

TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

Vol. 58

Caroni, Monday 11th February, 2019—Price \$1.00

No. 17

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled "An Act to amend the Evidence Act, Chap. 7:02"—(\$12.80 cents).

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SUPPLEMENT TO THIS ISSUE

The document detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette:*Legal Supplement Part C—

Bill entitled "An Act to amend the Evidence Act, Chap. 7:02".

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PUBLICATION OF BILL

NOTICE is hereby given that the following Bill is published as a Supplement to this issue of the *Trinidad and Tobago Gazette* for public information:

The Evidence (Amendment) Bill, 2019.

Copies of the Bill may be purchased from the Government Printery Sales Section, 55-57, Eteck Park, Frederick Settlement, Caroni.

8th February, 2019.

B. CAESAR
Clerk of the House

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Supreme Court of Judicature Act Chap. 4:01-Section 76(1)

NOTICE

Take Notice that for the hearing and determination of appeals from The Children Court, the Court of Appeal shall sit at the Children Court North Building, No. 6 Elizabeth Street, St. Clair, Port-of-Spain, with effect from Wednesday 20th February, 2019.

Dated this 7th day of February, 2019.

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2017

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO UPDATED PUBLIC STATEMENT OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, CHAP. 22:02

GENERAL INFORMATION ON ALL DIVISIONS AND UNITS IN THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), Chap. 22:02, the Ministry of Agriculture, Land and Fisheries is required by law to **publish a statement** which lists the documents and information generally available to the public.

The Act gives members of the public:-

- a legal right to access information held by the Ministry of Agriculture, Land and Fisheries;
- a legal right to have official information relating to himself/herself amended where incomplete, incorrect, misleading, or not relevant to the purpose for which the document is held;
- 3. a legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
- a legal right to complain to the Office of the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the Freedom of Information Act.

The following information is published by the Ministry of Agriculture, Land and Fisheries with the approval of the Minister of Agriculture, Land and Fisheries:

Section 7 statements

Section 7(1) (a) (i) - Function and Structure of the Ministry of Agriculture, Land and Fisheries

Mission

"The Ministry of Agriculture, Land and Fisheries will be the driving force in the sustainable development of food production, agriculture, and aquaculture in Trinidad and Tobago by ensuring the delivery of a range of agricultural services consistent with state policy and the expectations of all stakeholders through the use of modern technology."

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

Vision

To be a client oriented, performance driven, environmentally responsible organization delivering integrated services aligned to a changing food and agriculture system.

Mandate

Ministry of Agriculture, Land and Fisheries will foster the sustainable use and conservation of agriculture and aquaculture through appropriate science and technologies, knowledge management and economic integration that enables producers to realize profits and consumers to secure food and nutrition requirements.

Location

The Head Office is located at the Corner of Narsaloo Ramaya Marg Street and Soogrim Trace, Chaguanas. (previously located at St. Clair Circle, St. Clair)

Telephone No: 220-6253

Website: www.agriculture.gov.tt.

The Ministry of Agriculture, Land and Fisheries is responsible for the following Business and Departments of Government:-

- · Agricultural Entrepreneurship among Youth;
- Agricultural Extension Services;
- Agricultural Finance and Credit (Policy);
- Agricultural Infrastructure;
- · Agricultural Land Development, Distribution and Regularization;
- Agricultural Marketing;
- · Agricultural Policy and Planning;
- · Agricultural Research;
- · Animal Production and Health;
- · Apiculture;
- · Aquaculture;
- Botanic Gardens;
- · Crop Production (Food and Fibre);
- · Estate Security Services;
- Food Security;
- Forestry, National Parks and Wildlife;
- Horticulture;
- Hydrographic Surveys;

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

- Land Management;
- Livestock Production;
- Management and Standardization of Agricultural Products (new);
- Marine Fisheries;
- Parks and Recreation Grounds Policy;
- Plant Health and Protection;
- Praedial Larceny;
- Queen's Park Savannah;
- Surveys and Mapping;
- Unemployment Relief Programme (Agriculture);
- Youth Apprenticeship Programme in Agriculture (YAPA); and
- Zoos

Statutory Boards and Other Bodies

Agricultural Society of Trinidad and Tobago
Caribbean Agricultural Research and Development Institute (CARDI)
Caribbean Fisheries Training and Development Institute (CFTDI)
Land Survey Board of Trinidad and Tobago
Livestock and Livestock Products Board
Zoological Society of Trinidad and Tobago (ZSTT)

Wholly Owned Enterprises

Caroni (1975) Limited

Cocoa Development Company of Trinidad and Tobago Limited Community Based Environmental Protection and Enhancement Programme (Agriculture)

Estate Management and Business Development Company Limited (EMBD) National Agricultural Marketing and Development Corporation (NAMDEVCO) Palo Seco Agricultural Enterprises Limited (PSAEL)

Majority- owned Enterprises

Agricultural Development Bank (ADB)

Minority- owned Enterprises

Caribbean Food Corporation Sea Food Industry Development Company Limited (SIDC) (In liquidation)

Programmes

National Reafforestation and Watershed Rehabilitation Programme

The Ministry's major functions include:-

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

- promoting the efficient production, processing and marketing of food and nonfood farm products of the nation;
- managing the nation's marine renewable resources and the land and water resources devoted to farming in a sustainable manner;
- formulating and implementing policy measures that will further develop the sector;
- providing support to farms on good agricultural practices; and
- strengthening the organizational capacity and human capital to fulfill the goals and objectives of the Ministry.

The Ministry of Agriculture, Land and Fisheries comprises of the following Divisions/Units:-

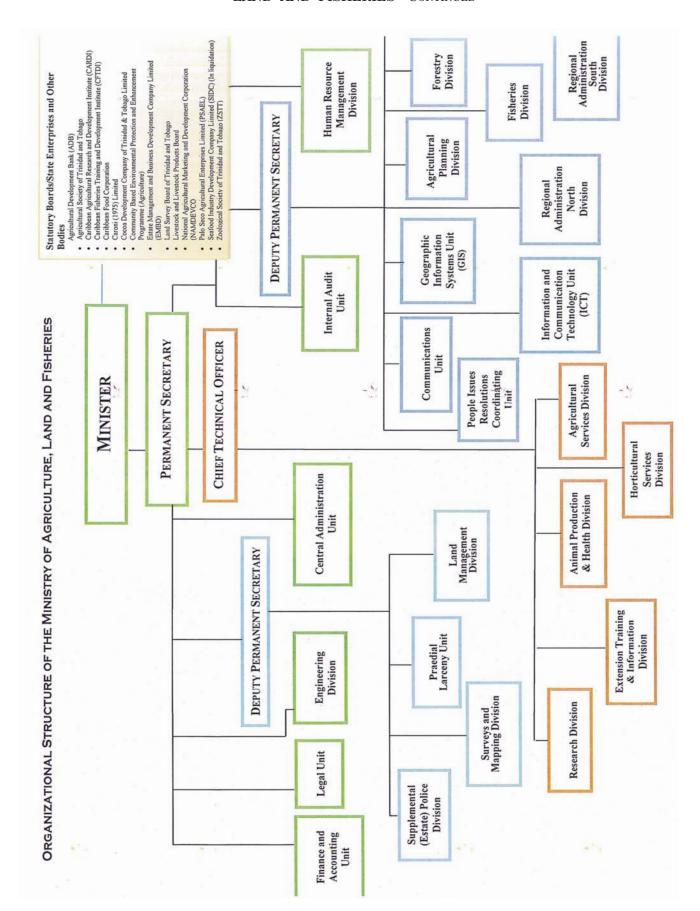
General Administration

- Agricultural Planning;
- Agricultural Services;
- Animal Production and Health;
- Engineering;
- Extension Training and Information Services;
- Fisheries;
- Forestry;
- Horticultural Services;
- Human Resource Management;
- Land Management;
- Research;
- Regional Administration North;
- Regional Administration South;
- Supplemental (Estate) Police; and
- Surveys and Mapping.

Units:-

- · Central Administrative Services;
- Communications:
- Finance and Accounting;
- Geographic Information Systems;
- Information and Communication Technology;
- Internal Audit;
- Legal;
- People Issues Resolutions Coordinating; and
- Praedial Larceny

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED



UPDATED PUBLIC STATEMENT OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

PARTICULARS OF THE ORGANIZATION AND FUNCTIONS OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES:

Agricultural Planning Division

The core functions of this Division are to:-

- Coordinate and oversee the determination of a consistent set of goals and objectives for the development of the agricultural sector;
- 2. Analyze policies and projects at the sectoral and national levels;
- 3. Formulate, monitor and evaluate policies, plans, programmes and projects;
- 4. Facilitate agricultural trade negotiations at the bi-lateral and multi-lateral levels;
- Coordinate and manage the annual planning process, as well as, the
 programming and evaluation of the Ministry's Development Work Programme
 and Budget, and the management of the Ministry's Technical Assistance
 portfolio; and
- Collect, collate, store, analyze and disseminate economic and social statistical data and information.

Agricultural Services Division

The core functions of this Division are to:-

- Produce high quality, disease free planting material of selected commodities (vegetable and fruit) for sale to the farming community and the general public thereby contributing to improving national food and nutrition security;
- Expand and conserve germplasm collections of key strategic crops of agricultural importance in live gene banks and/or cold storage for the benefit of the present and for future generations; and
- Provide technical advisory services/support to farmers/public on various aspects
 of plant propagation and production through the Division's outreach programme
 which includes participation in exhibitions, field days, station tours, lectures and
 method demonstrations.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

Animal Production and Health Division

The core functions of this Division are to:-

- Assist in the formulation and implementation of policies, plans and programmes designed for the livestock sub-sector;
- 2. Facilitate the import or export of animals and animal products;
- Implement programmes to prevent the introduction of new diseases, control or eradicate animal diseases of economic importance to this country, as well as, diseases transmitted to humans through animals and unwholesome animal products;
- 4. Maximize livestock production through the provision of improved animal genetics and the demonstration of production systems;
- 5. Assist in the conservation of desirable genetic material of livestock;
- Provide technical support to the farming community for improved animal production; and
- 7. Provide technical support services and document appropriate technology for sustainable livestock production.

Engineering Division

The core functions of this Division are:-

Access Roads

 The objective of the Access Roads programme is to rehabilitate and maintain roads used by farmers to access their farmlands. In some cases these roads are impassable by motor vehicles. This programme ensures that farmers have easy and efficient access to move fertilizer, pesticides, planting materials, etc. and also enables them to transport their produce from farm to market.

2. Water Management

 The Water Management Section seeks to identify and make available to the farmers, at various State lands projects, suitable irrigation water and to provide some measure of flood control.

3. Building and Structures

 This Section caters to the building infrastructural needs of the Ministry's various offices. Designs, drawings and tender documents are prepared and

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

project management services are rendered when works are being executed. This section has a key role in the development programme of the Ministry.

4. The Soils Laboratory

- The Soils Laboratory is involved in soil investigations and materials testing which is an essential preliminary step in the conduct of all Civil engineering works. The purposes of such investigations are to:-
 - assess the general suitability of the site for the proposed works;
 - enable the engineers of the Engineering Division to prepare appropriate designs; and
 - perform on-going relevant field tests during the construction phase to achieve the specifications/quality of works required by the Engineering Division.

5. Surveys

- The primary role of the Surveys Section is to provide technical assistance to access roads, the Soils Laboratory and the Water Management Programme.
 This technical assistance may include:-
 - topographical surveys of state agricultural lands for the purpose of pond design and construction;
 - topographical surveys of roads;
 - assisting the Soils Laboratory with accurately positioning their test holes using maps which show their position in relation to the project area;
 - monitoring of levels for Road Construction thereby ensuring that the various thickness for the sub-base, base and sealing layers as detailed in the contract document are executed on site by the contractors; and
 - engineering levels on irrigation channels in order to provide data to determine the drainage flow and capacity of channels for the purchase of pumps and the design of drainage flow and capacity of channels for the purchase of pumps and the design of sluice gates.

6. Divisional Administration

 To provide administrative, accounting and clerical support to the Directorate and the Heads of Section of the Engineering Division, in managing the Division's human resources, finances and goods and services.

7. Operations and Maintenance

- This Section is comprised of four sub-sections: Central Workshop, Facilities Maintenance and Pumps. The role and core functions are to:-
 - provide repair and maintenance services to the Division's vehicles and equipment, also to the rest of the Ministry;

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- facilitate transportation services to all Divisions in the Ministry of Agriculture, Land and Fisheries; and
- provide general repair and maintenance services to building and facilities in the Engineering Division.

Extension Training and Information Division

The core functions of this Division are to:-

- Provide farmers, potential farmers, communities, youth and other interested persons (clients) with information on aspects of agriculture and related issues. These are intended to solve problems by providing appropriate learning opportunities. The eventual aim is to increase efficiency of production leading to increased profitability of the enterprise and improved livelihoods of clients;
- Support the Regional based extension service by reviewing extension programmes (when required) and providing supporting technical materials including techpacks, factsheets, manuals, other printed material and audio-visual material;
- 3. Conduct staff training for Divisional, Regional and other Extension staff;
- Plan and conduct programmes in support of the overall policy objectives and the Action Plan of the Ministry; and
- 5. Represent the Ministry by participating in exhibitions, field days and other activities as requested.

Fisheries Division

The core functions of this Division are to:-

- Assess, manage and conserve the marine fisheries resources of Trinidad and Tobago;
- 2. Manage and develop aquaculture;
- 3. Provide specialized information services;
- 4. Provide administrative and extension services to the fisheries and aquaculture sector;
- 5. Provide training to fishers, persons involved in fish processing and marketing and aquaculturalists (fish farmers) in collaboration with the Caribbean Fisheries Training and Development Institute;

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- 6. Administer marine fisheries and aquaculture incentive programmes;
- 7. Administer and enforce fisheries legislation;
- 8. The inspection of consignments of imports and exports of live fish for commercial, personal and scientific purposes;
- 9. The strengthening of fishers organizations to promote community empowerment, business development and other opportunities for growth in the sector;
- 10. The implementation of state obligations under regional and international fisheries and fisheries-related conventions and agreement; and
- 11. Participation in the EMA's process for granting of Certificates of Environmental Clearance.

Forestry Division

Vision V

Trinidad and Tobago embraces a vision of national development in which forests are abundant, ecologically healthy, biologically diverse and contributing to the wellbeing of all people and to the national economy in current and future generations.

Mission

To fulfil this vision, forests will be sustainably managed; the people of Trinidad and Tobago will have a good understanding and appreciation of the forests and their values; the economic and the intrinsic; ecological, social, cultural and spiritual/religious values of forests will be considered in national development and physical planning and will be included in national accounting; and there will be effective management of forests, with an efficient use of resources with equitable participation of stakeholders.

Goal

The goal of the policy is the sustainable management of the forest resources of Trinidad and Tobago to provide for the social, economic, ecological, cultural and spiritual needs of present and future generations; contribute to the sustainable development of the country; enhance the quality of human life, while at the same time protecting biological diversity and ecological processes.

The Forestry Division's Contributions to National Development

There are three major National Policies that support the functions of the Forestry Division, they are as follows:-

(i) The National Forest Policy (2011);

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- (ii) The National Protected Areas Policy (2011) and;
- (iii) The National Wildlife Policy.

The new legislative support for these policies is a work in progress.

The core functions of this Division are to:-

- Ensure sustainable Timber and Non-timber Production;
- Promote Wildlife and Biodiversity Conservation;
- · Facilitate Recreation and Ecotourism;
- Improve Watershed Management;
- Protect Watersheds for Environmental Services and Climate Change Mitigation;
- Conduct Environmental Education Programmes;
- Execute Community and Urban Forestry Projects;
- Enhanced Food and Nutrition Security; and
- Participate in Multilateral Environmental Agreements

The Forestry Division has been organized in subsections in order to optimize its human capital to execute the above stated functions. All units are interrelated and contribute to the overall efficiency of the Division. These subdivisions include:-

1. The Forest Resource Inventory and Management (F.R.I.M.) Section

This unit generates the evidence that informs decision making with respect to the overall management of the Forest Resources. Activities such as resource mapping, forest inventorying, regulating sale of timber and implementing forest research projects are all conducted by this unit. Data collection, compilation and analysis form significant components of the operations of FRIM. This section collaborates with global entities such as the Food and Agriculture Organization (FAO), International Tropical Timber Organization (ITTO), and United Nations Forum on Forests (UNFF).

2. Wildlife Section

The Wildlife Section has the responsibility for executing wildlife monitoring, research and conservation programmes. This unit is also tasked with upholding international conventions such as the Ramsar Convention on Wetlands of International Importance, Convention on International Trade in Endangered Species of Flora and Fauna (CITIES), and the Convention on Biodiversity.

3. Forest Fire Protection Unit

The Forest Fire Protection Unit continues to monitor and coordinate the Forestry Division's Fire Protection Programme. The major components of this programme are planning, publicity/education, fire detection and suppression, and fire investigation and report.

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National Parks Section

The National Parks Section of the Forestry Division manages ten (10) park areas including six (6) Natural areas and four (4) Historic Sites. The Section focuses on routine maintenance and upkeep of the Parks and dissemination of Education and Interpretative Programmes. There is a current Global Environment Facility (GEF) project concerning the Improved Management of Protected Areas that is geared at implementing international best practice in the management processes in these sites.

5. Community-Based Forestry and Agroforestry Incentive Programme

This project was implemented to assist in arresting and reversing the cycle of deforestation and land degradation on private lands. In this programme, incentives for forestry operations were included. These incentives have increased the interest in and implementation of forestry – related activities on private lands. The Forestry Division assists in the following ways:

- provision of technical assistance to farmers, community groups and other organizations;
- processes incentives to assist farmers in establishing and maintaining plots;
- monitors and assess projects; and
- conducts basic training in forestry and Agro-forestry practices.

6. Forestry Information Unit

The main areas of work for the Forestry Information Unit (F.I.U.) are Educational Lectures, the Forest Fire Prevention Campaign, Exhibitions, Seminars/Workshops and Newsletter Production.

7. Conservancies

There are six conservancies in Trinidad, namely South East, South Central, South West, North East, North Central and North West. Some of the main functions and services of the conservancies are:

- sale of forest produce on State lands and Forest Reserves;
- nursery operation for seedling production for Divisional use and sale to the public;
- establish forest plantations and reforestation activities;
- patrol and protect Forest Reserves from encroachment; enforce Forest Laws;
- provide technical advice regarding proper land use practices; and
- issue removal permits for logs on private lands;

8. <u>National Reforestation and Watershed Rehabilitation Programme (NRWRP)</u> This entity is now managed by the Forestry Division. By a process of open tendering community organizations and groups are being contracted to conduct reforestation work on denuded lands. This programme is currently being

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restructured and is geared at poverty alleviation and forest restoration in rural areas.

SERVICE DELIVERY PROJECTS/PROGRAMMES OF THE FORESTRY DIVISION

Timber Resources

Existing Service	Beneficiary	Impact	New Service	Beneficiary	Impact
Supply Teak and Pine Trees	Sawmillers/ woodworkers/ furniture shops	Reduce the country's importation bill for timber. Stimulate downstream or value adding output in the furniture and other sectors. Employment creation.	E 014 National Reforestation Programme	National Benefit preserving Forest Sustainability	Increase in Timber Resources, employment, Climate Amelioration Carbon Sequestration, Increase the aesthetic of the landscape.
Supply mixed Tropical Timber from Reserves	Timber \ Licencees/ Sawmillers	Increase outputs of timber from local species to supply downstream industries	N/A	N/A	N/A
Private Timber Management	Regulate and monitor harvesting	Increase local raw material availability for downstream industry.	N/A	N/A	N/A
Forest Nursery	Forest Farmers/ Gardeners/ Landscape Practitioners	Increase Reforestation goals Revenue generation (goes to Consolidated Fund).	E 014 National Reforestation Programme	Reforestation Groups (NGO's and Local Communities)	Improve seedling availability for planting projects

Watershed and Wetland Management

Existing Service	Beneficiary	Impact	New Service	Beneficiary	Impact
Reforestation, construction of check dams to minimize soil loss on hillsides.	Hillside and low-lying communities and WASA	Improve Soil and Water Conservation	Rehabilitation of Fire Burnt Areas and Degraded Quarry Sites	National Community	Improved Resilience to Climate Change

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

Monitoring and rehabilitation works in wetland areas	Preserve Coastal and Terrestrial Ecosystems; Reduced Flooding and Land Degradation; Livelihoods	Forest Restoration and Carbon Sequestration Project	National Community	Reduced Carbon Footprint; Reduce Impact of Climate Change
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National Parks, Forest Recreation and Protected Area Management

Existing Service	Beneficiary	Impact	New Service	Beneficiary	Impact
Development and maintenance of visitor and forest recreation facilities.	Local Public and Tourists	Improved delivery of tourism products and services. Improved Recreation Site Management	Management of Protected Areas	Surrounding Communities of Four (4) Pilot Sites in Trinidad (Nariva Swamp, Trinity Hills, Mathura and Caroni Swamp). The Main Ridge and Bucco / Bon Accord Wetlands in Tobago.	Provision of Goods and Services for improved livelihoods; improved ecosystem stability and environmental quality

Wildlife Management

Existing Service	Beneficiary	Impact	New Service	Beneficiary	Impact
Regulation of hunting and enforcement of related Laws	Hunters, Rural poor, Ecotourism enthusiasts	Revenue Generation; Sustainable Harvesting; Reduced Poaching	Increase in the cost of Hunting Permits	The State	Increased Revenue Generation
Monitor wildlife population and habitat	Research Institutions	Improved maintenance of sustainable populations and habitat	Population Census of Game Species	Wildlife Stakeholders	Improved maintenance of sustainable populations and habitat

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

Turtle Conservation through issuing viewing permits Domestic a Foreign Tourists; Ru communitie C.B.O.'s; ar Research Institutions	sustainable ral populations; s; Habitat	Research on Turtle Distribution; Management of new nesting sites	Local Communities	Expanded Tourism Potential
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Management of Natural Forests

Existing Service	Beneficiary	Impact	New Service	Beneficiary	Impact
Forest inventory, silvicultural operations	Forest Sector	Timber Security, Sustainable Forest Management	Reduced Impact Logging	Woodworking Industry	Sustainable Supply of High Quality Timber
Clearing and maintenance of reserve lines	Forest Sector	Define and Preserve Forest Reserves	Land Degradation Neutrality Targets	National Community	Ecosystem Restoration
Sale of non-timber forest produce (Carrat Palm and Ryania).	National Community; the State	Raw material availability for cottage industries; Revenue Generation	N/A	N/A	N/A

Forest Protection

Existing Service	Beneficiary	Impact	New Service	Beneficiary	Impact
Fire protection and law enforcement	National Community	Protection of National Resources; Regulatory compliance	Capacity Building	Forest Officers	Improved efficiency and effectiveness

Infrastructure Development and Maintenance

Existing Service	Beneficiary	Impact	New Service	Beneficiary	Impact
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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

Maintenance of Forestry Division Buildings and forest access roads.	Forestry Sector and rural communities	Improved access to resources and services.	N/A	N/A	N/A	
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Outreach and Awareness

Existing Service	Beneficiary	Impact	New Service	Beneficiary	Impact
School lectures, exhibitions	Students and General Public	Environmental Awareness	N/A	N/A	N/A
Commemoration of significant days established by international conventions	National Community	Improve Social responsibility and environmental consciousness	N/A	N/A	N/A
Forest information and library services	National Community	Education and Public Awareness	N/A	N/A	N/A

Private and Community Forestry

Existing Service	Beneficiary	Impact	New Service	Beneficiary	Impact
Extension services and Incentive Programme to Private Forest Farmers	Public and Private Investors in the Forest Industry	Land Restoration and Reforestation, Income Generation	N/A	N/A	N/A

Horticultural Services Division

The core functions of this Division are to:-

- Maintain and ensure the ex-situ conservation, protection and survival of the plant biodiversity of Trinidad and Tobago inclusive of propagation production and distribution of plants that are rare, endangered, threatened and endemic;
- Provide extensive public awareness, educational and training programmes which target both the youths and adults in our society to conserve and sustainably use botanic landscapes and plant diversity resources;
- Facilitate an integrated programme of recreational and ecological resource management;
- Restore and rehabilitate degraded landscapes where practical and required, inclusive of the conduct of monitoring programmes for ecosystems, plant species and their populations that are currently at risk or vulnerable;

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

- 5. Improve and enhance the plant biogenetic pool base of Trinidad and Tobago by the introduction of non-invasive plant species;
- Conduct scientific research with emphasis on the evaluation of species of ecological importance with economic, medicinal and other potential;
- Produce floral displays and manage the indoor/outdoor aesthetics for state functions, state compounds and selected high profile residence, e.g. Prime Minister's residence and President's House;
- 8. Provide arboricultural works on all areas under the purview of the Division, as well as, on all government compounds and State lands throughout Trinidad and emergency circumstances that may arise; and
- Discharge administrative, managerial and developmental responsibilities for the Queen's Park Savannah and Royal Botanic Gardens to facilitate active and passive recreational opportunities for the wider population.

Human Resource Management Division

The core functions of this Division are to:-

- Provide the Human Resource with the competencies required for the effective functioning of the Ministry;
- 2. Implement Training and Development Programmes to improve/develop the Human Resource of the Ministry.
- Implement policies and programmes which will improve and maintain good Employee Relations;
- 4. Implement an effective Performance Management System; and
- 5. Process Pension and Leave records for pension purposes
- 6. Revisit policies and programmes in an effort to enhance the Human Resource Management Division.

Land Management Division

The core functions of this Division are to:-

1. Manage both field and office staff of the Land Management Division (LMD);

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

- Review applications for State Land and for change of use or construction on such lands; and may refuse or approve such applications according to legislation and policy or on the grounds of environmental concerns;
- Host monthly meetings of the Cabinet-appointed Land Reclamation Committee to review applications for development in coastal areas (including jetties and reclaimed land); and on the seabed; and may approve or deny applications accordingly;
- 4. Serve Legal Notices to acquire private lands for public purposes via Compulsory Acquisition under the Land Acquisition Act Chapter 58:01;
- Liaise with the Surveys and Mapping Division to update Lease and parcel records for State Land;
- 6. Remove illegal structures on State Lands through litigation or other means;
- Liaise with the Conservator of Forests, Environmental Management Authority, Institute of Marine Affairs and other bodies with reference to encroachment on State Lands and within Environmentally Sensitive Areas;
- Execute (sign) Deeds of Lease, Licences, State Grants and other legal instruments including Notices to give effect to the issues of Title to citizens and corporate entities of Trinidad and Tobago; or to convey information or instructions;
- 9. Review legislation, regulations and policy related to land and advises on amendments to be made;
- 10. Attend various Committee Meetings involving State Lands; and
- 11. Attend Court Matters and provides direction/opinion where required.

Research Division

The core functions of this Division are to:-

- Conduct applied agricultural research towards the sustainable development of an efficient and productive agricultural sector for domestic food security and a competitive agricultural export industry;
- Collect, characterize and conserve plant genetic resources for food and agriculture as foundational material for a sustainable agricultural sector;
- 3. Provide the following services to farmers and related stakeholders:-
 - Soil testing on physical and chemical properties of soil and recommendations for amelioration and improved soil management;
 - · Soil mapping and Land capability recommendations;

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

- Technical advice on Crop husbandry, Post-Harvest management and Plant Protection;
- · Analytical Analyses- Plant tissue, Water, Fertilizer, Compost;
- Seed Testing for viability and seed purity;
- Pest and Disease diagnoses Pest and disease identification and advice on management with emphasis on integrated Crop Management strategies; and
- Operation of Pest Risk Analysis Unit, SPS Inquiry Point, Plant Quarantine Service and National Plant Protection Organization for Issuance of Import permits, Phytosanitary Certificates.
- 4. Provide technical advice to the political directorate, planners, extensionists and stakeholders of the Ministry of Agriculture, Land and Fisheries on matters related to the development of the agricultural sector, international treaties and trade in plant and plant products.

Regional Administration North and Regional Administration South Divisions

The core functions of these Divisions are to:-

- 1. Develop and improve the capabilities of agricultural producers (crop and livestock), beekeepers and home gardeners;
- 2. Provide regulatory services in a number of areas which include processing of farmer registration applications and farm reports for firearm and law enforcement;
- Manage and execute the Agricultural Incentives Programme and Natural Disaster Assistance Programme;
- 4. Conduct the abatement of Africanized bee swarms;
- 5. Channel the ideas/concerns/responses and suggestions of the farming community to the appropriate organization/agencies;
- 6. Manage agricultural state land re: regularization, transfers, renewal, disputes and monitor the survey and sub-division of state lands for security of tenure;
- Assist with the development and maintenance of physical infrastructure and water management, including agriculture access roads in support of agricultural enterprises;
- 8. Implement programmes developed specifically for the youth: Youth Apprenticeship Programme in Agriculture (YAPA) and 4H;
- 9. Provide veterinary services to livestock farmers;
- Provide support services to the fishing community re: boat registration and transfer; Fisherman ID's, fuel rebates and VAT exemptions;

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- 11. Assist in the interpretation and implementation of national and sectorial agricultural policies through programmes and policies;
- 12. Facilitate interactions/interventions with other community organizations for the enhancement of food security; and
- 13. Facilitate interactions/interventions with other Divisions of the Ministry for the enhancement of food security.

Regional Administration South (only)

To manage the Cedros and Moruga Locust for food security.

Supplemental (Estate) Police Division

The core functions of this Division are to:-

- Hoist and lower the Trinidad and Tobago National Flag on the Ministry's compound;
- 2. Protect and secure all the Ministry's properties;
- Protect all civilian personnel while on duty or visiting the Ministry;
- 4. Search all personnel or vehicles entering or leaving the compound;
- Obtain search warrant(s) to search person's homes along with an officer attached to the Trinidad and Tobago Police Service in the event of an investigation into an alleged criminal offence;
- 6. Provide Armed Escort Service to the following:-
 - The Honourable Minister;
 - Officer or Officers giving Evidence in court;
 - Deposit of Revenue;
 - Officers delivering Quit Notices.
- Enforce powers of arrest in the instance of any infraction of the Laws of Trinidad and Tobago.

Surveys and Mapping Division

The core functions of the Division are to:-

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- Administer, co-ordinate, maintain and extend geodetic control networks, traverses, precise leveling or other precision measurements forming the National Survey Control System;
- Set standards for the format in which digital data should be presented;
- Produce and maintain topographic maps, hydrographic charts, photogrammetric data and mapping derived from cadastral and topographic information;
- 4. Facilitate the co-ordination of aerial photography required for government purposes and capable of being used in the production of maps;
- 5. Promote the integration of mapping geographically based information and land related information with the information system requirements;
- Specify requirements for and where appropriate, arrange surveys for the issue of title or affecting tenure or disposition of State land;
- Receive, hold, distribute, reproduce and sell topographic, cadastral and derived maps, aerial photographs and other survey and mapping documents required for government or public use;
- Authorize and where appropriate, charge for the use or reproduction of survey and mapping information recorded by the Division;
- 9. Provide surveys, mapping, land information and related services; and
- Act as the custodian of a Survey Register and appropriate index of survey plans in which any survey made by a Trinidad and Tobago Land Surveyor shall be registered.

Central Administration Unit

The core functions of the Unit are to:-

- Prepare Cabinet and Ministerial Notes and follow-up action on decisions taken;
- Prepare responses to Parliamentary Questions and coordinates and prepares Annual Reports for Joint Select Committee of Parliament and for submission to Cabinet;
- 3. Provide administrative support to the Office of the Permanent Secretary and other Divisions of the Ministry;
- 4. Follow up on all FOIA and Ombudsman matters;

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- Maintain liaison with Regional and International Organizations/Bodies Institutions and other functional areas with respect to Meetings/Conferences/Workshops and Training;
- Procure and maintain inventory records of stock, supplies, equipment and machinery;
- Maintain buildings and vehicles of the Ministry;
- 8. Monitor the computerization of records throughout the Ministry;
- 9. Manage file movements in and out of Registry; and
- 10. Manage receipt and filing of correspondence and general maintenance of files.

Communications Unit

The core functions of this Unit are to:-

- 1. Develop and implement a Communication Strategy for the Ministry;
 - 2. Manage the corporate identity, image and reputation of the Ministry;
 - 3. Coordinate and plan all corporate events of the Ministry;
 - 4. Manage press conferences, briefings, media tours and public relations (PR) activities;
 - 5. Monitor media coverage and foster effective relationships with the media stakeholders;
 - 6. Coordinate and edit the Ministry's publications and provide publications consultation and support to both internal and external stakeholders;
 - 7. Manage the interface between the Ministry and its external clients;
 - Coordinate and implement internal communications plans and programme to support the strategic goals of the Ministry and its stakeholders; and
 - Provide audio-visual support for Media/PR and Events organized by the Ministry.

Finance and Accounting Unit

The core functions of this Unit are to:-

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- 1. Improve the effectiveness and efficiency of financial operations;
- Ensure that expenditure is in keeping with established financial and accounting practices;
- 3. Maintain and secure accounting records as required by law;
- 4. Facilitate staff development and management; and
- 5. Prepare annual budgets of Draft Estimates of Expenditure and Revenue and management of annual budgets.

Geographic Information Systems Unit (GIS)

The core functions of the Unit are to:-

- 1. Develop and maintain country wide State land parcel data;
- Create ad-hoc mapping for all departments of the Ministry and its stakeholder agencies;
- 3. Develop online data distribution through online data repositories;
- Provide access to web application development and support for Ministry departments through our online geoportal;
- 5. Upgrade and maintain GIS license; and
- 6. Manage and maintain day-to-day maintenance of the Ministry's Enterprise-wide GIS including all hardware and software products used therein.

Information and Communication Technology (ICT)

The core functions of this Unit are to:-

- Manage the information and communication technology at the Ministry of Agriculture, Land and Fisheries. This includes the development, operations and maintenance of the ICT resources and infrastructure, as well as leading the delivery of all Ministry driven ICT programmes and projects;
- Chart the strategic direction of the Ministry's ICT-driven organizational change, including change management, ensuring the development of managerial, professional, technical and support staff, together with responsibility for the ICT budgeting and expenditure; and
- 3. Provide the following service to the public:

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Information via websites:

- www.agriculture.gov.tt
- www.worldfooddaytt.org.

Internal Audit Unit

The core function of this Unit is to:-

Assist the Accounting Officer in the discharge of his/her responsibilities by furnishing objectives, analyses, appraisal, recommendations and pertinent comments on the activities reviewed.

Activities of this unit include:

- Appraising the soundness and application of accounting, financial and operating controls;
- Ascertaining the reliability of accounting and other data developed within the organization;
- Ascertaining the extent of compliance with established policies and procedures; and
- Appraising the quality of performance in carrying out assigned responsibilities.

Legal Unit

The functions of this Unit are to:-

- Conduct legal research and provide legal advice and support to the Minister, Permanent Secretary and Directors in relation to their functions and responsibilities;
- Provide advice on regional and international agreements and treaties;
- Draft, review and interpret contracts, memoranda of understanding, licences, leases and other legal instruments to be entered into by the Ministry;
- 4. Attend Court and Disciplinary Tribunal hearings on behalf of the Ministry;
- Review and develop legislation in furtherance of the Ministry's legislative agenda; and
- 6. Assist in the formulation of Ministry/Government policies.

Praedial Larceny Unit

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The functions of this Unit are to:-

- Perform regular foot and mobile patrols within farming communities;
- Arrest offenders;
- Settle disputes;
- Provide farmers and stakeholders with assistance and direction on praedial larceny and police matters;
- 5. Respond to calls for service within defined Divisions of Trinidad and Tobago;
- Participate in special operations such as roadblocks and searches of vehicles in agricultural land, as well as, on assignments with the Trinidad and Tobago Police Service;
- 7. Attend court as a complainant or witness when necessary:
- 8. Record all reports:
- Serve summonses;
- 10. Execute warrants;
- 11. Participate in programmes and activities aimed at praedial larceny awareness:
- 12. Investigate reports and incidents of praedial larceny;
- Conduct preliminary investigations of road traffic accidents pending referral to the Trinidad and Tobago Police Service for further action;
- Regularly interfaces with members of the Trinidad and Tobago Police Service, Municipal Police Service and other law enforcements agencies;
- 15. Interact regularly with farmers and other stakeholders to share information and provide advice on matters related to praedial larceny;
- 16. Provide first aid and support in medical emergencies;
- 17. Perform other duties related to the job which may be assigned from time to time in accordance with S.R.P Act 15:03 and Police Service Act 15:01; and
- 18. Provide Police Service functions within the Ministry of Agriculture, Land and Fisheries.

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Section 7(1) (a) (ii) – Categories of documents in the possession of the Ministry of Agriculture, Land and Fisheries

- 1. Files to provide administrative support and general administrative documents for the operations of the Ministry;
- 2. Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, deaths, retirement, leave, vacation leave, contract appointments, pension establishment records etc;
- Files dealing with the accounting and financial management functions of the Ministry;
- 4. Financial records cheques, vouchers, vote books, reconciliation records, pay record cards and Kalamazoo records;
- 5. News releases, speeches originating from the Ministry;
- 6. Policy and Procedure Documents;
- 7. Internal and external correspondence files;
- Legislation and Legal instruments;
- 9. Minutes/Agendas of Meetings;
- 10. Files dealing with circulars, memoranda, notices, bulletins etc.;
- 11. Reports Statistical (annual, monthly, quarterly), Audit, Consultants, Technical, Valuation etc.;
- 12. Books, booklets, leaflets, pamphlets, brochures, posters;
- Files relating to official functions, conferences and events hosted by the Ministry;
- Files relating to Programmes and Projects of the Ministry of Agriculture, Land and Fisheries;
- 15. Files relating to organizations (international, regional and local associated with the Ministry);
- 16. Files dealing with Ombudsman's matters;
- 17. Parcel Index Maps;
- 18. Paper and Digital Maps;

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- 19. Cadastral sheets;
- 20. Survey plans and survey information;
- 21. Aerial photographs;
- 22. Copies of Leases;
- 23. Files on tenancies;
- 24. Quarantine records;
- 25. Databases library, plant quarantine, pest and diseases, soil testing services, marine fishery resources; social and economic data
- 26. Quarantine, diagnostic and soils records; and
- 27. Soils maps.

Section 7(1) (a) (iii) – Material prepared by the Divisions/Units of the Ministry of Agriculture, Land and Fisheries and where they can be inspected or obtained

The Ministry of Agriculture, Land and Fisheries prepares a host of documents including Action Plans of the Ministry, Strategic Plans of the Ministry, Commodity and Livestock Profiles and the Agricultural Incentives Programme.

The public may inspect and/or obtain copies of the following material between the hours of 8:00 a.m. to 4:15 p.m. from Monday – Thursday and 8:00 a.m. to 4:00 p.m. on Fridays at the Head Office of the Ministry of Agriculture, Land and Fisheries, Corner Narsaloo Ramaya Marg Road and Soogrim Trace, Chaguanas:-

· Brochure on goods and services provided by the Ministry

Section 7(1) (a) (vi) - Listing of Literature Available by way of Subscription

This section is not applicable at this time.

Section 7(1) (a) (v) – Procedure to be followed when accessing a document from all Divisions/Units of the Ministry of Agriculture, Land and Fisheries

How to request information: General Procedure

The Ministry's policy is to answer all requests for information both oral and written. However, in order to have the rights given by the FOIA (for example the right to

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challenge a decision if a request for information is refused), a request must be made in writing.

The appropriate form must be completed (Request for Access to Official Documents) for information that is not readily available in the public domain and is not available in our Library and Reception/Lobby area.

Officers Responsible for receipt of Requests and Notices

Requests must be addressed to the Designated FOIA Officer or Alternate FOIA Officer of the Ministry of Agriculture, Land and Fisheries.

Details in the Request

Specific details of the request will assist in readily identifying and locating the records requested. If there is insufficient information, further clarification will be requested from the applicant. If the applicant is not sure how to write his/her request or what details to include, the Designated Officer can be asked to assist.

Requests not handled under the FOIA

Please note that requests for information that is currently available in the public domain either from the Ministry or from another public source such as brochures and pamphlets etc. will not be entertained under the FOIA.

Responding to Requests

The Ministry of Agriculture, Land and Fisheries is required to furnish copies of documents only when they are in its possession or those that can be retrieved from storage. If the information required is stored in the National Archives or another storage centre, it will be retrieved in order to process the applicant's request.

Furnishing Documents

- (i) The Ministry is required to furnish copies of information in its possession, custody or power. The Ministry is not compelled to create new documents. For example, it is not required to write a new programme to enable a computer to print information in the format preferred by the applicant;
- (ii) The Ministry is not required to perform research for the person requesting the information;
- (iii) Only one copy of a document is required to be furnished; and

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(iv) If a legible copy of a document to be released is unavailable there will be no attempt to reconstruct the document. Instead, the best copy possible will be provided and its quality noted in the reply.

Time Limits

General

The FOIA sets a time limit of thirty (30) days after the day on which the request was made (as stated in section 15 of the FOIA) for determination of the applicant's request for access to documents. If the deadline is not met, the FOIA allows the right to proceed as if the request has been denied. The Ministry will try diligently to comply with the time limit, but if it appears that processing a request may take longer than the statutory limit, an acknowledgement of the request and advice will be provided on its status. Since there is a possibility that requests may be misaddressed or misrouted, the applicant may wish to call or write to confirm that the Ministry has received the request and to ascertain its status.

Time allowed

An early determination whether to grant a request for access to information as soon as practicable but no later than thirty (30) days after the day on which the request was made as required by section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

Section 7(1) (a) (vi) – Officers in the Ministry of Agriculture, Land and Fisheries are responsible for:-

- The initial receipt of and action upon notices under section 10;
- Requests for access to documents under section 13 and;
- (3) Applications for correction of personal information under section 36 of the FOIA.

The Designated Officer is:

Job Title : Acting Administrative Officer V

Name : Mr. Rawle Chase

Address : Ministry of Agriculture, Land and Fisheries

Corner Narsaloo Ramaya Marg Road and Soogrim

Trace, Chaquanas

Tel No. : 220-6253 Ext 4020 E-mail Address : rchase@gov.tt

The Alternate Officer is:

Job Title : Acting Administrative Officer II

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

Name

: Ms. Sharon Ali

Address

Ministry of Agriculture, Land and Fisheries

Corner Narsaloo Ramaya Marg Road and Soogrim

Trace, Chaguanas

Tel No.

220-6253 Ext 4207

E-mail Address

sharonali@gov.tt

Section 7(1) (a) (vii) - Advisory Boards, Councils, Committees and other bodies whose meetings are open to the public.

Not applicable

Section 7(1) (a) (viii) – Library and reading rooms in the Ministry of Agriculture, Land and Fisheries

Certain information may be readily accessed in our libraries or through our website at www.agriculture.gov.tt

The libraries of the Ministry of Agriculture, Land and Fisheries are as follows:-

1. Main Library
Central Experiment Station
Research Division Library
Caroni North Bank Road
Centeno
Hours of Work: 8.00am - 4.00pm
Monday-Friday

2. Fisheries Division Library

Western Main

Chaguaramas

Hours of Work: 8.00am - 4.00pm

Monday-Friday

3. Forestry Division Library

Long Circular Road

St James

Hours of Work: 7.30am - 3.30 pm

Monday-Friday

Section 8(1) (a) (i) - Documents containing interpretations or particulars of written laws or schemes administered by the Ministry of Agriculture, Land and Fisheries:-

- Gazette Material;
- Financial Regulations Exchequer and Audit Act, Chap. 69:01;

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- Financial Instructions;
- Public Service Commission Regulations;
- 5. Guidelines for the Administration of the Devolved Functions; and
- Service Commission Department Manual of Guidelines and Procedure for the Exercise of Delegated Powers.

Section 8(1) (a) (ii)

- 1. Strategic Plan of the Ministry of Agriculture, Land and Fisheries; and
- 2. Food and Agriculture Policy.

Section 8 (1) (b)

- 1. Guidelines for requesting subvention/financial assistance; and
- 2. Strategic Review

Section 9 Statements

Section 9 (1), (a), (b), (c), (d), (e), (f), (g), (j), (k), (l), (m)

At this time no documents that fall within the meaning of this section of the Act are lodged at the Ministry of Agriculture, Land and Fisheries.

Section 9(1) (h)

- Audit Reports are prepared, available and lodged at the Ministry of Agriculture, Land and Fisheries;
- 2. Quarterly Status Reports on the Ministry's Policy Implementation Initiatives;
- Quarterly Status Reports on the Ministry's Social and Economic Policy;
- 4. End of Fiscal Year Development Programme Status Report; and
- 5. Annual Record of the Ministry's Achievements.

Section 9(1) (i)

1. Strategic Plans – Strategic Action Plans

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LOSS OF PAN-AMERICAN LIFE INSURANCE OF (TRINIDAD AND TOBAGO) POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

Name			Policy Number
GISELLE SKEETE			 6826605
SABITA NESBITT			 3475118
GLEN CHONG			 3378997
KERN JOSEPH			 3467980
GABRIELLA ALPHONSO	-KNIGI	HTS	 3348668
BRANDON YORKE			 3374257
JOEL D'HEUREUX			 3392353
ANIKA MOHAMMED			 3356231
SHAZAR MOHAMMED A	ALI		 3402059
DAVIA CHAMBERS			 3464731
RODERICK PERCY			 3388295
IMSHAH MOHAMMED			 3383404
KESTER LASHLEY			 3432621
DONNY AARON TAITT			 6816338
COREI LA TOUCHE-DAY	WSON		 3502844
STANLEY PALMER			 3433414
RICARDO MONTANO			 3342772
NICOLETTE BRAVO			 3461976
RAWLE O'GARRO			 3381012
MC DONALD ASHFORD			 3418708
CAMAL BASDEO			 6750033
RADHA MAHABIR			 3400733
SAMIR MAHABIR			 3400734
DAMIAN SINGH			 3409191
ANN MARIE GABRIEL			 3385429
KESTER SINGH			 3412651
ADESH GOOLCHARAN			 3356371
TEELUCKDHARRY SOO	KRAM		 3448748
PAMELA PHILLIPS			 3404622

PAN-AMERICAN LIFE INSURANCE OF (TRINIDAD AND TOBAGO)

91–93, St. Vincent Street Port-of-Spain.

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PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

Name	Policy Number	
RICHARD FRANCOIS		 3469931
RAVINDRANATH RATTIRAM		 3419262
HERMAN LALGEE		 3022605
CHERYL LAYNE-PEREIRA		 6839926
RITA GREENE		 4150750
FYAZ HOSEIN		 3482209
REITA JOHNSON		 3502366
GOHARD BAPTISTE		 3508950
DUANE BOUCAUD		 3407284
SAMUEL NICHOLAS		 3423351

PAN-AMERICAN LIFE INSURANCE OF (TRINIDAD AND TOBAGO)

91–93, St. Vincent Street Port-of-Spain.

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SPECIAL LICENSING SESSION (Liquor Licences Act, Chap. 84:10)

PORT-OF-SPAIN

Notice is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of St. George West, Port-of-Spain Area, has appointed Thursday the 14th day of February, 2019 at 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Cornell Glen and Avalon Gomez of No. 28, Waterhole Road, Cocorite, Port-of-Spain, for a Certificate authorising them to carry on the trade of a Spirit Retailer in respect of premises situate at Light Pole No. 4, and No. 11, El Socorro Road, San Juan.

Dated this 6th day of February, 2019 at the Port-of-Spain Magistrates' Court.

H. DILLON Secretary, Licensing Committee St. George West