema (Exhibition)	
	Event Management	
	Promotion	



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APPENDIX III

CRITERIA FOR ASSESSING LOCAL CONTENT AND ENTERTAINMENT FOR VIDEO, AUDIO AND VISUAL PRODUCTIONS

Production should reflect a minimum two criteria to qualify:

- **Language:** Use of language, narration and text that is considered local dialects, Creole languages with local accents and native figure of speech, slangs etc.
- **Environment:** Reflect a local setting, situation and/or based on location within Trinidad and Tobago in any time period
- **Cultural Practices:** Depict local cultural activities: traditional practices, customs, festivals, events, folklore, pastimes and habits that are typical of Trinidad and Tobago
- **Thematic Concepts and Topics:** Local writer, producer, artist who gives his/her interpretation of historical, social, political and economic issues peculiar to Trinidad and Tobago
- **Representative People:** Main characters and people portrayed in the production reflect local attitudes, behavior, beliefs and appearance considered native to Trinidad and Tobago