



Government of the Republic of Trinidad and Tobago
Ministry of National Diversity and Social Integration

*The National
Identity Guidelines of*
THE REPUBLIC OF
**TRINIDAD
AND
TOBAGO**

Discipline. Production. Tolerance



Together We Aspire Together We Achieve

FOREWORD

Our National Flag belongs to all our citizens. Our National Coat of Arms, with our National Birds inscribed therein, is the sacred trust of all our citizens. So it is today, please I urge you, let it always be so. Let us always be able to say with the Psalmist, behold, how good and how pleasant it is for brethren to dwell together in unity.

Dr. Eric Williams, August 31 1962.

A publication by the Government of Trinidad and Tobago



Government of the Republic of Trinidad and Tobago

Ministry of National Diversity and Social Integration

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35A Wrightson Road, Port of Spain

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TABLE OF CONTENTS

INTRODUCTION	1
POLICY OBJECTIVES	2
SECTION 1 - COAT OF ARMS	
Rules and regulations governing the use of the Coat of Arms of The Republic of Trinidad and Tobago	4
PRINCIPLE OF USAGE	7
ACCEPTABLE USAGE	8
TYPEFACES	16
UNACCEPTABLE USAGE	17
OFFICIAL COLOURS OF THE COAT OF ARMS	21
STATIONERY	23
GOVERNMENT USAGE	27
PERSONAL IDENTIFICATION	32
GOVERNMENT SUB-BRANDING POLICY - Partnerships and Collaborations	35
PORTRAITS OF GOVERNMENT MEMBERS - Positioning Policy	37
OFFICE OF THE PRIME MINISTER - Options for replacing the Prime Minister's Emblem	39
SECTION 2 - FLAG ETIQUETTE	
Rules and regulations governing the use of the National Flag of The Republic of Trinidad and Tobago	40
THE OFFICIAL DESCRIPTION AND DIMENSIONS OF THE FLAG	41
GUIDELINES FOR THE USE OF THE NATIONAL FLAG	48
SECTION 3 - THE NATIONAL FLOWER THE NATIONAL BIRDS THE NATIONAL INSTRUMENT THE NATIONAL ANTHEM THE NATIONAL PLEDGE	
THE NATIONAL FLOWER	60
THE NATIONAL BIRDS	61
THE NATIONAL INSTRUMENT	62
THE NATIONAL ANTHEM	63
THE NATIONAL ANTHEM Musical Score (Steel Pan)	64
THE NATIONAL PLEDGE	65
THE NATIONAL SONG	66
THE NATIONAL WATCHWORDS	67

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INTRODUCTION

As part of Trinidad and Tobago's transition from colonialism to independence in 1962, the Government, through its Independence Committee, designed and selected a number of key identifiable insignia that should be used in the enhancement of its identity. These insignia included the Coat of Arms and the National Flag.

The guidelines presented in this document therefore lean heavily on the notes and recommendations of:

- The National Emblems of Trinidad and Tobago (Regulation) Act; Chapter 19:04 and Regulations made thereunder.
- Research notes and recommendations of Carlisle Chang from the UWI – Eric Williams Memorial Collection and the First Independence Publication: Our Flag and other National Emblems, UWI– Special Reserve Collections.

It was considered important that the insignia be standardised and the descriptions be documented so that there is consistency in image, appearance and messaging. Additionally, the messaging is intended to be sound, so that the professional image would attract investors and key partners and so foster acceptance from the wider community.

This document seeks to establish the final design of the insignia related to, and therefore the visual identity of, the Government of the Republic of Trinidad and Tobago (GoRTT).

The guidelines set out in this document reflect the collective work and deliberations of a Committee convened for the purposes identified above, under the auspices first, of the Office of the Prime Minister and subsequently, the Ministry of National Diversity and Social Integration.

POLICY OBJECTIVES

The policy objectives of these Guidelines are:

- To ensure the implementation of industry best practice in representing the National Emblems.
- To create a consistent and standard insignia of identification for the GoRTT across all Ministries and State Enterprises.
- To manage the presentation of the Government's image by ensuring consistency and compliance.



SECTION I

COAT OF ARMS

RULES AND REGULATIONS GOVERNING
THE USE OF THE COAT OF ARMS OF
THE REPUBLIC OF TRINIDAD AND TOBAGO

COAT OF ARMS

RULES AND REGULATIONS GOVERNING THE USE OF THE COAT OF ARMS OF THE REPUBLIC OF TRINIDAD AND TOBAGO

The Coat of Arms of Trinidad and Tobago was designed in 1962, by a committee of distinguished citizens established to select and design the country's national emblems. Committee members included noted artist Carlisle Chang and Carnival Designer, George Bailey.

The Coat of Arms incorporates important historical and indigenous elements of Trinidad and Tobago. They are: the Shield, the Helm of special design, the Mantle which covers the Helm, the Wreath to hold the Mantle in place, the Crest, the Supports and the Motto.

Chang's description of his artwork provides clarity as to the intent of the colours used. The main colour features of the original artwork were:

a. THE LIVERY COAT OR COLOURS ON THE SHIELD

The sub-committee agreed that the colours should be Black, White and Red.

Red was felt to be the colour most expressive of the country and was said to represent the vitality of the land and its people.

White is said to represent the sea by which these lands are bound, the cradle of the past and the purity of our aspirations.



The Coat of Arms of the
Republic of Trinidad and Tobago

Black represents the dedication of all in one strong bond. It is the colour of strength, unity and purpose.

b. THE SHIELD

It was agreed that the charges on the shield should be three ships together with two or three GOLD hummingbirds.

c. THE HELM

It was agreed that the Government should apply for the grant of the Queens Helm i.e. a GOLD helmet facing front and having five GOLD bars across the visor, the interior lined RED.

d. THE MANTLE RESTING ON THE HELM

As directed by the College of Heralds, the mantle as derived from that of the Queen is RED lined with ERMINE.

e. THE WREATH

Contains a twist of two colours, SABLE (black) and VERT (green).

f. THE SUPPORTERS

The Scarlet Ibis and the Cocrico in “rampant” and natural colours, i.e. reproducing to the nearest of its true colours.

g. THE CREST

The Crest should be a conventional palm “infloriate” and having five branches. Infloriate is translated to mean “fruitful or bearing”.

h. THE MOTTO

The Motto was chosen by the Committee using the font Times New Roman.



A most remarkable feature of our Coat of Arms is the presence of the three peaks of the supporting island on the right, and the fruited coconut palm on the crest.

The three peaks, now honoured with a lasting place on our Arms, are the same three hills that constituted the principal motif of Trinidad's early British Colonial Seals and Flag Badges that must originally have been chosen in commemoration of Columbus' decision to name the larger island after the Trinity; or perhaps they were meant to be the same three peaks (our "Three Sisters") that rose before the eyes of sailor Alonzo Perez Nizardo from the Caribbean horizon as he casually climbed to the crow's nest of the Discoverer's ship that midday of July 31, 1498.

The fruited coconut palm had always been the central figure on the Great Seals of British Colonial Tobago and was an adornment to the Governor's Standard in the days when this island was a separate administrative unit. Removed by the accidents of history, it was returned resplendently, with a gold ship's wheel at its base on the very crest of this National Emblem of Independent Trinidad and Tobago.



PRINCIPLE OF USAGE

The Coat of Arms is to be used on all communication material within the government sector as a means of building a consistent identity. Consistency will enable visual identity that assures authenticity of government initiatives and services. As such every stakeholder within the GoRTT is responsible for:

- Managing the use of the Coat of Arms
- Monitoring the activities of users as a fraud prevention measure
- Ensuring that all users are familiar with the policy and identity guidelines of the GoRTT

Every government agency charged with the privilege of using the nation's Coat of Arms has the responsibility to ensure that there is compliance, within the limitations of the policy. Government agencies will be held accountable for breaches of policy guidelines.

The National Emblems Committee Regulations, Chap 19:04, Act 14 of 1967 does not make provision for the management of corporate identities as such, arrangements will be put in place to allow the Committee oversight for the management of these functions. These will include:

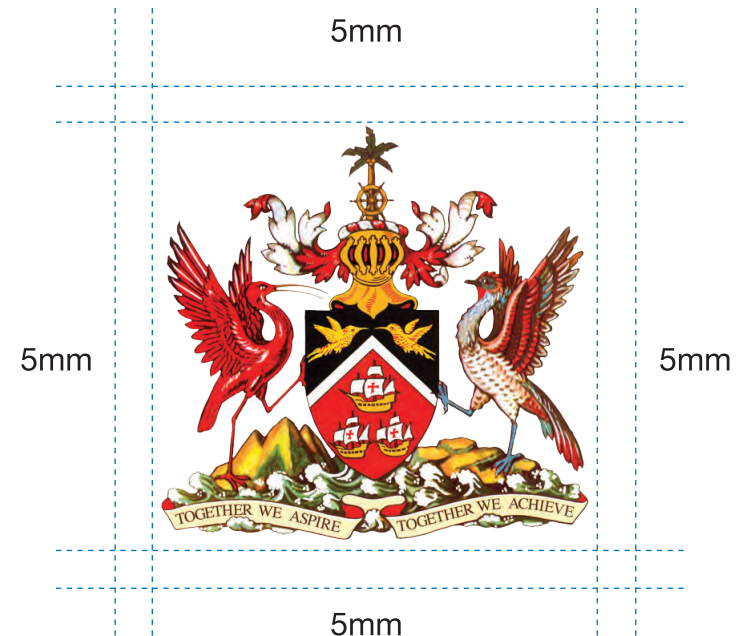
- Ensuring clear and consistent identification of the GoRTT's activities
- Ensuring that the appropriate use of the national emblems as an integral part of the institution's communications strategy
- Assisting in achieving clear and effective visual communication, when using national emblems
- Maintaining the quality and integrity of the national emblems

ACCEPTABLE USAGE

These applications are subject to design standards that prescribe elements such as size, layout, colour and typography. These specifications will be outlined further.

Isolation Zones

All representations of the Coat of Arms must adhere to a 5mm clearance space on all sides and no design elements are permitted within the 5mm region (Figure 1).

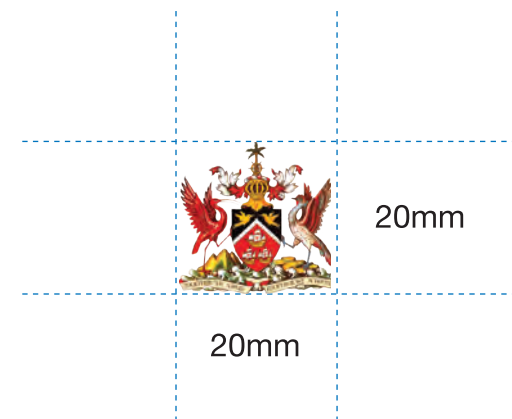


(Figure 1)

Isolation zones around the Coat of Arms of the Republic of Trinidad and Tobago

Minimum size for the Coat of Arms

The minimum size for presenting the Coat of Arms of Trinidad and Tobago is 20mm x 20mm (Figure 2).

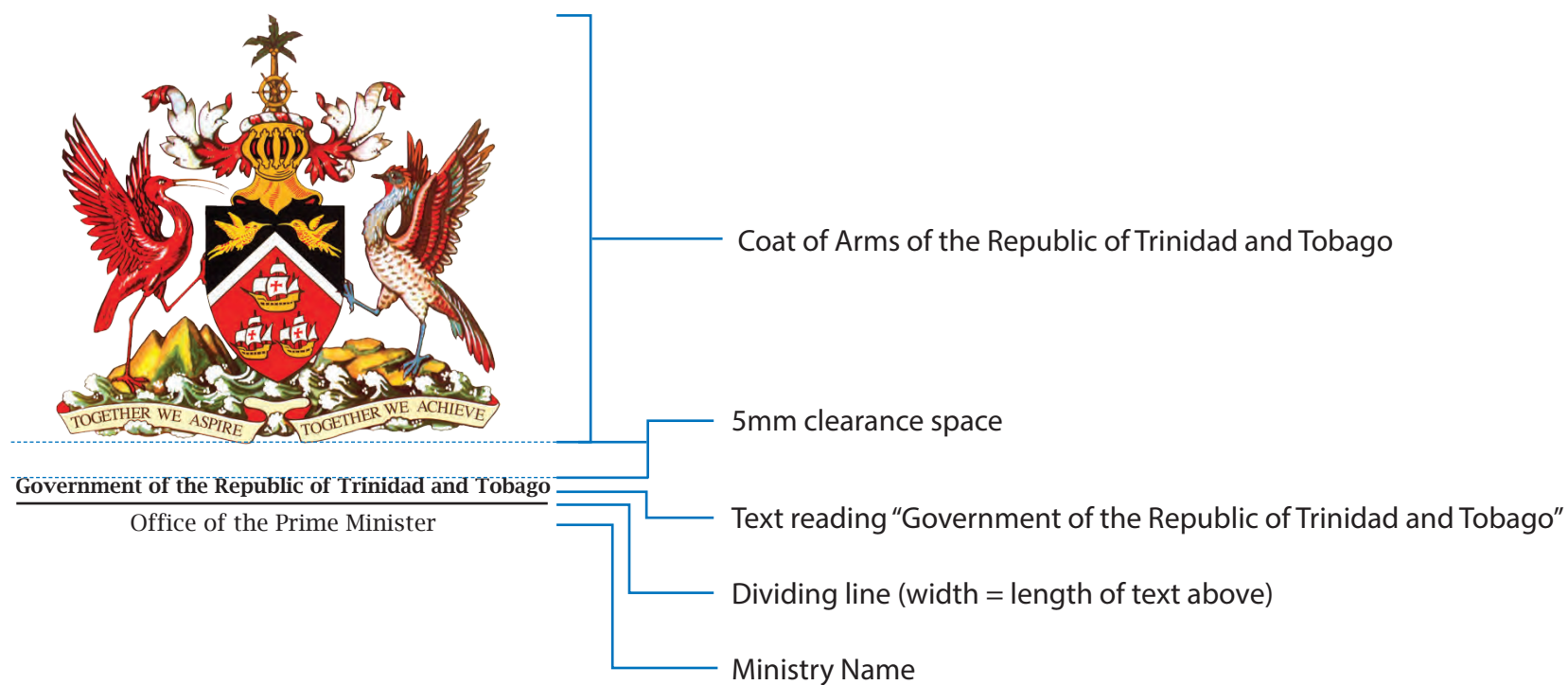


(Figure 2)

Minimum size for the Coat of Arms of the Republic of Trinidad and Tobago

Alignment options for the Coat of Arms

Stack Alignment

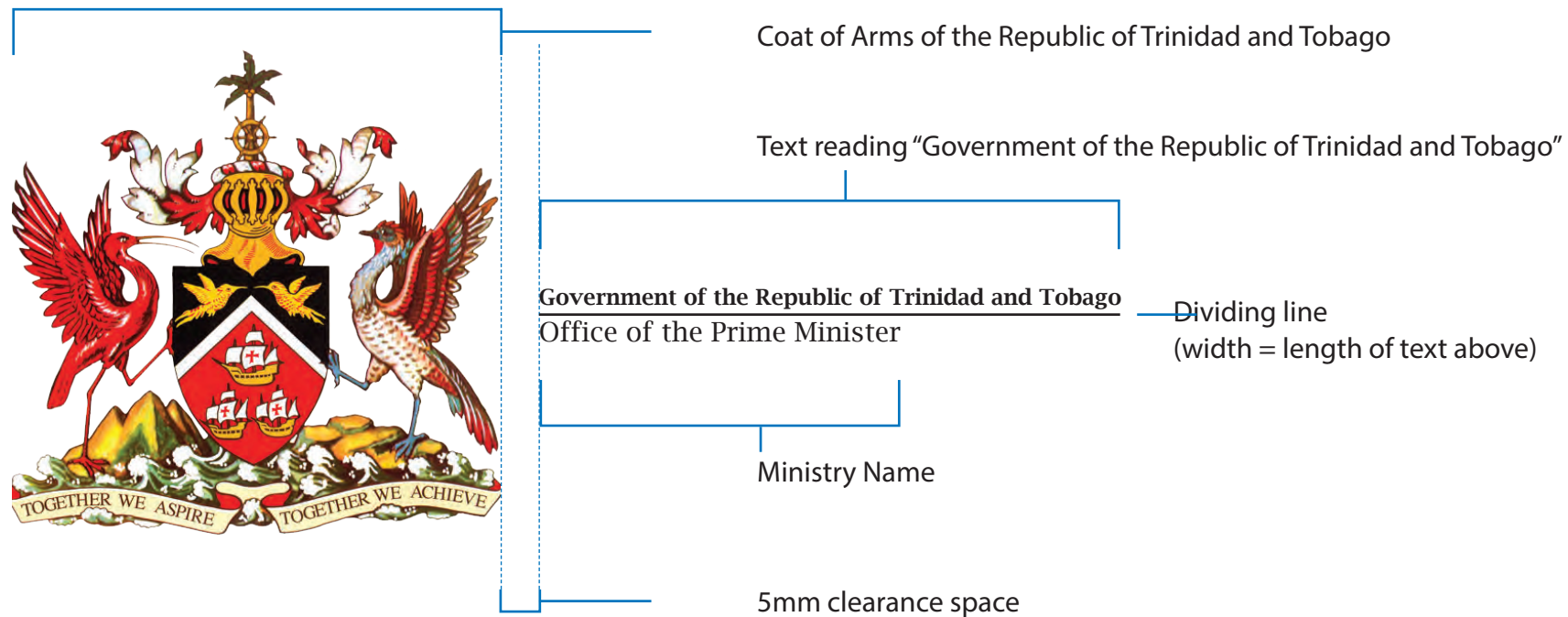


(Figure 3)

Stack Alignment of the Coat of Arms of the Republic of Trinidad and Tobago

*Text accompanying the Coat of Arms = 10pts

Strip Alignment



*Text accompanying the Coat of Arms = 10pts

(Figure 4)

Strip Alignment of the Coat of Arms
of the Republic of Trinidad and Tobago

Guidelines for Positioning Text

Stack Alignment

Adhere to 5mm clearance space around the Coat of Arms when using a stack alignment (Figure 5).

(Figure 5)



Government of the Republic of Trinidad and Tobago
Ministry of Education

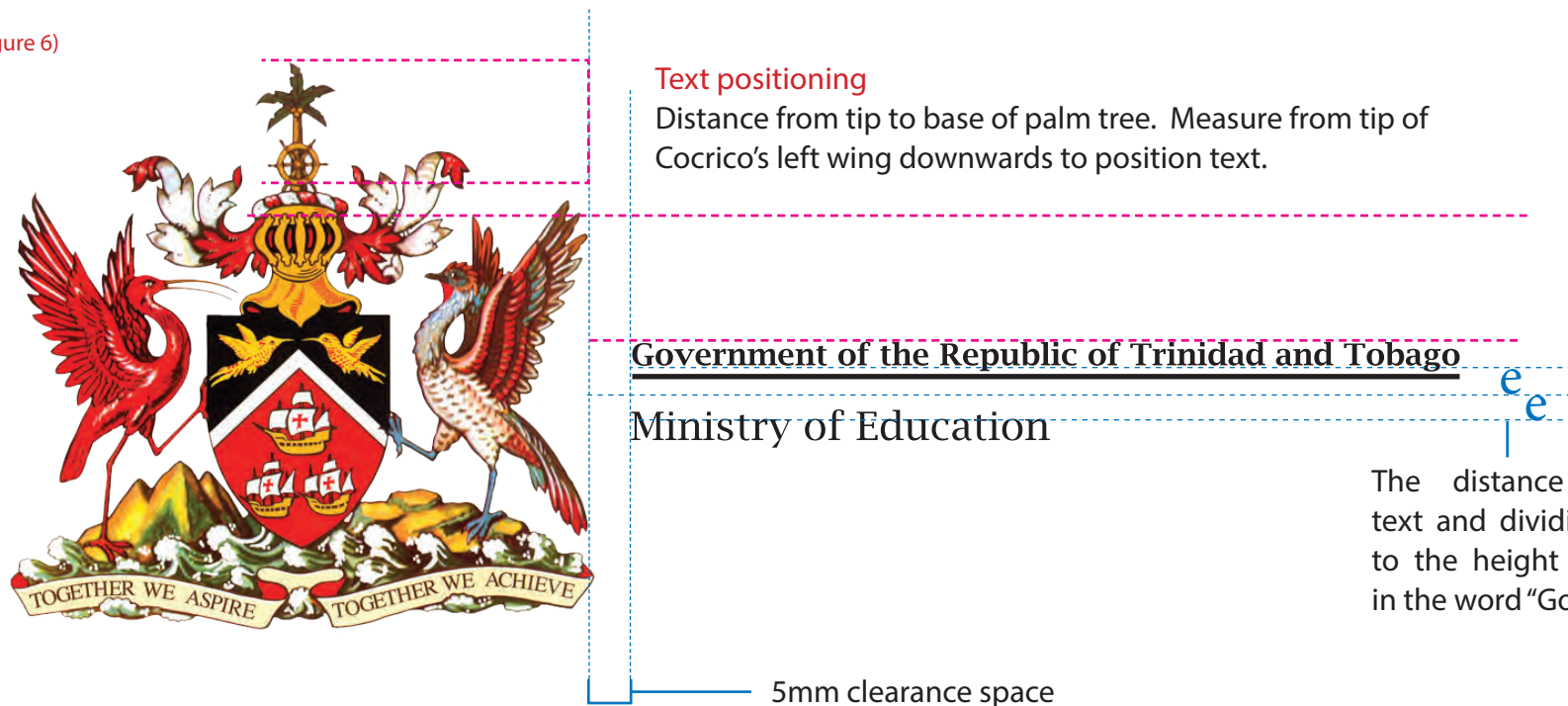
5mm Clearance space

*Text accompanying the Coat of Arms = 10pts

Strip Alignment

Adhere to 5mm clearance space around the Coat of Arms when using a strip alignment (Figure 6).

(Figure 6)



The distance between the text and dividing line is equal to the height of the letter "e" in the word "Government"

*Text accompanying the Coat of Arms = 10pts

Exceptions for treating with mandatory text

Omitting text from the Coat of Arms

The Coat of Arms of the Republic of Trinidad and Tobago can stand alone when it is used at its minimum size such as on business cards and miniature promotional items, and for embossed, foiled or engraved presentations (Figure 7). Text should also be omitted from the Coat of Arms in instances where the font will become illegible (Figure 8).

Business Card

(Figure 7)

Government Business Card using Strip Alignment of the Coat of Arms of the Republic of Trinidad and Tobago



Key Chain

(Figure 8)



Stating Government Sponsorship with the Coat of Arms

The words “Sponsored by” are to be placed above the text reading “Government of the Republic of Trinidad and Tobago” in a left-justified strip alignment. Adhere to specifications for the strip alignment format (Figure 9).



(Figure 9)

Sponsored by
The Government of the Republic of Trinidad and Tobago

The words “Supported by” are to be placed above the text reading “Government of the Republic of Trinidad and Tobago” in a left-justified strip alignment. Adhere to specifications for the strip alignment format (Figure 10).



(Figure 10)

Supported by
The Government of the Republic of Trinidad and Tobago

* Minimum font size for text accompanying the Coat of Arms = 10pts

Presentation Options

The Coat of Arms of Trinidad and Tobago can be presented in the following formats:

1. Full Colour
2. Greyscale
3. Mono Black
4. Mono Colour
5. Reverse Mono Black
6. Reverse Mono Colour

Embossed, engraved and foiled presentations of the Coat of Arms of Trinidad and Tobago are permitted. The Coat of Arms should always be placed against a white background. However, in instances where the Coat of Arms appears against a coloured background e.g. -T-shirts, coloured print materials such as brochures, magazine pages, advertisements, or when affixing the Coat of Arms on or in a building the Coat of Arms must appear in full colour.

There will be instances when the Coat of Arms can only appear in one colour e.g. promotional items. Only Mono and Reverse Mono using E61E25 (C 2, M 100,Y 100, K 0), 100% black and white are permitted (Figure 11).

(Figure 11)



Full Colour



Greyscale



Mono Black



Mono Colour



Reverse Mono Black



Reverse Mono Colour

TYPEFACES

Two main fonts should be used for print material.

Arial

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

Lucidia Bright

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

UNACCEPTABLE USAGE

The Coat of Arms must not be:

1. Used in conjunction with any element that could be interpreted as being part of the logo design
2. Used to create a repeating pattern or border
3. Used for illegal, fraudulent or inappropriate purposes and permission is granted for use
4. Used in for illegal, fraudulent or inappropriate purpose when permission is granted for use
5. Technologically configured in a manner that does not keep with specifications for stack and strip alignment)
6. Used on Promotional Mugs

The Coat of Arms **MUST ALWAYS STAND ALONE IN A PROMINENT POSITION.**

Following are examples of how the Coat of Arms should NOT be used / displayed (Figure 12).





Do not print the Coat of Arms on a coloured background on a desktop printer. The colour will not be accurate



Do not print the Coat of Arms on a coloured background on a patterned background or picture



Do not print anything over the Coat of Arms



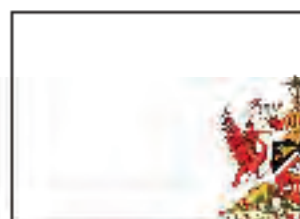
Do not encircle the Coat of Arms



Do not screen or make the Coat of Arms a watermark



Do not modify or change the scaling of the Coat of Arms when increasing or decreasing its size



Do not crop over a fold or off the edge of a page



Do not place text around the Coat of Arms



Do not use 3 dimensional or drop-shadow treatment on the Coat of Arms



Do not angle the Coat of Arms. It must always be presented at 180 degrees



Do not outline the Coat of Arms or place a border around it

(Figure 12)

Unacceptable Presentation Options

No Ministry specific branding must appear on signage, envelopes, stationery (Figure 13) (Refer to sub branding policy on page 31). It can be used on promotional material such as brochures etc.

(Figure 13)



(Figure 14)

Ministry or Agency specific branding should not appear in the same line (Figure 14).



Ministry or Agency specific branding should not appear larger than the Coat of Arms (Figure 15).

(Figure 15)



Ministry or Agency specific branding should not appear by itself (Figure 16).

(Figure 16)



OFFICIAL COLOURS OF THE COAT OF ARMS

The following table outlines the official colours of the Coat of Arms of Trinidad and Tobago. It highlights colours in Web, CMYK and RGB colour values (Figure 17a & b).



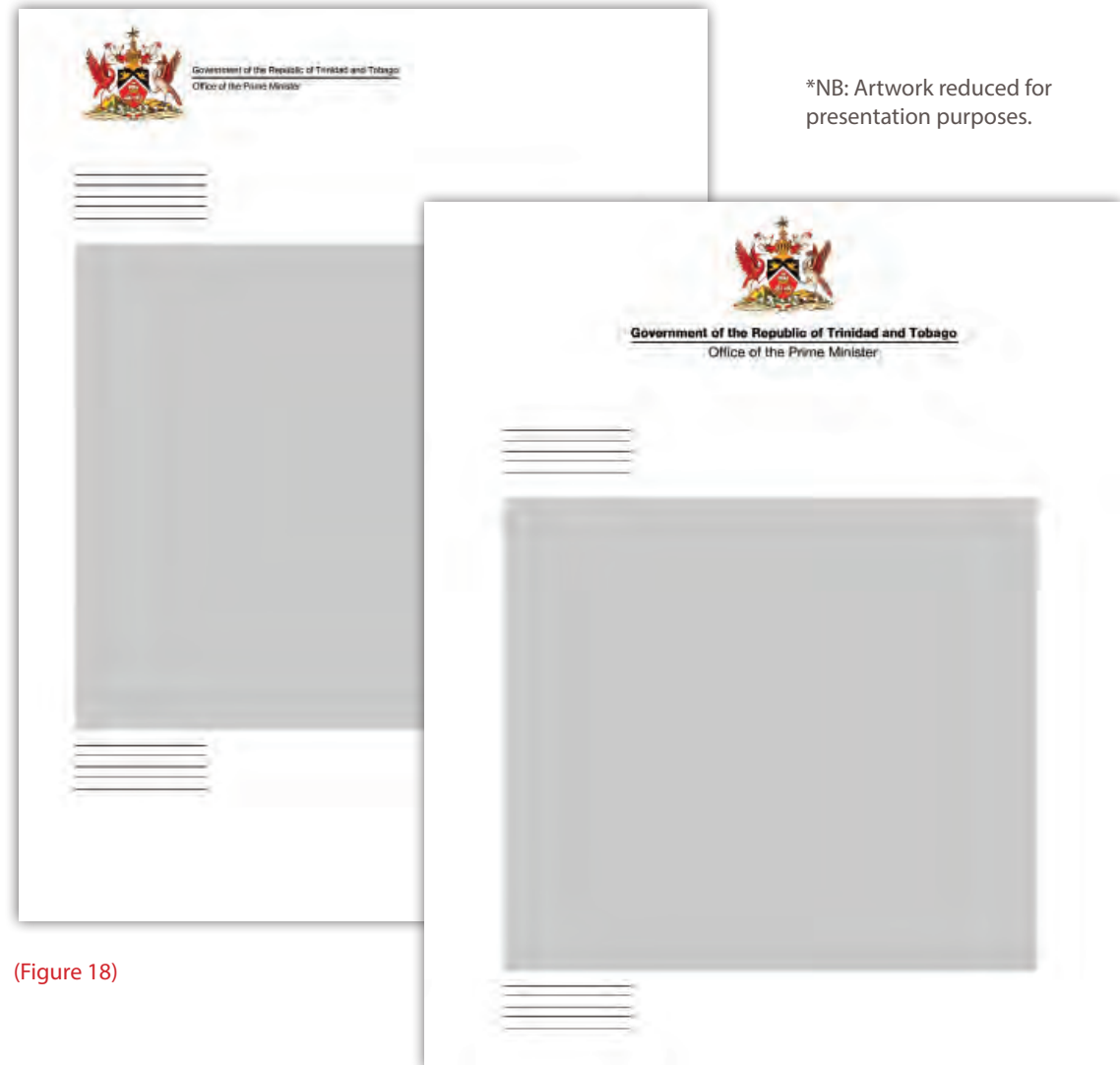
(Figure 17b)

1 575431 C- 57 R- 88 M- 50 G- 84 Y- 90 B- 49 K- 39	2 F89931 C- 0 R- 248 M- 47 G- 153 Y- 90 B- 49 K- 0	3 FCB318 C- 0 R- 252 M- 33 G- 179 Y- 99 B- 25 K- 0	4 FFFFFF C- 0 R- 255 M- 0 G- 255 Y- 0 B- 255 K- 0	5 EE2A25 C- 2 R- 232 M- 100 G- 29 Y- 100 B- 37 K- 0	6 EA2A26 C- 1 R- 234 M- 97 G- 42 Y- 98 B- 38 K- 0
7 FFFFFF C- 0 R- 255 M- 0 G- 255 Y- 0 B- 255 K- 0	8 3D1612 C- 47 R- 60 M- 81 G- 21 Y- 75 B- 72 K- 72	9 B23725 C- 21 R- 176 M- 91 G- 56 Y- 100 B- 37 K- 12	10 602618 C- 37 R- 96 M- 84 G- 37 Y- 87 B- 53 K- 53	11 648FB7 C- 64 R- 101 M- 36 G- 143 Y- 13 B- 183 K- 0	12 D59D7F C- 16 R- 212 M- 41 G- 157 Y- 50 B- 127 K- 0
13 575431 C- 57 R- 88 M- 50 G- 84 Y- 90 B- 49 K- 39	14 FFFFFF C- 0 R- 255 M- 0 G- 255 Y- 0 B- 255 K- 0	15 FDD20B C- 2 R- 252 M- 15 G- 209 Y- 99 B- 12 K- 0	16 120C0D C- 71 R- 18 M- 69 G- 11 Y- 65 B- 13 K- 84	17 FDDB1D C- 2 R- 253 M- 10 G- 219 Y- 96 B- 29 K- 0	18 657937 C- 62 R- 101 M- 35 G- 121 Y- 97 B- 55 K- 18
19 FFFFFF C- 0 R- 255 M- 0 G- 255 Y- 0 B- 255 K- 0	20 46411A C- 58 R- 71 M- 55 G- 65 Y- 98 B- 26 K- 52	21 FBF7C4 C- 2 R- 251 M- 0 G- 247 Y- 28 B- 196 K- 0	22 ED2926 C- 0 R- 237 M- 97 G- 41 Y- 98 B- 37 K- 0		

STATIONERY

Letterheads

1. The Coat of Arms of the Republic of Trinidad and Tobago must be placed at the top left or centre of official government letterheads, adhering to stipulations for “stack” and “strip” alignment (Figure 18)
2. It should be set in one inch margins at the top, bottom and on both sides of the paper



(Figure 18)

Business Cards

1. Official Business Cards can be designed in either landscape or portrait formats at a standard size of 3.5 inches x 2 inches. They can also be printed in flat or embossed formats (Figure 19)
2. The Coat of Arms must be used at its minimum dimension of 20mm x 20mm
3. All government Business Cards must have the following information:

Ministry/ Agency

Name

Designation

Ministry/ Agency Address

Telephone

FAX

Mobile number (if applicable)

Email Address

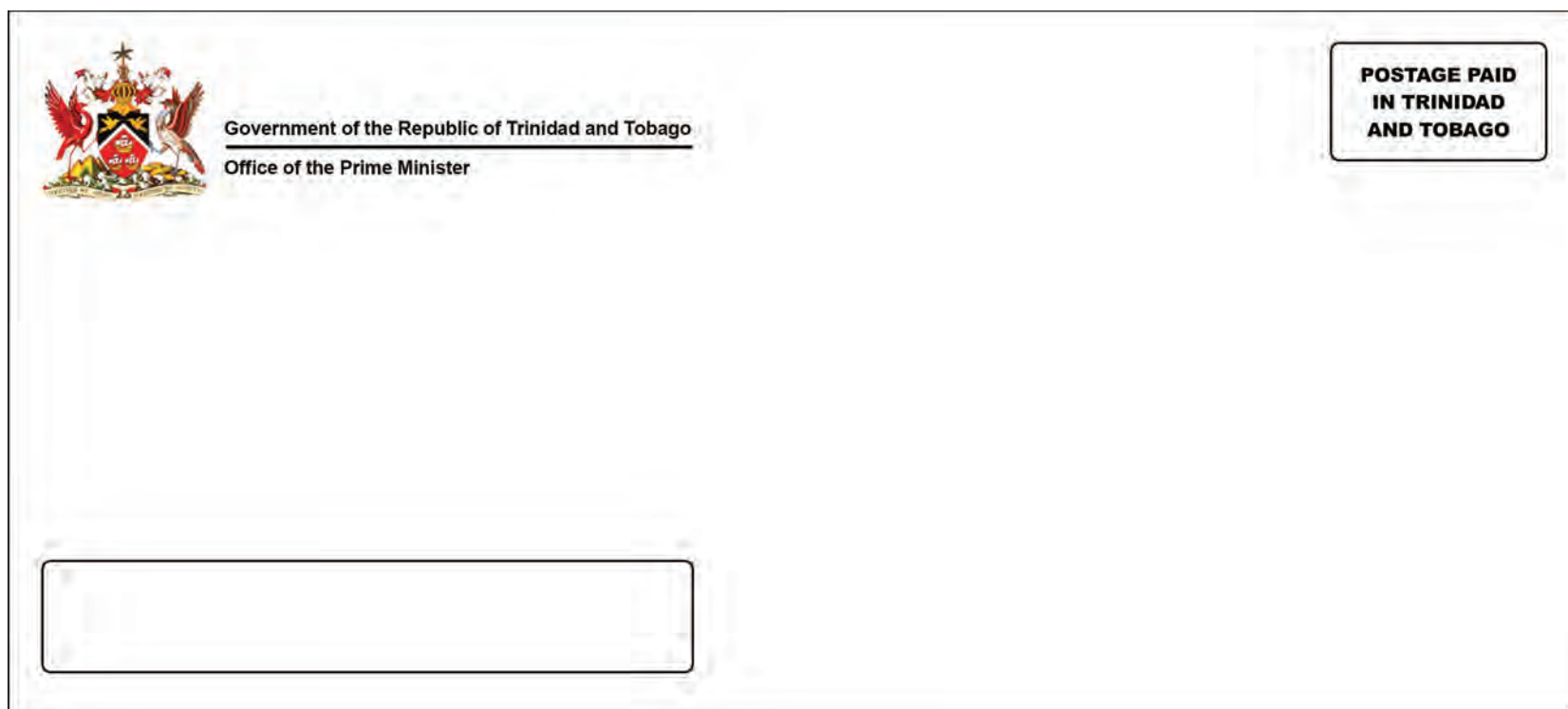
(Figure 19)



Envelopes

The Coat of Arms of the Republic of Trinidad and Tobago must be placed at the top left corner of all envelopes, adhering to stipulations for “strip” alignment (Figure 20)

(Figure 20)



The presentation of the Coat of Arms in functional ads

1. The Coat of Arms and the full name of the Ministry must be used for functional ads such as tenders, notices, vacancies, etc.
2. All government functional advertising must adhere to stipulations for strip alignment of the Coat of Arms in either black and white, full colour or grey scale presentations.
3. Messages and content of designs should be clear and concise in portraying government business.

These attributes can be seen in (Figure 21)

(Figure 21)

Clearly depict the image of the Government of Trinidad and Tobago

Adhere to strip alignment stipulations

Messages and contents of designs should be clear and concise in portraying Government business.

Artwork must not compete with information being provided.



GOVERNMENT USAGE

Government Vehicles

1. The Coat of Arms of the Republic of Trinidad and Tobago must appear on both front doors, in full colour on all Government vehicles.
2. Ministry/Agency names must accompany the Coat of Arms adhering to stipulated guidelines for stack alignment.
3. Ministry/Agency names must appear in the acceptable font formats in either black or white depending on vehicle colours- i.e.: use white text for dark-coloured vehicles and black text for light-coloured vehicles.
4. Ensure that all representations of the Coat of Arms and accompanying text are legible.

(Figure 22)



Coat of Arms of Trinidad and Tobago accompanied by the Ministry/ Agency name

Identification Signs

Signs identifying Government Ministries and Agencies must be placed in English and Spanish.

On double-sided signage, place both formats on each side (Figure 23a).

On single-sided signage, place both formats alongside each other on one canvas in English and Spanish (from left to right) (Figure 23b).

1. Artwork and designs applied to Identification signs must adhere to the stipulate design guidelines pertaining to use of the Coat of Arms.
2. Ministry/ Agency branding must not distract from other mandatory design elements.

(Figure 23a)
Double-sided signage

English (SIDE A)



Upper 1/3 designated for the Coat of Arms and ministry information.

Lower 2/3 designated for Ministry/ Agency Branding.



Upper 1/3 designated for the Coat of Arms and ministry information.

Lower 2/3 designated for Ministry/ Agency Branding.

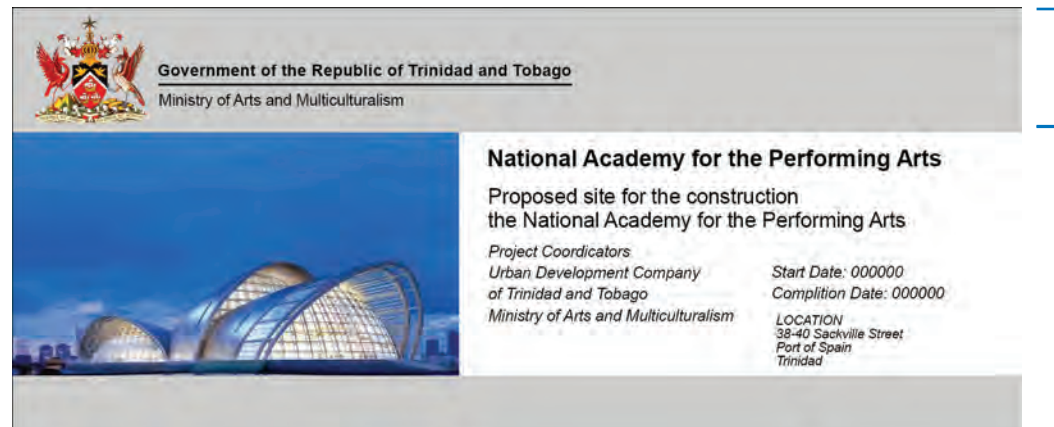
(Figure 23b)
Single-sided signage



Project Signs

1. The Coat of Arms of the Republic of Trinidad and Tobago must be presented in accordance with the stipulated strip alignment guidelines.
2. Artwork and designs applied to project signs must adhere to the stipulate design guidelines pertaining to use for the Coat of Arms (Figure 24).

(Figure 24)



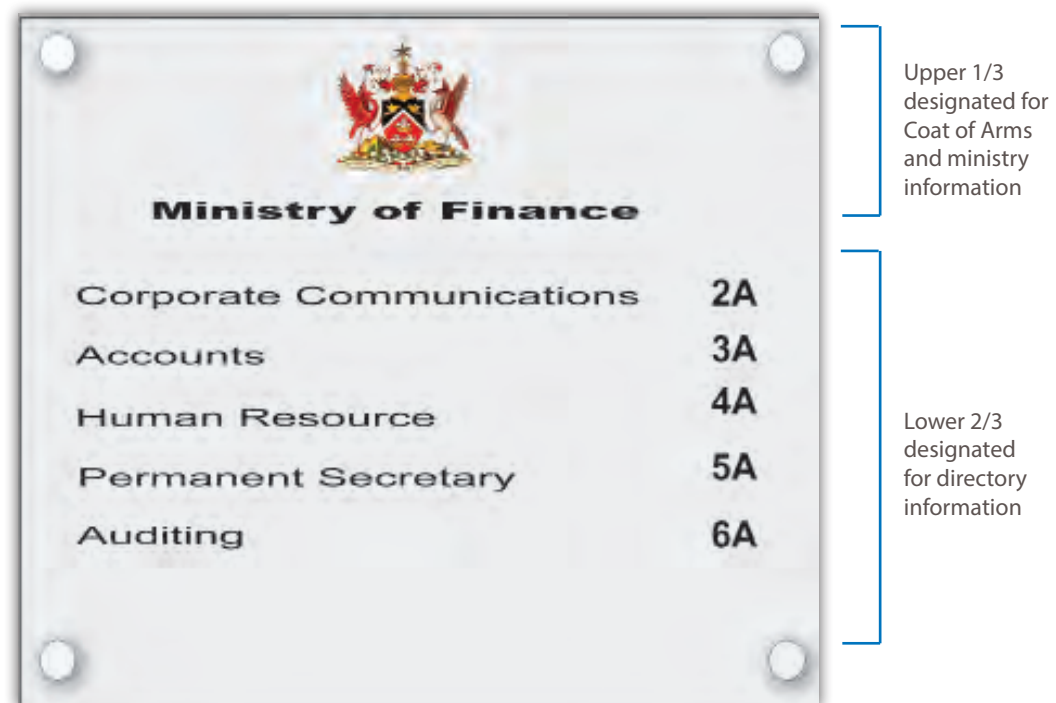
Upper 1/3 designated for Coat of Arms and ministry information

Lower 2/3 designated for Project information and Ministry/ Agency Branding

Directory Boards

1. The Coat of Arms of the Republic of Trinidad and Tobago must be presented in a stack alignment accompanied by the Ministry / Agency name.
2. Information must be presented in the stipulated fonts

(Figure 25)



Official Government t-shirts and shirts

Scenario A: T-shirt branding with the use of an internal or Ministry-specific sub-brand (Figure 26a)

1. The Coat of Arms must appear on the front left breast of the T-shirt or shirt.
2. Internal or ministry-specific branding must be placed on the left sleeve of the T-shirt or shirt.



(Figure 26a)
Scenario A: Correct Branding

Scenario B: T-shirt branding for advertising major Government or Ministry initiatives (Figure 26b)

1. The Coat of Arms must always take precedence over all other brands. When being used on t-shirts, it must be positioned on the left breast at all times to ensure that it is not subordinate to any other brand.



(Figure 26b)
Scenario B: Incorrect Branding

PERSONAL IDENTIFICATION

Identification Badges

1. The Coat of Arms of the Republic of Trinidad and Tobago must be presented in a stack alignment accompanied by the Ministry/ Agency name and section
2. Information must be presented in the stipulated fonts
3. Ministry/ Agency branding must not distract from other mandatory design elements.

Upper 1/3 designated for Coat of Arms and ministry information

Middle 1/3 designated for Employee information- picture, name

Lower 1/3 designated for Employment information- ID number, issue/expiration dates

(Figure 27)



Name Plates

1. The Coat of Arms of the Republic of Trinidad and Tobago must be presented by itself, centre-aligned and above all other design elements.
2. Information must be presented using stipulated fonts
3. Ministry/ Agency branding can be done by stating the organisation's name below tags and must not distract from other mandatory design elements.

(Figure 28)

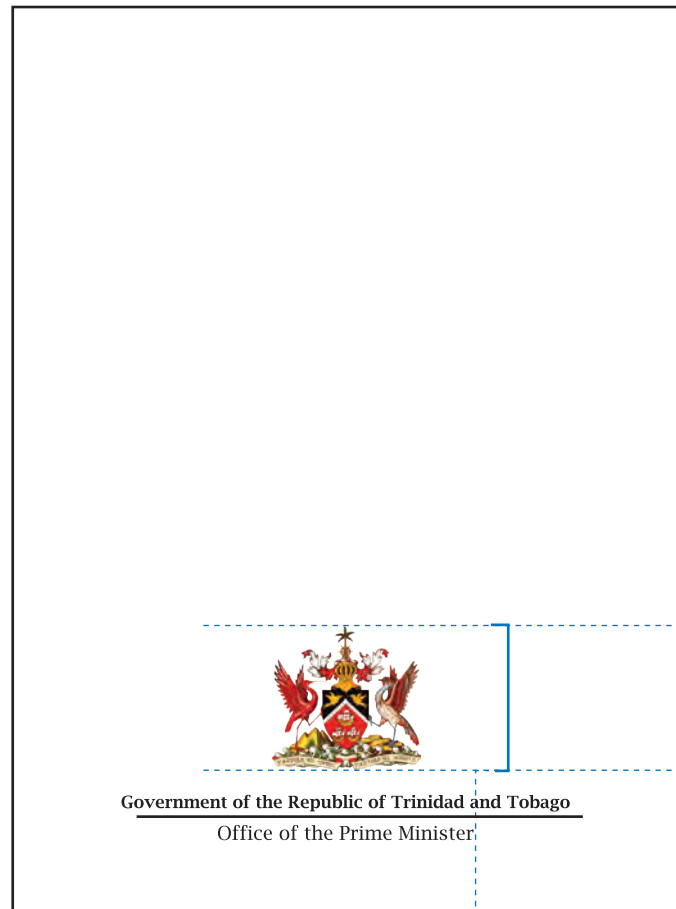


The appearance of the logo on publications

Government Ministries and Agencies can express artistic freedom when designing publications. All publications will be required to have the Coat of Arms with the text reading “Government of the Republic of Trinidad and Tobago”, the Ministry’s name and website on the back of such materials. The position of the Coat of Arms on the back of publications must be equal to the height of the Coat of Arms from the base of the brochure, book, guide, manual etc. (Figure 29).

(Figure 29)

Back of publication



The position of the Coat of Arms on the back of publications must be equal to the height of the Coat of Arms from the base of the brochure, book, guide, manual etc

GOVERNMENT SUB-BRANDING POLICY - Partnerships and Collaborations

1. In depicting or representing government sponsorship, the Coat of Arms of the Republic of Trinidad and Tobago must be placed at the top left of documents adhering to the stipulated alignment specifications for stating government sponsorship.
2. The Coat of Arms of the Republic of Trinidad and Tobago must stand as the identity of the government as a unified body, therefore in instances where more than one Government Ministry or Agency is involved in a sponsorship agreement, the Coat of Arms (in keeping with specifications for strip alignment) will represent the Government of the Republic of Trinidad and Tobago.
3. Sub-branding Policy
The Coat of Arms of the Republic of Trinidad and Tobago takes precedence over all other Government sub-brands and therefore this visual status must be maintained by stipulations set for its use .

In seeking to create a unified government brand, widespread use of secondary ministry brand logos must be managed since this undermines that goal. It is important that invented logos do not conflict and/or compete with the Coat of Arms.

There are instances when the Coat of Arms will have to

be used in conjunction with a company or Agency. The relation of the Coat of Arms to other sponsors has been identified in the following situations:

- 3.1. Equal involvement with another partner in a particular project. In situations like these the Coat of Arms is given equal recognition to the partner/sponsor in all advertising. The Coat of Arms will be given its space but positioned side by side with the other sponsor (Figure 30a).

(Figure 30a)



3.2. In situations where the GoRTT is the dominant partner the following must be adhered (Figure 30b).

(Figure 30b)



3.3 It is only when the GoRTT is a less significant supporting partner in a venture that the Coat of Arms is allowed to be placed below other logos and in a smaller size configuration than the rest (Figure 30c).

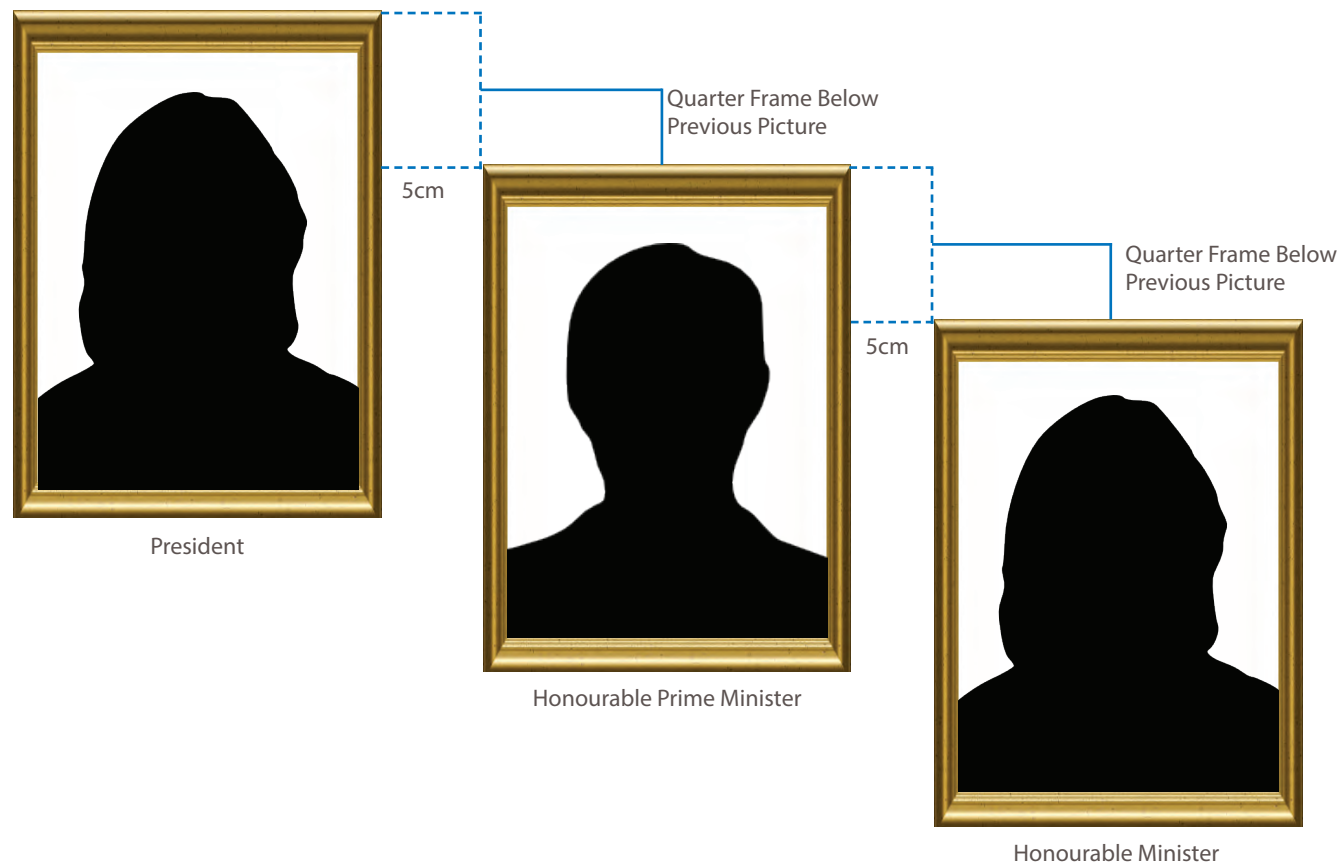
(Figure 30c)



Portraits of Government Members - Positioning policy

The displaying and positioning of the portraits of members of Government, should be done in a clockwise motion with the most senior official starting at the left and with each subsequent portrait being placed a quarter frame below the previous one. The portrait parameter should be 42 x 32 cm with each Portrait 5 cm distance between (Figure 31).

(Figure 31)



Positioning portraits of members of Government with the National Flag (Figure 32).

The National Flag must be placed to the left of the pictures with the most senior official starting at the left in accordance with the guidelines of (Figure 31).

Note: The National Flag should always be ahead of the lectern.

(Figure 32)



OFFICE OF THE PRIME MINISTER - Prime Minister's Emblem

(Figure 33)



Prime Minister's Standard



SECTION 2

FLAG ETIQUETTE

RULES AND REGULATIONS GOVERNING THE USE OF THE NATIONAL FLAG OF THE REPUBLIC OF TRINIDAD AND TOBAGO

THE OFFICIAL DESCRIPTION AND DIMENSIONS OF THE FLAG

The official description of the Flag reads as follows:

“On a Red Field, a Bend Dexter Sable bordered Silver; that is to say, there is on the Red Field a diagonal from left to right in Black bordered with White. The width of the Black and White bands joined side by side at the upper dexter corner of the Flag is one-fifth of the full length of the Flag, and the width of each white band is one-sixth of the width of the White and Black bands together. The width of the Black is therefore four-sixths of the total width of the White and Black.”

- SCHEDULE, Part II of National Emblems of Trinidad and Tobago (Regulation) Act, Chap. 19:04

SIGNIFICANCE OF THE COLOURS OF THE FLAG

The Black represents the dedication of the people joined together by one strong bond. It is the colour of strength, of unity of purpose, and of the wealth of the land.

Red is the colour most expressive of our country; it represents the vitality of the land and its peoples; it is the warmth and energy of the sun, the courage and friendliness of the people.

White is the sea by which these lands are bound; the cradle of our heritage; the purity of our aspirations and the equality of all men under the sun.

Thus, the colours chosen - Black, White and Red - represent the elements of Earth, Water and Fire which encompass all our past, present and future; and inspire us as one united, vital, free and dedicated people.

SPECIAL DAYS FOR FLYING THE NATIONAL FLAG

The dates of special significance for this country on which the National Flag may be flown freely by all citizens are:

1. Independence Day - 31st August
2. Republic Day - 24th September
3. Remembrance Day - 2nd Sunday in November
4. Any other date that may be prescribed from time to time.

PRESIDENT'S RESIDENCES

1. The President's Standard is a personal standard and should fly continuously, day and night, as long as His Excellency is in residence.
2. The President's Standard should be lowered as His Excellency leaves the grounds of his official residence only when he is to be away for the night. On such days when His Excellency is to

be away for the night, his Standard is immediately upon his departure, replaced by the National Flag between the hours of 6.00 a.m. and 6.00 p.m. On His Excellency's return, as he enters the grounds, his Standard is hoisted and the National Flag (if flying) lowered.

3. When the National Flag is flown in place of the President's Standard it should be lowered at 6.00 p.m. and hoisted again at 6.00 a.m. daily. The National Flag should be flown from the same mast as that used for the President's Standard.
4. On the special days of national significance, the National Flag should be flown together with the President's Standard to the left of it and at the same height on a separate flagstaff. When the National Flag is flown with the President's Standard, it should be hoisted at 6.00 a.m. and lowered at 6.00 p.m.
5. The President's Standard being a personal standard, should never be flown at half-mast except in the event of the death of the President. When occasion requires that a flag be flown at half-mast, the National Flag should be used.

PRIME MINISTER'S OFFICIAL RESIDENCE

The National Flag should be flown daily from 6.00 a.m. to 6.00 p.m. at the Prime Minister's official residence.

GOVERNMENT BUILDINGS

The National Flag should be flown daily during working hours on or in the precincts of important Government Buildings. On the special days for the display of the Flag, the Flag should be from 8.00 a.m. to 6.00 p.m.

EDUCATIONAL INSTITUTIONS

The National Flag should be flown on school days on or in the precincts of all state and state-aided educational institutions from 8.00 a.m. to closing time. On the first day of the term the flag should be ceremonially hoisted and, on the last day, ceremonially lowered. In this context the term "ceremonially" should be taken to mean in the presence of all the students assembled, and with the singing of the National Anthem.

MOTOR CARS

The under-mentioned persons may, besides their own distinctive flags, fly the National Flag on their official or private cars when occupied by them for travelling on official duty: at other times the National Flag on such cars should be removed or sheathed.

1. The Prime Minister
2. The President of the Senate
3. The Speaker of the House of Representatives
4. Members of the Cabinet
5. Heads of the Country's Permanent Overseas Missions.

The National Flag should be on a staff firmly affixed to the right front fender of the car, whilst the Prime Minister's or Minister's Flag is flown on the left front fender of the car. The staff must be of sufficient height to ensure that the respective flags do not touch the body of the car (Figure 34).

(Figure 34)



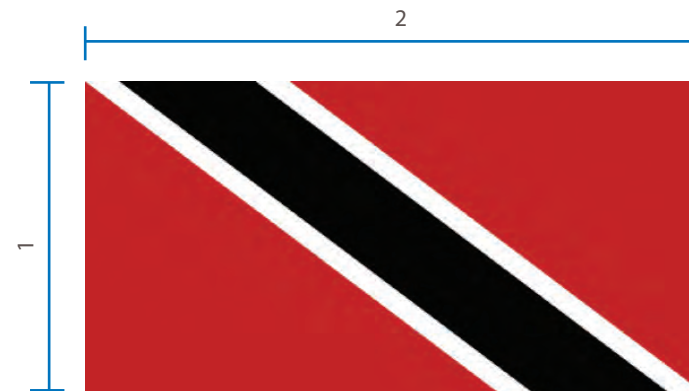
THE DIMENSIONS OF THE NATIONAL FLAG

The dimensions of the National Flag shall be in the following proportions (Figure 35a & 35b):-

- i) For Flags flown on land: five to three (5 : 3)
- ii) For Flags flown at sea: two to one (2 : 1)

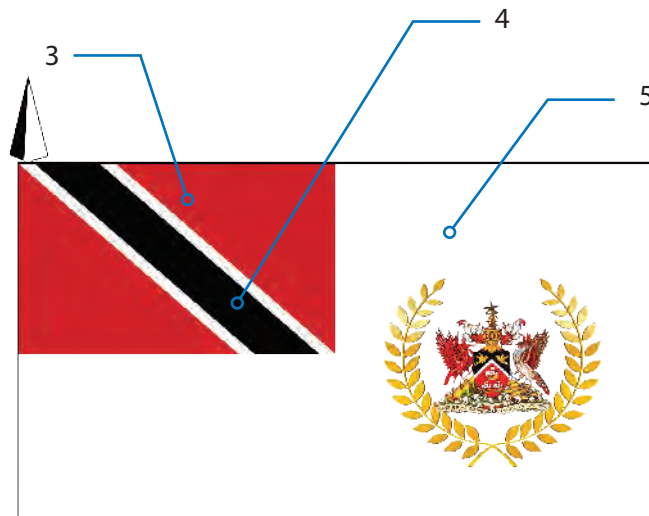


(Figure 35a) Five to three (5 : 3) ratio

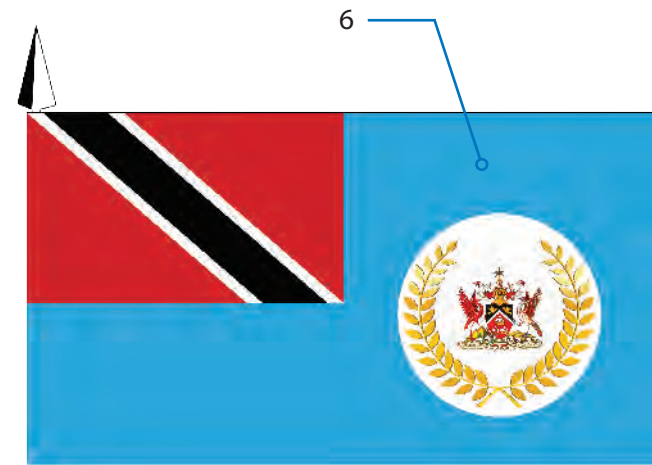


(Figure 35b) Two to one (2:1) ratio

(Figure 36)



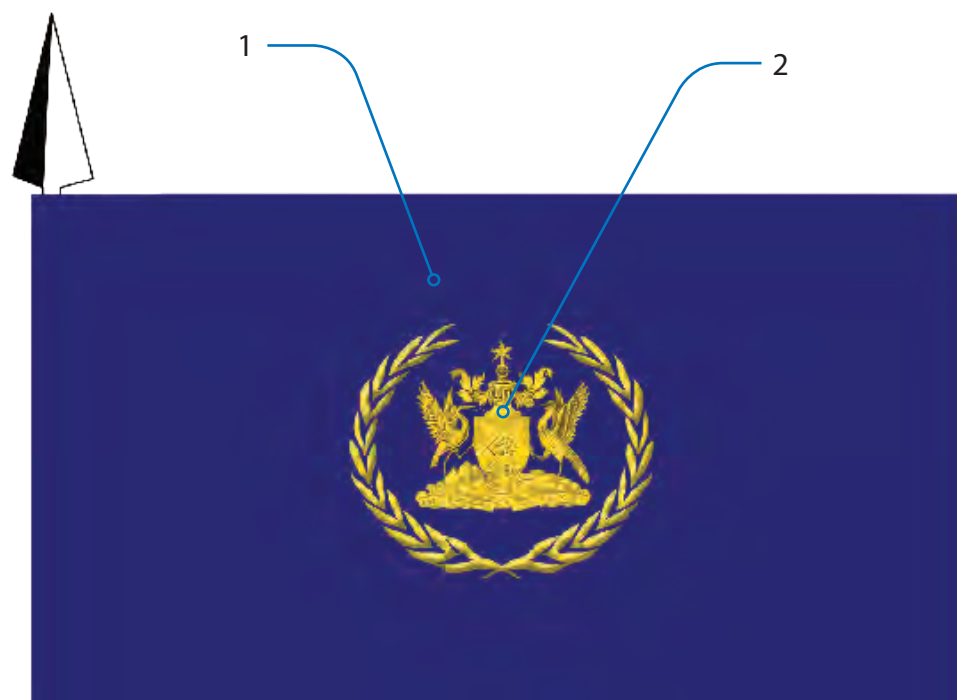
Prime Minister's Flag



Cabinet Minister's Flag

DA1A35	000000	FFFFFF	32A6D8
C- 8 R- 217	C- 75 R- 0	C- 0 R- 255	C- 70 R- 50
M- 100 G- 30	M- 68 G- 0	M- 0 G- 255	M- 17 G- 166
Y- 85 B- 54	Y- 67 B- 0	Y- 0 B- 255	Y- 3 B- 216
K- 1	K- 90	K- 0	K- 0

(Figure 37)



President's Standard

1A3E85		FCB218	
C- 100	R- 26	C- 0	R- 248
M- 87	G- 62	M- 33	G- 153
Y- 19	B- 133	Y- 99	B- 49
K- 5		K- 0	

OVERSEAS MISSIONS

At overseas establishments of the Government of the Republic of Trinidad and Tobago, the National Flag should be flown daily unless this is contrary to the law or custom of the country in which the Mission is located. In any event, the Flag should be flown on the special days specified above and on such other special occasions as may be prescribed by the responsible Minister.

PAYING RESPECT TO THE NATIONAL FLAG AND OTHER FLAGS

While the National Flag is being raised or lowered or while it is passing in a parade or review, all persons should pay respect it by standing at attention and facing the Flag. Men in civilian dress should remove their hats. Persons in uniform should salute. The Defence Force Colours should receive the same respect (Figure 38).

(Standards, ensigns or emblems of institutional or voluntary organisations need only to be paid respect by members of the institutions or organisations according to their individual customs).

USE OR POSSESSION OF A CEREMONIAL FLAG

A Ceremonial Flag is a National flag usually braided around its three

(3) sides in white.

The inclusion of braiding on a national flag effectively negates its use for official purposes, i.e. a ceremonial flag must NEVER be flown, and can only be used for decorative or ceremonial use indoors.

The President of Trinidad and Tobago, as Commander in Chief of the Defence Force, is the only individual authorised to use and or display a ceremonial version of Trinidad and Tobago's National flag.



(Figure 38) Whilst paying respect to the National Flag men in civilian dress should remove their hats and persons in uniform should salute.

GUIDELINES FOR THE USE OF THE NATIONAL FLAG

Hoisting and lowering of the Flag

The Flag should be hoisted briskly to the top of the staff, care being taken to ensure that it occupies the correct position on the halyard, the right upper corner of the flag being at the peak of the staff (Figure 39).

The Flag is to be lowered slowly and with dignity.

Display of the National Flag with other flags and emblems

(a) In this country and at its Overseas Missions, no other flag, colour, standard, ensign, or other emblem should be displayed above or to the right of the National Flag, that is, the Flag's own right, or the observer's left. All other flags flown together with the National Flag of the Republic of Trinidad and Tobago should be placed to the left of it (Figure 40).

(b) When the flags of two or more nations are

(Figure 39)



(Figure 40)



displayed together they are to be flown from separate staffs of the same height and all the flags should be as far as possible of the same size. International usage forbids the display of the flag of one nation above that of another in time of peace (Figure 41).

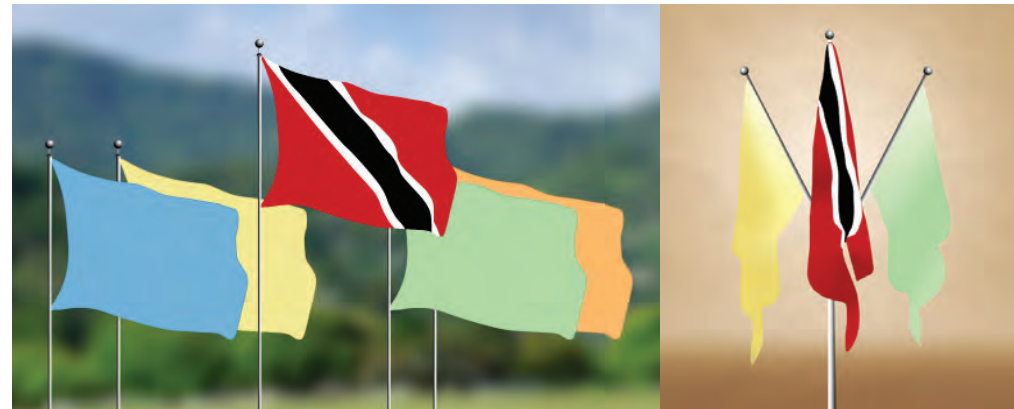
- (c) When the National Flag is flown with other flags it must be the first to go up and the last to come down. It must never be lowered while other flags are flying or are being hoisted (Figure 41).

(Figure 41)



- (d) When the National Flag is flown in a group with local flags, standards, ensigns, or emblems, such as those belonging to our Townships, institutions, societies, and organisations, it should be at the centre and at the highest point in the group (Figure 42).

(Figure 42)



- (e) When the National Flag or any other flag or flags are displayed from crossed staffs against a wall, the National Flag should be on the right (the flag's own right), with its staff placed in the front of any other staff or staffs as the case may be (Figure 43).

(Figure 42)



Display of Flag in horizontal position or at an angle

When the flag is displayed from a staff projecting horizontally or at an angle from a window sill, balcony, or the front of a building, the upper dexter quarter of the flag (or more simply, the top right corner of the flag) should go clear to the peak of the staff provided the flag is not being displayed at half-mast (Figure 44).



(Figure 44)

Flag is displayed from a staff projecting horizontally or at an angle from the front of a building

Display of Flag without staff

- (i) When the Flag hangs over a sidewalk from a rope extending from house to a pole standing at the edge of the sidewalk it is displayed vertically, the upper dexter quarter towards the pole (Figure 45).



(Figure 45)

Flag hangs over a sidewalk from a rope extending from house to a pole standing at the edge of the sidewalk

- (ii) When the Flag is being displayed but not flown from a staff, it should be displayed flat and fully extended, whether indoors or out, or so suspended that its folds fall as freely as if the Flag was staffed (Figure 46).

(Figure 46)



- (iii) When the Flag is displayed over a street it should be suspended vertically with the upper dexter (right) quarter to the North in an East-West Street or to the East in a North-South Street (Figure 47).

(Figure 47)



The National Flag in a Parade

- (i) The National Flag should not be carried flat or horizontally, but always aloft and free, and borne to the front and middle of the Stand-bearer (Figure 48a).
- (ii) The National Flag when carried abreast in a procession with another flag or with other flags should be on the marcher's right (the right being the position of honour) with the other flags to the left of it. If the procession takes the form of a line of flags, the National Flag should be at the front of the centre of that line (Figure 48b).
- (iii) The salute to the Flag in a moving column by those present in uniform should be rendered at the moment the Flag passes.
- (iv) When the Flag is displayed from a float or motor car the staff should be securely clamped to the chassis or the right fender (Figure 48c).
- (v) The Flag should not be draped over the hood, top, sides, or back of any vehicle, railway train, or boat (Figure 48d).
- (vi) The National Emblem Committee should guide the display of the National Flag at Parades.

(Figure 48a)



(Figure 48b)



(Figure 48c)



(Figure 48d)



Display of Flag in Church

The Flag if used in the chancel of a church should be borne on a staff at the clergyman's right as he faces the congregation. Any other flags should be placed on his left. When displayed on a staff in a chapel in front of the chancel, or in the body of the church, it should be flown from the congregation's right facing the chancel or platform; any other flags in the body of the church should be to the left of the congregation (Figure 49).

(Figure 49)



Display of Flag at public meetings, etc.

- (i) When used on a rostrum, the Flag should be placed, if displayed flat, behind the speaker and high above his head and above all other decorations, and in its normal position as when it flies from a staff; i.e. the upper dexter quarter should be uppermost and form the right side of the flag as it faces the audience (Figure 50a).
- (ii) When the Flag is displayed from a staff on a speaker's platform, it should be placed at the speaker's right in the position of honour. If displayed in the body of the auditorium, facing the platform, it should fly from a staff at the right of the audience. Other flags in the body of the auditorium should be displayed from staffs standing to the left of the audience facing the speaker (Figure 50b).
- (iii) The National Flag must not be used to cover a speaker's desk or

(Figure 50a)



(Figure 50b)



be draped in front of the platform.

The Flag at Unveiling of Monuments

The Flag may be displayed at the Ceremony of unveiling a statue or monument, but on such occasions, it should not be used to cover the statue or monument.

The Flag at Funerals

The National Flag may be used at official funerals. It is draped over the coffin with the upper dexter quarter at the head and over the left shoulder of the deceased. The Flag is secured at the four corners. It should be removed before the coffin is lowered into the grave and should not be allowed to touch the ground (Figure 51).

These rules also apply to a burial at sea.

(Figure 51)



Flag draped over the coffin

The Flag in Mourning: Half-mast

The National Flag is flown at half-mast (or half-staff) when the Nation is in mourning. Half-mast refers to the lowering of the Flag by its own depth from its normal position at the peak of the staff (Figure 52a).

When the Flag is flown at half-mast, it is first hoisted to the top of the staff for an instant, then lowered to the half-mast position. Before lowering for the day the Flag is again raised to the top of the staff (Figure 52b).

The Flag should be flown at half-mast:

- (a) On the day of the death and funeral day of:
 - (i) The President
 - (ii) The Prime Minister

- (iii) The President of the Senate
 - (iv) The Speaker of the House of Representatives
 - (v) Members of the Cabinet
 - (vi) Other notable citizens and residents of the Republic of Trinidad and Tobago as may be announced by the Minister of National Security.
- (b) On other occasions as may be prescribed by the Minister of National Security.

When any of these days of mourning on which the Flag is required to fly at half-mast falls on one of the special days of national significance, the National Flag should nevertheless be flown at full mast on that day, unless special instructions to the contrary are received from the Minister of National Security



(Figure 52a)
Flag at Normal
Position



(Figure 52b)
Flag at Half-Mast

Flying the Flag at Night

The National Flag may be displayed in the open after sunset when it should be floodlit if possible.

PROHIBITED USES OF THE NATIONAL FLAG

1. The National Flag must not be dipped to any person or thing; this honour will be rendered by the Defence Force Colours or where appropriate by the flags of the institutions, organisations etc.
2. The National Flag should not be used for purposes of adornment or advertising. It should not be printed or embroidered or otherwise reproduced on such articles as handkerchiefs, uniforms or clothing of any kind, or furniture, cushions, etc. It should not be printed or otherwise impressed on paper boxes or napkins or anything intended for temporary use and discard. It should not be used as any part of a disguise costume.
3. The Flag should not have placed on it or attached to it any mark, insignia, letter, work, figure, design, picture or

drawing. It should not be used as a commercial trade mark. Advertising signs should not be fastened to a staff or halyard from which the National Flag is flown.

4. The Flag should not be used as a receptacle for receiving, holding, carrying or delivering anything.
5. The Flag should not be festooned over doorways, arches, etc., or tied in a bowknot, or fashioned into a rosette, or used as draping. It should not be drawn back or drawn up in folds but always allowed to fall free.
6. The Flag should not be displayed, used or stored in such a manner as would permit it to be easily torn, soiled or damaged in any way.
7. The Flag should not be used as a covering for a ceiling.
8. The Flag should not be allowed to touch anything beneath it, such as the ground, the floor, water or merchandise.

FLAG STATION

The National Flag will be flown under arrangements made by the Commander, Trinidad and Tobago Regiment at a Government Flag Station from 6.00 a.m. to 6.00 p.m.

COAST GUARD

On Coast Guard vessels, flags will be flown in the following manner:

1. When in harbour, daily from 8.00 a.m. to sunset, the National Flag at the bow and the Coast Guard ensign at the stern;
2. When at sea, by day or night, the Coast Guard ensign at the stern;
3. At all times whilst the vessel is in commission on a commissioning pendant at the mast head.

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SECTION 3

The National Flower | The National Birds
The National Instrument | The National Anthem
The National Pledge | The National Song
The National Watchwords

THE NATIONAL FLOWER

The National Flower, the Single Chaconia, also called Wild Poinsettia or Pride of Trinidad and Tobago is a flaming red forest flower. Belonging to the family rubiaceae, this flower owes its botanical name, *Warszewiczia Coccinea*, to the Polish-Lithuanian plant collector, Joseph Warszewicz.

This flower has witnessed our entire history and can be said to represent the imperishability of life and the continuity of our nation.

The Chaconia, easily identifiable by its long sprays of magnificent vermillion, usually blooms around the anniversary of our Independence, August 31.

With its colour matching the flaming red of our National Flag and the shield on the Coat of Arms, and bearing the same symbolism, the Chaconia harmonises beautifully with the other National Emblems.

History and circumstance led to the Single Chaconia being chosen as our National Flower, however, the Double Chaconia (*Warszewiczia* cv "David Auyong") which was discovered on the edge of the forest off the Arima-Blanchisseuse Road, is indigenous to Trinidad and Tobago.

The National flower of Trinidad and Tobago, the Chaconia



(Figure 53a) Single Chaconia



(Figure 53b) Double Chaconia

THE NATIONAL BIRDS

The National Birds, which are represented on the Coat of Arms of Trinidad and Tobago, are:

1. The Scarlet Ibis which represents Trinidad, and
2. The Cocrico which represents Tobago.

Both birds are protected by law.

The largest habitat of the Scarlet Ibis (*Eudocimus Ruber*) is the Caroni Swamp, in Central Trinidad. The Scarlet Ibis has been protected by law since 1965. This beautiful bird is brown when young and its colour changes to bright red when fully mature. The striking red plumage owes its colour to the diet of tiny crustaceans found within the swamp.

The Cocrico (Rufus-tailed Chachalaca) is native to Tobago and Venezuela, but is not naturally found in Trinidad. It is the only game bird on the sister isle and is commonly referred to as the Tobago Pheasant. It is about the size of a common fowl (broiler for human consumption), brown in colour and has a long tail. They travel in flocks of about six (6) and their quaint calls can be heard especially on early mornings and late evenings.

(Figure 54a) The Scarlet Ibis



(Figure 54b) The Cocrico



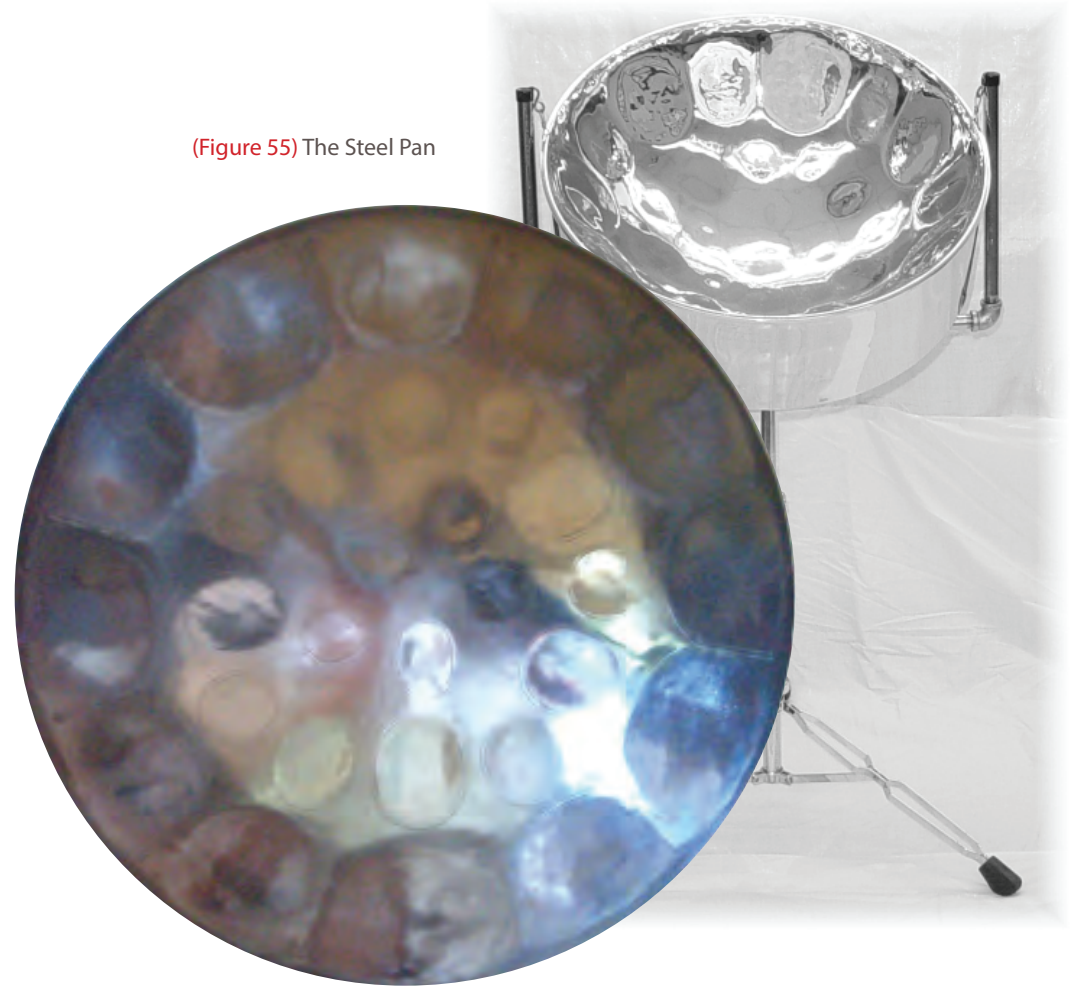
THE NATIONAL INSTRUMENT

The Steel pan is a musical instrument indigenous to Trinidad and Tobago with early evolution dating back to the 1930s and '40s.

Traditionally made from a steel drum or container, it is a definite percussion instrument in the idiophones class. The playing surface is divided into convex sections by a channel, grooves and / or bores and each convex section is a note tuned to a definite pitch.

The range and assortment of today's instruments makes it possible to execute the simplest of melodies to the most complex arrangements found in orchestration (Figure 55).

(Figure 55) The Steel Pan



THE NATIONAL ANTHEM

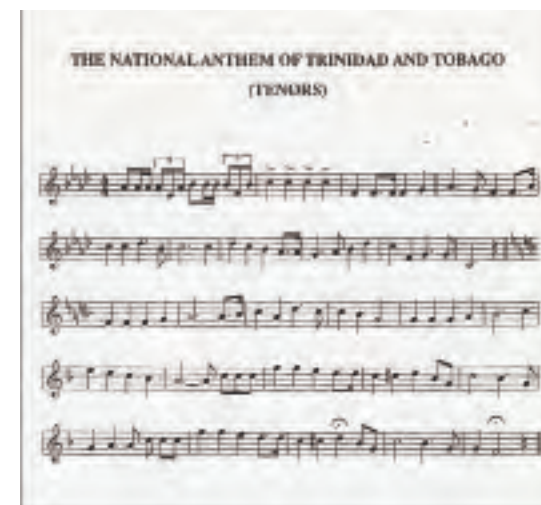
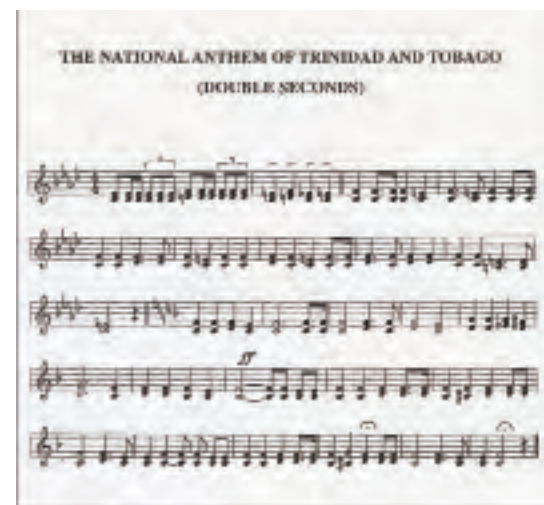
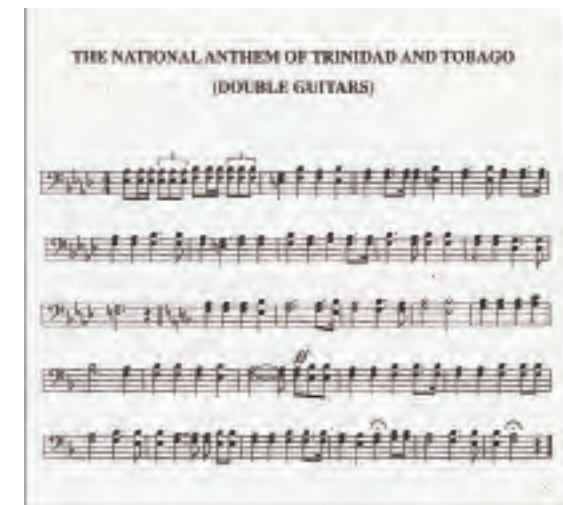
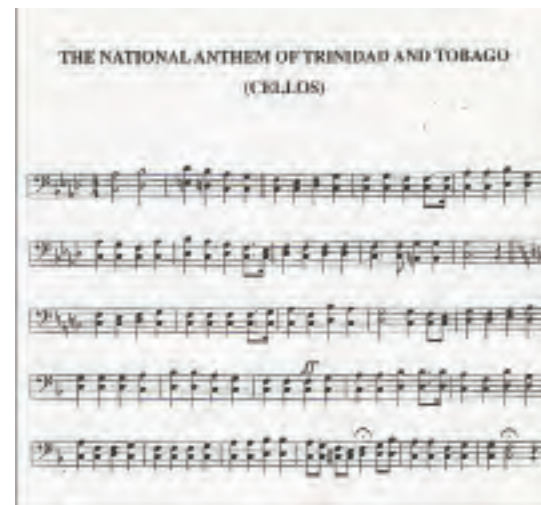
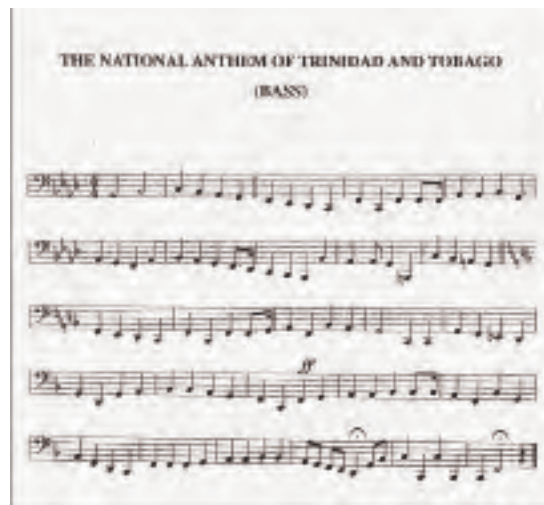
Forged from the love of liberty,
In the fires of hope and prayer,
With boundless faith in our Destiny,
We solemnly declare,
Side by side we stand,
Islands of the blue Caribbean Sea,
This our Native Land,
We pledge our lives to Thee,
Here every creed and race find an equal place,
And may God bless our Nation,
Here every creed and race find an equal place,
And may God bless our Nation.

In 1962, Patrick S. Castagne composed the words and music of the National Anthem. The words of the National Anthem reflect the nature and the strength of the people of Trinidad and Tobago and our courage as one nation working towards living in unity despite our diversity. The National Anthem should be accorded the respect due to it when played, and on no occasion should it be treated with scant courtesy. When the Anthem is being played all persons should pay respect to it by standing at attention. Men in civilian dress should remove their headwear. Commissioned Officers of the Armed Forces, Gazetted Officers of the Police Service, Cadet Force Officers and Officers of the Fire Services, Prisons Service, St John Ambulance Brigade, Red Cross Society, Boy Scouts Association and Girl Guides Association, in uniform are to salute. All other ranks and all other persons are to stand at attention.



(Figure 38) Whilst paying respect to the National Flag men in civilian dress should remove their hats and persons in uniform should salute and civilians should stand at attention.

MUSICAL SCORE (Steel Pan) OF THE NATIONAL ANTHEM OF THE REPUBLIC OF TRINIDAD AND TOBAGO



THE NATIONAL PLEDGE

I solemnly pledge
To dedicate my life
To the service of my God
And my country.
I will honour
My parents, my teachers,
My leaders and my elders
And those in authority.
I will be clean and honest
In all my thoughts,
My words and my deeds.
I will strive in everything I do
To work together with my fellowmen
Of every creed and race
For the greater happiness of all
And the honour and glory
Of my country.

By Marjorie Padmore



The first time the Trinidad and Tobago flag was raised in 1962

THE NATIONAL SONG

God bless our nation
Of many varied races
May we possess that common love
That binds and makes us One.
Let it be known around the world
That we can boast of Unity
And take a pride in Our Liberty.

God bless our isles of tropic beauty rare
Of flaming Poinciana
And shady immortelle
The warm and sparkling waters
That beat upon our shores
Beat out a tune that seem to tell

We take a pride in Our Liberty.
God bless our leaders
Give them grace to guide
Bestow on them thy judgement wise
To rule our land aright
To keep the flag of freedom high that we may sing most lustily
We take a pride in Our Liberty.

By Marjorie Padmore

THE NATIONAL WATCHWORDS

Discipline, Production, Tolerance

"I have given to the nation as its watch words DISCIPLINE, PRODUCTION, TOLERANCE, they apply as much as to you the young people as to your parents. The discipline is both individual and national. The individual cannot be allowed to seek his personal interests and gratify his personal ambitions at the expense of a nation. We must produce in order to enjoy. Wealth does not drop from the sky for any individual or any nation. Reduce production, skylark on the job, take twice as long to do a job and make it cost twice as much, do any of these things and in effect you reduce the total amount available to be shared among the total number of people. You don't pull your weight and you fatten at the expense of others... some of you have ancestors who came from one country, some from another, others from a third. Some of you profess one religion, some another, others a third or fourth. You in your schools have, like the nation in general, only two alternatives. You learn to live together in peace or you fight it

out and destroy one another. The second alternative makes no sense and is sheer barbarism. The first alternative is civilised and is simple common sense. You the children, yours is the great responsibility to educate your parents, teach them to live together in harmony. The difference is not race, or colour of skin, but merit only difference of wealth and family status being rejected in favour of equality of opportunities. I call upon all of you young people to practice what you sing today and tomorrow; to translate the ideal of our national anthem into a code of everyday behaviour, and to make our nation one in which every creed and race find an equal place"

Dr Eric Williams, First Prime Minister T & T at the Independence Youth Rally at the Queen's Park Oval on August 30th, 1962.

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Government of the Republic of Trinidad and Tobago
Ministry of National Diversity and Social Integration

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