



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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### APPOINTMENT OF OFFICERS OF THE REGISTRAR GENERAL'S DEPARTMENT

NOTICE is hereby given that pursuant to section 3(1) of the Registrar General Act, Chap. 19:03, the Registrar General has authorized the undermentioned officers of the Registrar General's Department, to perform all such acts as are appointed to be done under the provisions of:

- (a) The Real Property Act, Chap. 56:02;
- (b) Section 13(3) of the Registration of Deeds Act, Chap. 19:03;
- (c) Section 76(2) of the Wills and Probate Act, Chap. 9:03;
- (d) Section 6 of the Registrar General's Act, Chap. 19:03; and
- (e) Bills of Sale Act, Chap. 82:32 as well as to affix the seal of the Registrar General thereto.

<i>Name</i>			<i>Post</i>			<i>Date of Commencement of Authorization</i>		
ATANACIA LOPEZ	...	...	Legal Counsel I	...	...	...	7th September, 2020	
YUGITA KISSOONSINGH	...	...	Legal Counsel I	...	...	...	7th September, 2020	

This authority continues for the period during which these officers perform the duties as aforesaid in the Registrar General's Department and may be revoked at any time before the expiration thereof.

Dated this 23rd day of November, 2020.

K. BRIDGEWATER  
*Registrar General*

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### APPOINTMENT OF LEGAL COUNSEL I OF THE REGISTRAR GENERAL'S DEPARTMENT

NOTICE is hereby given that pursuant to section 3(1) of the Registrar General Act, Chap. 19:03, the Registrar General has authorized Ms. CHARISE MORTON-GITTENS, Legal Counsel I, of the Registrar General's Department to issue Certificates and to certify copies of any document received pursuant to:

- (a) The Companies Act, Chap. 81:01;
- (b) The Registration of Business Names Act, Chap. 82:95;
- (c) The Non-Profit Organisations Act, (No. 7 of 2019); and
- (d) The Newspapers Act, Chap. 20:01; as well as authorization to affix the seal of the Registrar General to certificates and certified copies produced and issued pursuant to the above-mentioned pieces of legislation.

This authority is with effect from the 7th day of September, 2020 and continues for the period during which Ms. CHARISE MORTON-GITTENS, Legal Counsel I, performs the duties as aforesaid in the Registrar General's Department and may be revoked at anytime before the expiration thereof.

Dated this 23rd day of November, 2020.

K. BRIDGEWATER  
*Registrar General*

2019

**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:-

1. a legal right to access information held by the Ministry of Agriculture, Land and Fisheries;
2. 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
4. 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 (MALF) 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."*

**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 Road and Soogrim Street, Endeavour Chaguanas. (previously located at St. Clair Circle, St. Clair)

Telephone No: 220-6253

Website: [www.agriculture.gov.tt](http://www.agriculture.gov.tt)

2019 UPDATED PUBLIC STATEMENT OF THE  
MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

**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 Fiber);
- Estate Security Services;
- Food Security;
- Forestry, National Parks and Wildlife;
- Horticulture;
- Hydrographic Surveys;
- 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;
- 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  
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

**Programmes**

National Reafforestation and Watershed Rehabilitation Programme



2019 UPDATED PUBLIC STATEMENT OF THE  
MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

The Ministry's major functions include:-

- promoting the efficient production, processing and marketing of food and non-food 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 comprise the following Divisions/Units:-

**General Administration**

- Agricultural Planning;
- Agricultural Services;
- Animal Production and Health;
- Land and Water Development Division (Engineering Division)
- 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.

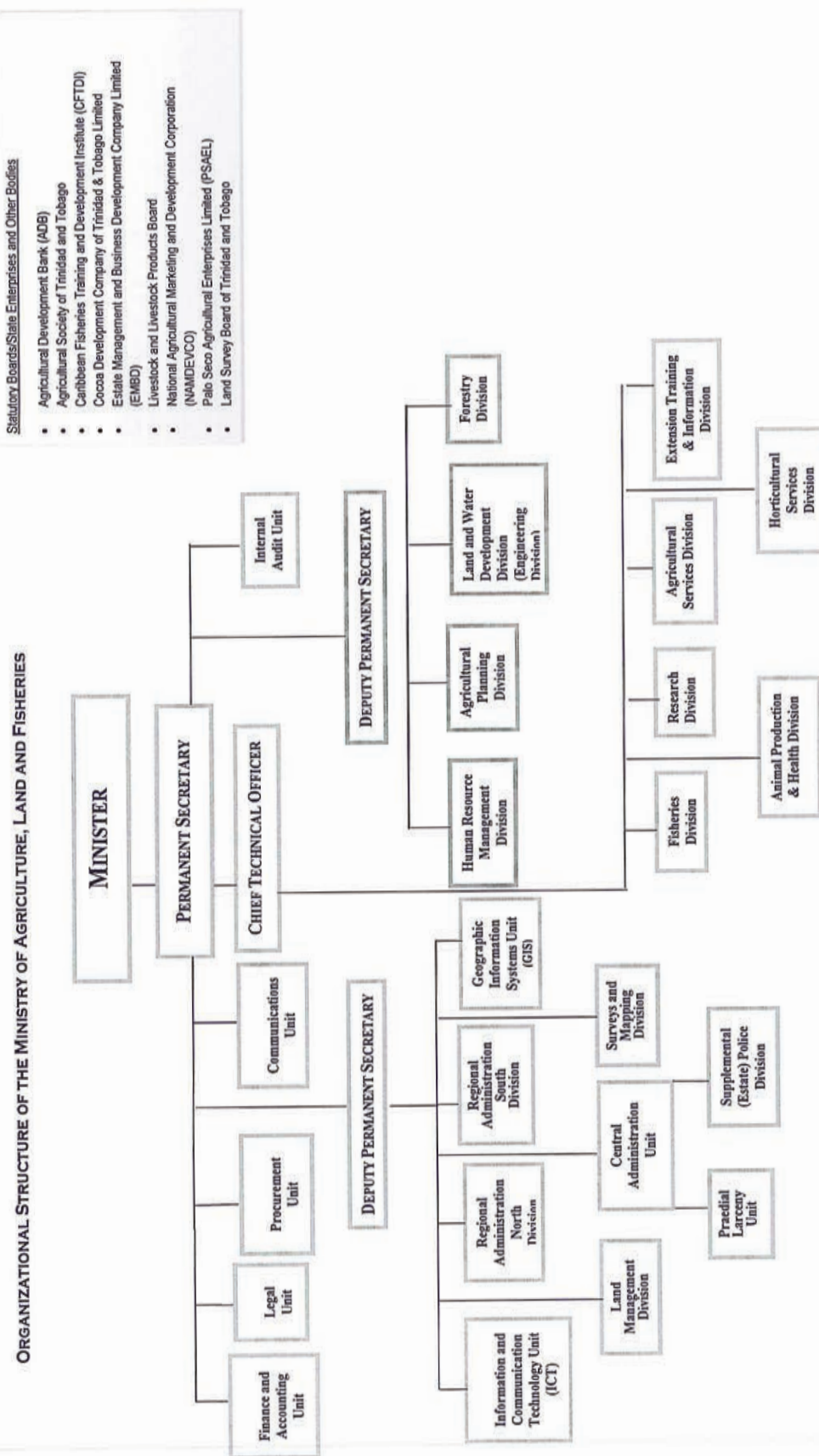
**Units:-**

- Central Administrative Services;
- Communications;
- Finance and Accounting;
- Facilities Management Unit
- Geographic Information Systems;
- Information and Communication Technology;
- Internal Audit;
- Legal;
- Procurement Unit; and
- Praedial Larceny



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2019 UPDATED PUBLIC STATEMENT OF THE  
MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED



2019 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 Agricultural Planning Division (APD) provides support to the MALF in the areas of:

- Policy Development, Support and Advice;
- Project Formulation and Coordination;
- Monitoring, Evaluation and Controlling plans and programmes in the various subsectors;
- Preparation of the Ministry's Capital Budget;
- Co-ordination of the Annual Budgetary Planning Process;
- Agricultural Trade Negotiations;
- Monitoring of Affiliated Agencies; and
- Collection, Collation, Interpretation and Analysis of data and information for the agricultural sector (nationally & internationally) and maintenance of an up-to-date database.

**Vision**

To be the leading division that contributes to the achievement of Food and Nutrition Security in Trinidad and Tobago.

**Mission**

To influence the determination of a consistent set of goals and objectives, while achieving excellence in the formulation, evaluation and implementation of Policies, Plans, Programmes and Projects for the development of the agriculture sector.

**Objectives**

The objectives of the APD are to:

- Develop overall National and Sectoral policies and plans;
- Coordinate and oversee the determination of a coherent set of Goals and Objectives for agricultural development; and
- Formulate, evaluate, implement and monitor programmes and projects of the Ministry.

**Organisation Structure and Staffing**

The APD is headed by a Director and two (2) Assistant Directors spearheading the two main sections: Policy, Research and Planning (PR&P) and Programmes and Projects (P&P). The Agricultural Data and Information Unit (ADIU) provides technical support services to the Division.

The APD is comprised of 33 technical posts with 25 currently vacant<sup>1</sup>. The staff complement also includes 2 Stenographers; 4 On-the-Job Trainees; 1 Associate Professional; 1 Administrative Assistant, 1 Clerk II; 2 Clerk Typist; 2 Checkers; and 1 Handyman/Messenger

**Policy, Research and Planning (PR&P) Section**

There are eighteen (18) technical posts assigned to the PR&P Section, with thirteen (13) posts currently vacant, as follows:

- 1 Assistant Director
- 3 Planning Officers III
- 5 Planning Officers II (4 Vacant)
- 7 Planning Officers I (7 Vacant)
- 1 Agricultural Assistant II (Vacant)
- 1 Agricultural Assistant I (Vacant)

The Section is also assisted by three (3) Assistant Planning Officers from the On-the-Job Training (OJT) Programme and one (1) Associate Professional. A Stenographer I/II (Secretary to Assistant Director (Vacant)) and one (1) Clerk Typist also provides support to officers of this Section.

**Programmes and Projects (P&P) Section**

<sup>1</sup> Vacant - an officer is not currently in the post

2019 UPDATED PUBLIC STATEMENT OF THE  
MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

There are ten (10) technical posts assigned to the P&P Section, with eight (8) posts currently vacant, as follows:

- 1 Assistant Director
- 2 Senior Project Analyst (1 Vacant)
- 2 Project Analysts II (2 Vacant)
- 1 Project Officer III (1 Vacant)
- 2 Project Officers II (2 Vacant)
- 2 Project Officers I (2 Vacant)

The Section is also assisted by one (1) Assistant Planning Officer from the OJT Programme. A Stenographer I/II (Vacant), one (1) Clerk Typist and one (1) Checker also provides support to this Section.

**Agricultural Data and Information Unit (ADIU)**

There are five (5) technical posts assigned to this Unit, with four (4) posts vacant, as follows:

- 1 Statistician (Vacant)
- 1 Statistical Officer III (Vacant)
- 1 Statistical Officer II (Vacant)
- 2 Statistical Officer I (1 Vacant)

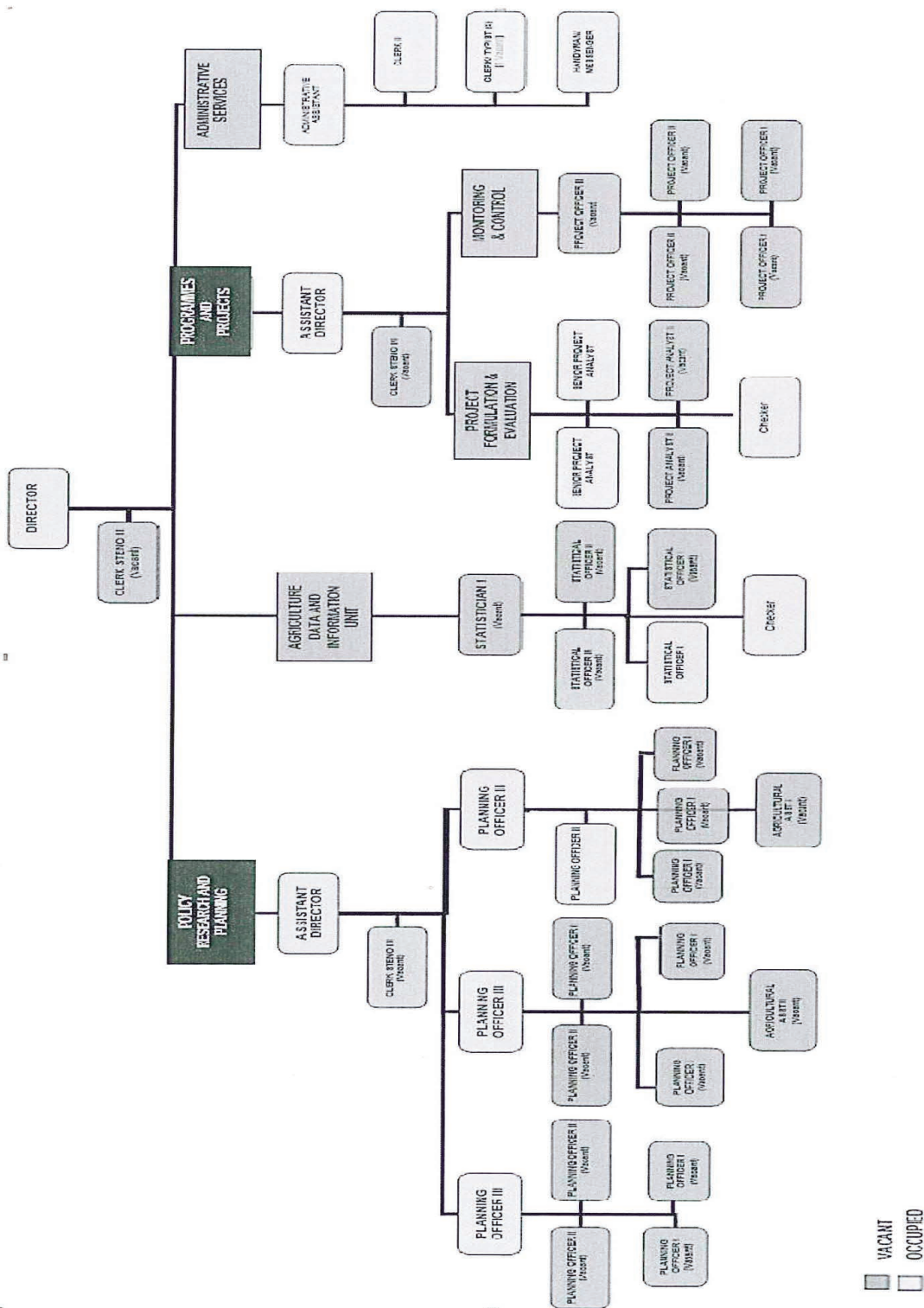
A Checker attached to this Unit functions as a Statistical Aide.



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2019 UPDATED PUBLIC STATEMENT OF THE  
MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

Organizational Structure - Agricultural Planning Division



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MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED

### **Agricultural Services Division**

The **Agricultural Services Division** comprises of the following four (4) agricultural stations:

- National Seed Bank, Chaguaramas
- La Reunion Plant Propagation Station, Centeno
- St Augustine Nurseries, Curepe
- Marper Farm, Manzanilla

The core functions of the **Agricultural Services Division** are as follows:

1. To provide high quality planting material of selected commodities (food, vegetable and fruit) for distribution via sales to the farming community and the general public thereby contributing to expansion of output across all commodities and reduction of the food and agriculture import bill.
2. To 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.
3. To provide technical advisory service to farmers/ public on various aspects of plant propagation and production through the Division's Community Outreach programme which includes participation in exhibitions, field days, station tours, lectures, method demonstrations, promotional events etc.

### **Animal Production and Health Division**

The core functions of this Division are to:-

#### **1.0 FUNCTION**

The function of the Animal Production and Health (AP&H) Division is to facilitate the improvement in efficiency and cost effectiveness of production for the realization of competitive and sustainable livestock sub-sector. The Animal Production and Health Division comprises three (3) Sub-Division as follows.

- (1) The Animal Production Sub - Division  
The facilities of this Sub-Division are:
  - (i) The Centeno Livestock Station
  - (ii) The Artificial Breeding Centre
  - (iii) The Mon Jaloux and La Gloria Forage Farms.
- (2) The Animal Health Sub-division.
  - (i) National Animal Disease Centre (NADC)
  - (ii) Veterinary Diagnostic Laboratory (VDL)
  - (iii) Field Veterinary Services
  - (iv) Mora Valley Farm
- (3) Sugarcane Feeds Centre

In support of the Function, the Division is committed to:

- Influencing the formulation and implementation of appropriate and clearly defined policies, plans and integrated programmes for the livestock sub-sector.
- The improvement of the genetic capability and performance of various classes of livestock e.g. cattle, sheep and goats.
- Developing research programmes which assist in and stimulate efficiency and competitiveness in the livestock sector.



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- Assisting the livestock sub-sector in achieving greater efficiency of production and improved product quality by providing cost effective veterinary health and livestock production programmes.
- Collaboration with public and private sector organizations on relevant aspects of human health and to assist in protecting the human population from diseases transmitted through animals and unwholesome animal products.

## **2.0 Services of the Animal Production and Health Division**

The services provided by the Division are detailed below:

### **2.1 Artificial Breeding Centre**

Address: Heights of Aripo Road, Waller Field  
Telephone: 667-9291/9449

- (a) Provision of high quality genetics to the farming community through the Artificial Insemination service for cattle, water buffaloes, goats, sheep, pigs and rabbits.

### **2.2 Centeno Livestock Station**

Address: El Carmen, St. Helena  
Telephone: 669-5296-/1157  
Email: centenolivestock@yahoo.com

- (a) Distribution through sale of healthy pedigree livestock (cattle, sheep, goat, and rabbits) to farmers.
- (b) Farm visits to livestock farmers who wish to purchase stock and to ensure conditions on the farm can accommodate animals. Information is provided to assist farmers in this area.
- (c) Dissemination of information to livestock farmers and students through field trips/visits to the facilities via, pre-arranged guided tours.

### **2.3 Technical Officer- Animal Health**

Address: #80 Abercomby Street Port-of-Spain  
Telephone: 625-1473/5997  
Fax: 625-5993  
Email: aphmalmr@gmail.com

- (a) Issuance of import permits for dogs, cats, horses, birds, sheep, goats, cattle, Day-old chicks, Broiler Hatching eggs, table eggs, meat and poultry product dairy, milk based and eggs product, feathers, leather.  
Applications for permits are assessed to ensure all requirement have been met in compliance with the Laws of Trinidad and Tobago.
- (b) Issuance of export permits.  
The export permits are issued for animals and animal products in compliance with requirement set by the country of Import.
- (c) Endorsement of export veterinary health certificates.  
Health certificates are endorsed for the export of live animals.
- Applications for import and export permits for animal products are on line at ttbiz link.

### **2.4 Mon Jaloux Forage Farm**

Address: Mon Jaloux Chin Chin Road, Cunupia  
Telephone: 671-1144



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- (a) Provision of a reliable supply of forage (freshly harvested and finely chopped) to livestock farmers.

**2.5 National Animal Disease Centre (NADC)**

Mon Jaloux Chin Chin Road, Cunupia  
Telephone: 693-1682  
Email: nadcaph2013@gmail.com

- (a) Rabies Control.

The Anti-Rabies Unit (ARU)

- Control of Vampire Bat (rabies vector) populations through, routine monitoring of known roosts, identification of location of new roosts.
- Investigation of bat biting incidents in livestock.
- Annual rabies vaccination of livestock in collaboration with district Veterinary Officers.
- Prevention of the spread of rabies in livestock during outbreaks through Ring vaccinations.
- Provision of public awareness programmes on Rabies.
- Provision of advice to the public on the control of bat infestation in public and private building.

- (b) Poultry Surveillance Unit (PSU)

- Inspection and issuance of landing permits for imported eggs and live poultry at airports and seaports.  
At designated ports of entry, eligibility for import is assessed and landing permits are issued.
- Passive poultry disease surveillance through routine poultry farm visits and investigation of reports of feral bird deaths.
- Advisory Service to Poultry Farmers on farm site selection and housing good husbandry practices, nutritional management, disease prevention and control, biosecurity and Food Safety.

- (c.) Quarantine and Airport Services

- Issuance of landing permits for animals and animal products into Trinidad at all designated ports of entry.
- Verification that entry requirements of all imported animals and animal products are met.
- Inspection of live animals for export.
- Daily Monitoring of horses during the stipulated quarantine period at Santa Rosa Equine Quarantine facility and National Animal Disease Equine Quarantine facility.
- Inspection of premises for authorization to become temporary Government-approved Quarantine facilities at the discretion of the Chief Veterinary Officer.

- (d) Field Services supervised by the district Veterinary Officers

- Regulatory: services to coordinate and implement Veterinary preventative medicine programmes re: Rabies vaccination of livestock.

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- Disease Surveillance including but not limited to the following:  
Bovine Tuberculosis, Brucellosis, Bovine Leukosis Virus (BLV) Disease, Johne's disease, Caseous Lymphadenitis (CLA) and Caprine Arthritis Encephalitis (CAE).
- Ambulatory Service to Livestock Farmers on clinical cases both treatment and preventative medicine measures and surgical cases (both elective and emergency procedures).
- Advisory Service to Livestock Farmers on good husbandry practices, nutritional and reproductive management, disease prevention, animal welfare and biosecurity.

#### 2.6 Sugarcane Feeds Centre

Address: Pokhor Road, Longdenville  
Telephone: 665-9987  
Fax: 671-4809

- Sale of meat and meat products including fish.
- Abattoir Facilities.
- Dissemination of information to farmers, students through field Demonstrations and Training.
- Incinerator facilities for waste disposal.
- Sales of manure and compost.
- Use of Training Facilities.

#### 2.7 Veterinary Diagnostic Laboratory

Address: Building 49 Eric Williams Science Complex, Champs Fleurs.  
Telephone: 662-5678, 645 – 4593  
Email: [vetlaba@gmail.com](mailto:vetlaba@gmail.com)

- Regulatory Assisting in the enforcement of the Animal (Diseases and Importation) Act (1954) and the Regulations made thereunder.
- Preventative: The prevention and control of notifiable and other diseases by efficient diagnosis of index cases.
- Diagnostic: Through the provision of specialized laboratory services for the diagnosis of animal diseases including diseases of public health and food safety significance. The diagnostic support services include necropsy histopathology, microbiology, hematology, serology and parasitology. The shipping of biological samples in compliance with international regulations are also facilitated.
- Investigative: Facilitate the investigation of animal diseases through coordinated surveillance programs with the field services.

Diagnostic Services are provided to State Veterinary Officers, who provide clinical and preventative medicine services to the local livestock farmers. Additionally, services are provided to Private Veterinarians in companion, exotic and farm animal practice. The VDL also facilitates diagnostic testing for the Emperor Valley Zoo, the Veterinary Public Health Division of the Ministry of Health, the Wildlife Section, Forestry Division (Ministry of Agriculture, Land and Fisheries) and several private institutions.

#### Land and Water Development Division (Engineering Division)

##### Core Functions of this Division

The Engineering Division of the Ministry of Agriculture, Land and Fisheries caters to the engineering needs of the agricultural sector. Its work is programmed based on the requests and information from other divisions of the ministry, with the approval of the Permanent Secretary and the Honourable Minister. The Division does not execute works at the direct request from farmers or the farming community. At present its core functions are:



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- Access Roads
- Water Management
- Structures
- Operations and Emergency Response

#### **Access Roads**

Works include the rehabilitation and maintenance of agricultural roads used by the farming community for delivering inputs such as fertilizers, chemical, seedlings etc., and transporting produce from farm to market. In some cases these roads have become impassible to motor vehicles. There are over 1200km of agricultural access roads in the country and the substantial resources required to maintain them are grossly inadequate, thus resulting in the poor state of many of the roads.

The selection of roads is based on available funding and priorities (as determined by the Regional Administrations North and South), with final approval from the Permanent Secretary.

#### **Water Management**

Water management works involve the design, preparation of estimates and tender documents, and supervision of execution of contracts that address flooding, irrigation and wastewater treatment and reuse. These works are limited to projects located at Orange Grove, Plum Mitán and Caroni/Bejucal at this time. Within these projects, the water management interventions to prevent flooding (pumps and pump installation, channel clearing and desilting, and embankment repairs) are programmed.

Also planned for these projects are water management interventions for the provision of irrigation water in the dry season. These include the construction of sluice gates, pumping systems and communal ponds.

The Division also has a desilting programme under its recurrent expenditure. Under this programme water channels (drainage or irrigation) that service agricultural areas are cleared and desilted. The Regional Administrations North and South usually provide the list of channels, and works are programmed based on the priority of works needed and the funding available.

Design and Execution of Training Programmes to Extension Officers and Stakeholders in the areas of Pond Construction for Water Storage, Conservation and Flood Alleviation, are also activities that the Water Management Section engage in.

#### **Structures**

The Structures work of the Engineering Division caters to the requests from other divisions of the ministry. It involves the design, preparation of estimates and/or tender documents, and supervision of execution of contracts for building infrastructure works.

The works are diverse and spatially located throughout the country. It ranges from the repairs and/or construction of fishing centers (from Moruga to Erin to Toco to Las Cuevas and Blanchisseuse), office buildings (for all divisions of the ministry), pens for animals, nurseries for plants (including Forestry) etc.

#### **Operations and Emergency Response**

This section is comprised of Central Workshop, Facilities and Maintenance, and Pumps. On a routine basis the activities include:

- Repair and maintenance services to ministry vehicles and equipment
- Provide transportation services to all Divisions in the Ministry of Agriculture, Land and Fisheries.
- Provide repair and maintenance services to buildings and facilities in the Engineering Division and other Divisions.
- Assist farmers in application for Water Abstraction Licenses and loan of pumps for irrigation and drainage.



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In times of emergencies, the Division's fleet of vehicles, equipment and pumps stand ready to provide whatever relief it can to the farming community, when called upon.

Supporting the work of the Engineering Division are the Soil Testing Laboratory (for soil investigations, material testing and checking for adherence to specifications), the Surveying unit (for topographical surveys, road and building alignment, and checking for adherence to specifications), and the Administrative Unit (to provide accounting and clerical support in managing the Division's Human Resources, Finances and Goods and Services).

**SERVICES (Limited to or Via Other Divisions of the Ministry)**

- Construction and installation of sluice gates and other water management structures
- Construction of culverts and farm crossings (not on farmer's holdings)
- Desilting of drainage and irrigation channels within agricultural projects
- Maintenance of agricultural access roads previously constructed by the Ministry
- Provide technical advice re farm buildings
- Provide technical advice re waste disposal systems
- Rehabilitation/construction of agricultural access roads in food producing areas
- Water quality and water use investigations to enhance on-farm water management
- Repairs/maintenance of farm buildings and offices of the ministry

**Extension Training and Information Division (ETIS)**

The Division's Programme of Work, documents all the planned activities to be conducted by the Division, assuming that there are no restrictions placed with respects to group activities and face to face training re Covid Pandemic. ETIS Division's Training Calendar; an integral part of the Division's Programme of Work, is only part of the work done by the Division. The detailed Programme of Work includes conduct of needs and impact assessments, production of factsheets, teck packs and other print material as well as staff training for Regional Extension. It is important to note that The Director of the ETISD chairs the National world Food Day Committee which comprise international, public and private partners.

The ETISD Director also chairs the Giant African Snail (GAS) Task Force, which is a ministerial committee formed to guide the work of GAS in Trinidad.

The Programme of Work of the Extension Training and Information Services Division was developed in support of the implementation of the Ministry's Draft Sector Policy and was guided by the Vision and Mission of the Ministry and the Division and requests from clients.

**Vision**

The vision of the Extension Training and Information Services is to be the premier learning agency of choice for agricultural development and growth.

**Goal**

To contribute to the creation of a food secure nation through provision of relevant information, training and advisory services to our clients.

**Functions of the Division**

1. 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 identified 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.



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2. To support the Regional based extension service by reviewing extension programmes and providing supporting materials e.g., tech packs and other print publications.
3. To develop educational material (factsheets, audio visual material, advertisements, posters etc.) for staff and the public
4. To conduct staff training for Divisional, Regional and other Extension staff.  
To conduct programmes in support of the overall policy objectives and the Action Plan of the Ministry.
5. To represent the Ministry by participating in exhibitions, field days and other activities as requested.

Programmes are planned and delivered via 1 – 3 day training courses at the Farmers Training Centre or at seven (7) other locations (Ministry of Agriculture, Land and Fisheries – Counties St. Andrew/St. David, Caroni, St. George West, St. Patrick East, St. Patrick West, Victoria and Nariva/Mayaro) throughout the country. Apart, from conducting island wide training courses, the technical staff of ETIS Division engage in advisory farm visits based on request from participants of the training programmes. In some instances, follow up visits are necessary to assist the client until they have attained a level of confidence in their respective activity. Officers of the ETIS Division, using their wealth of knowledge and years of experience working with farmers are able to write fact sheets, manuals and develop video scripts, all of which undergo rigorous peer review before they can be produced. These productions are used in support of training programmes. As a response to the Covid 19 restrictions of work in the public service, the division created a Facebook Page-ETIS division where information on all areas of agriculture is posted and shared with the general public.

The Division, together with other Divisions and Institutions, supports and spearheads continuing initiatives in participatory extension methods, the major ones being the Farmers' Field School, discovery based learning and Plant Clinics.

Collaboration with International agencies such as FAO, IICA, CAB International and CARDI allows staff of the Ministry to be exposed to cutting edge information and available technology as it relates to Cassava Production, Rational Pesticide Use and Plant Doctor Training. This is represented in the most recent examples of collaborative work.

### **Fisheries Division**

#### **Role & Functions /Objectives**

The mission of the Fisheries Division is to facilitate the sustainable development of the Fisheries and Aquaculture Sub-sectors, through effective governance, knowledge-sharing, stakeholder participation in management and efficient delivery of services.

The Fisheries Division is charged with the responsibility to oversee all matters related to the sustainable development of the fisheries sub-sector. This includes:

1. The assessment, management and conservation of the marine fisheries resources of Trinidad and Tobago;
2. Provision of specialized information services on marine fisheries of Trinidad and Tobago;
3. Provision of administrative and extension services to the fishing and aquaculture industries;
4. Provision of training to fishermen, persons involved in marketing and fish farmers on fishing methods and gears, fish handling and processing (with assistance from the CFTDI);
5. Administering and enforcing the fisheries regulations, in accordance with the existing Fisheries Act Chapter 67:51; Control of Importation of Live Fish Act Chapter 67:52;

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Archipelagic Waters and Exclusive Economic Zone Act, No. 24 of 1986; Fishing Industry (Assistance) Act 1955 Chapter 85:03; and

6. Implementing state obligations under regional and international conventions concerning fisheries, or related matters.

Following is a list of services provided by the Fisheries Division:

**1. Administration Unit:**

- a. Processing of salaries, utility bills (WASA, TTEC and TSTT) and other payment vouchers;
- b. Maintenance of fishing centers, Fisheries Division Head Office, the Marine Fishery Analysis Unit (MFAU), and the Aquaculture Unit;
- c. Maintenance of vehicles (including purchase of gas) and sea-going vessels;
- d. Payment of annual membership financial contributions to the International Commission for the Conservation of Atlantic Tunas (ICCAT) and the Caribbean Regional Fisheries Mechanism (CRFM).

**2. Extension Unit:**

- a. Registration of fishers
- b. Recording of fishing vessels fishing commercially within the waters under the jurisdiction of Trinidad and Tobago and on the High Seas;
- c. Registration of engines used on commercial fishing vessels;
- d. Transfers of vessels and engines engaged in commercial fishing in the waters under the jurisdiction of Trinidad and Tobago and on the High Seas;
- e. Recommendations to Ministry of Trade and Industry in respect of importation of vessels to be used for commercial fishing;
- f. Issuance of annual Trinidad and Tobago Local Fishing Licence to non-artisanal vessels;
- g. Administration of the Agricultural Incentive Programme for fishers;
- h. Facilitates training of fishers in areas of relevance to the industry;
- i. In collaboration with the Engineering Unit, liaises with the industry to ensure that proposed fisheries infrastructure best suits the needs of the respective fishing communities;
- j. Liaises with Ministry of Labour and Cooperatives to assist with establishment of new fisher organizations and strengthening of existing organizations;
- k. Implements management recommendations of the International Commission for the Conservation of Atlantic Tunas (ICCAT).

**3. Fisheries Monitoring, Control, and Surveillance**

- a. Enforces fisheries laws and policies;
- b. Enforces rules and guidelines for use of fisheries infrastructure;
- c. Facilitate through collaboration with the Ministry's Legal Unit required legislative changes;
- d. Implements management recommendations of the International Commission for the Conservation of Atlantic Tunas (ICCAT);
- e. Awareness-building of fishing communities on existing and proposed new fisheries legislation.



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**4. Marine Fishery Analysis Unit:**

- a. Provides general information on fisheries to members of the public, state agencies, researchers, research institutions, regional and international fisheries management and related institutions;
- b. Provides specific data and information to facilitate assessment of the status of stocks of commercially important fish and shrimp species;
- c. Conducts assessment of the status of stocks of commercially important fish and shrimp species and provides technical advice for management decision-making;
- d. Implements management recommendations of the International Commission for the Conservation of Atlantic Tunas (ICCAT);
- e. Official correspondent to ICCAT
- f. Operates the Division's library services;
- g. Implements regional and international fisheries and related projects on behalf of the Government of Trinidad and Tobago.

**5. Environment and Fish Trade:**

- a. Recommends to Ministry of Trade and Industry in respect of importation and exportation of chilled/frozen seafood for commercial and domestic purposes;
- b. Recommends to Ministry of Trade and Industry in respect of Minister's Licence for the importation of raw materials (fish and fish products) for processing;
- c. Implements management recommendations of the International Commission for the Conservation of Atlantic Tunas (ICCAT) in respect of trade;
- d. Implements aspects of the ICCAT Statistical Document Programme;
- e. Reviews and provides feedback on Terms of Reference and Environmental Impact Assessments in the Environmental Management Authority's Process for granting of Certificates of Environmental Clearance in respect of coastal development;
- f. Attend consultations with respect to Certificates of Environmental Clearance applications.

**6. Aquaculture Unit:**

- a. Registration of fish farmers (aquaculturists);
- b. Recommends to Ministry of Trade and Industry in respect of import and export licences for live fish (both ornamental and food fish species);
- c. Grants permits for import and export of live fish for scientific and personal purposes (less than 24 fish);
- d. Administers the Ministry's Agricultural Incentive Programme for the aquaculture sub-sector;
- e. Provides training in commercial aquaculture and aquaponics to members of the public;
- f. Provides technical guidance and extension services to potential and established fish farmers (Ornamental and Food fish);
- g. Provides technical advice on aquaculture to the Ministry, banks and other institutions and members of the aquaculture sub-sector.

**Forestry Division**

**Vision**

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.

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**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);
- (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

Sale of Forest Produce (Flora and Fauna), this entails exercising control over the extraction of trees, plants, herbs, fruits, orchids, bromeliads and a range of minor forests produce, also included is the harvesting of Wild Game Species. This is achieved through a system of various Licenses and permits issued by the Forestry Division

Forest Regeneration is a programme that seeks to reforest denuded forest lands for protection purposes and to establish commercial timber plantations in order to sustainably manage the states resources, while providing raw material for the sawmilling and wood-working industry. It involves the production of seedlings, establishment of new plantations / reforestation of denuded State Lands and Forests Reserves, and silvicultural tending operations.

Forest Management involves the improvement of forest species composition and output of forest products from natural forests, while protecting biodiversity and enhancing wildlife habitat. It is achieved through silvicultural operations, boundary lines and compartment lines cutting and demarcation, post-harvest treatment, such as the removal of overgrown, defective, dying and badly damaged trees, inventory of mix hard woods, Pine and Teak Coupes throughout the country in order to ascertain the stocking of the forest plantations in that area and wildlife sanctuaries are managed for optimum benefits.

Forest Protection is aimed at protecting the state's forests and wildlife resources and to reduce losses due to forest fires, squatting, illegal quarrying and any activities relating to land degradation, it involves a fire prevention programme and the enforcement of Forest



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Laws in accordance with the various Laws and Regulations that falls under the preview of the Forestry Division.

Utilization and Forest Industry Development in order to promote and facilitate the optimal use of forest produce and products by sawmilling and wood working industries. This is done by the issuing of licenses to sawmills and furniture shops, monitoring sawmills and furniture shops, issuing and monitoring of private removal permits for the removal of logs from private lands and the sale of teak and pine plantation stock.

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 (CITES), 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.

**4. 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.



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**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. National Reforestation and Watershed Rehabilitation Programme (NRWRP)**

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

**Horticultural Services Division**

**Introduction**

The Horticultural Services Division comprises of four (4) functional units viz: The Royal Botanic Gardens, and the Landscape Management Unit (which are housed at the Botanic Gardens Station, Port-of-Spain) and the Research and Development and the Floriculture Units, which operate out of the La Pastora Plant Propagation Station, Santa Cruz.

As a signatory to the Convention of Biological Diversity of 1992, it is the responsibility of the Government of Trinidad and Tobago to ensure the development and implementation of an appropriate national agenda to address issues of Biodiversity Conservation as outlined in the Convention.

Horticultural Services and in particular, the Royal Botanic Gardens, is responsible for ensuring the ex-situ conservation and survival of our indigenous plant species – be it threatened, rare, endangered or endemic. This institution is a part of a regional network of other similar institutions charged with this mandate.

**Goal**

The Development of the Royal Botanic Gardens, Queen's Park Savannah and other satellite areas geared towards the ex-situ conservation, protection and survival of the plant biodiversity of Trinidad and Tobago; to facilitate and ensure the sustainable utilization of botanic landscapes, which will enhance the development of agriculture, forestry, fisheries and the ecotourism sectors for the socio-economic well-being of present and future generations.

**Vision**

To effectively utilize the Royal Botanic Gardens, Queen's Park Savannah and other satellite green spaces for the collection of a wide range of living specimens, enabling the conservation, recreation and restoration of degraded landscapes. To expand the population knowledge base of our plant biodiversity and ecosystems through sustainable botanical and horticultural research, to attain a greater appreciation of our environment.



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**Mission**

The division's mission is to facilitate and ensure the sustainable utilization of botanic landscapes and plant biodiversity, which will enhance the development of agriculture, forestry, fishery and the ecotourism sectors for the socio-economic well-being of present and future generations.

**The Division's Major Objectives:**

- (a) 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 or endemic.
- (b) To 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 genetic resources.
- (c) To facilitate an integrated programme of recreational and ecological resource management.
- (d) To restore and rehabilitate degraded landscapes as required and practicable, inclusive of the conduct of monitoring programmes for ecosystems, plant species and their populations that are currently at risk or vulnerable.
- (e) To expand, improve and enhance the country's plant gene pool through the introduction of non-invasive plant species.
- (f) To conduct scientific research with emphasis on the evaluation of species of ecological importance or of economic, medicinal and other potential.
- (g) To produce floral displays and manage the indoor/outdoor aesthetics for state functions, state compounds and selected high profile residences, e.g. Prime Minister's Residence and President's House.
- (h) To provide arboriculture works on all areas under the purview of the Division as well as on all government compounds and State Lands throughout Trinidad, and assist in emergency circumstances that may arise.
- (i) Administrative, managerial and developmental responsibilities for the Queen's Park Savannah (260 acres) and Royal Botanic Gardens (61.8 acres/25 hectares) as to facilitate active and passive recreational opportunities for the
- (j) Wider population.

**The role and function of the Divisions' Units**

**Botanic Gardens Unit**

The responsibilities of the Botanic Gardens Unit include the following:

- (i) Educational and training programmes including tours of Botanic Gardens, plant interpretation, exhibitions, production of literature, training sessions, lectures and the processing of requests for information.
- (ii) Facilitation of visitor orientation and special events in the Botanic Gardens.
- (iii) Curation and maintenance of the Botanic Gardens including lawn maintenance, raking, sweeping of roadways, garbage collection, edging, pest and disease control, fertilizer application, irrigation, maintenance of signs, picnic areas, public toilets and other physical facilities and the establishment of new plant repositories.
- (iv) Production of floral displays and managing the indoor/outdoor aesthetics for state functions, state compounds and selected high profile residences, e.g. Prime Minister's Residence and President's House

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**Landscape Management Unit**

The Landscape Management Unit is responsible for the following activities.

- (i) Landscaping services re: government buildings, schools, degraded landscapes and state compounds.
- (ii) Maintenance of the following compounds: Ministry of Agriculture, Land and Fisheries (Head Office), Wild Flower Park (8 acres), President's Playing Field and Project Coordinating Unit building on Serpentine Road.
- (iii) 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
- (iv) Administrative, managerial and developmental responsibilities for the Queen's Park Savannah.
- (v) Indoor and outdoor landscaping for government functions, seminars, symposia, workshops, training and education sessions, exhibitions and displays and lectures.

**Research and Development Unit**

The Research and Development Unit is mandated to the:

- (i) Conservation and preservation of indigenous flora to ensure the protection and survival of the plant biodiversity of Trinidad and Tobago.
- (ii) Introduction of appropriate new species and horticultural varieties to enhance the country's plant biogenetic pool.
- (iii) Conduct scientific research with emphasis on the evaluation of species of ecological importance or of economic, medicinal and other potential.

**Floriculture Unit**

The Floriculture Unit which operates out of the La Pastora Plant Propagation Station (63 acres/26.3 hectares) is responsible for the following:

- (i) Propagation and maintenance of plant germplasm of endemic, rare or threatened and native species as well as germplasm acquired through the Index Seminum Programme.
- (ii) Propagation, production and distribution of indigenous and other ornamental plants for: environment horticultural management works (of the Landscape Management Unit); sale to other government agencies e.g. Highways Beautification Unit; Schools and other civic organisations; contractors; landscapers and the general public.
- (iii) Initial multiplication of native or indigenous material of value to the floriculture Industry or of other economic potential, with a view to facilitating industry development.
- (iv) Production/maintenance of ornamental potted and bagged plants for short term loan to government offices, state functions and schools, for indoor and outdoor landscaping.
- (v) Production of traditional and non-traditional fruit trees and food crops (e.g. mangoes, avocado, pommerac, ceres, West Indian cherry, sour cherry, plumrose)

**SERVICES OFFERED BY THE HORTICULTURAL SERVICES DIVISION**

- Provide support to the Disaster Management Unit of the Regional/Borough/Municipal/ City Corporations.



- ### Organizational Structure
- #### Horticultural Services Division-2020

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**Human Resource Management Division**

- i. **Address:** Corner Narsaloo Ramaya Marg Road and Soogrim West, Endeavour, Chaguanas
- ii. **Person in Charge:** Director, Human Resources – Ms. Carol Tobias
- iii. **Contact Details:** - 220-6253 Ext 4017
- iv. **The Core Functions of this Unit are:** -  
The Human Resource Management Division consists of four (4) main Units:
  1. **Human Resource Planning Unit** – responsible for Staffing Arrangements – Delegated Authority (Acting arrangements), processing Appointments, Promotions, Transfers etc - (on the direction of DPA), Salary Administration, Contract Employment/Administration, Short Term Employment, Succession Planning
  2. **Employee Relations Unit** – responsible for Industrial Relations, Employee Benefits – (Leave Administration etc), Discipline, Recognition and Reward Programmes, Group Health Plan, Employee Assistance Programme, Organizational Health and Safety, Wellness, AIDS in the workplace, Parastatal Agencies, Daily Paid Employees
  3. **Employee Development Unit** – responsible for Performance Management Appraisal System, Training and Development, Award of Increments, On the Job Training Programme, Returning Scholars
  4. **Pensions and Leave Unit** – responsible for Processing of Pensions and Gratuities benefits for retiring officers.

**Core Functions:**

- To facilitate the restructuring of the Ministry to improve service delivery to stakeholders.
- To implement new Human Resource systems to improve Human Resource Management in the Ministry.
- In the absence of a full complement of establishment staff, to provide such contract and other support staff as may be needed from time to time.
- The preparation/submission of data on estimates to reflect actual staff arrangements.
- The regularization and digitization of critical data used in the management of the Ministry's Human Resources.
- The preparation of the Ministry's Training Plan to facilitate all training of staff especially in Technical areas where experienced persons are not readily available.
- To implement such technology to improve work efficiency.
- To continuously revise/introduce new Performance Management Strategies.
- To expand Organizational Health and Safety throughout the Ministry via the establishment of Organization Health and Safety Committees as is required by law.
- To promote a culture of health and wellness.
- To Administer the Employee Assistance Programme.



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**Land Management Division**

**Our Vision**

To be proactive, prudent and transparent in the management of our finite land and seabed resources so that our current and future generations derive sustainable benefits from our sovereign space.

**Our Mission**

To guide the effective distribution and efficient use of our land resources

**Role of the Commissioner of State Lands**

The Commissioner of State Lands (COSL) is empowered with the rights of landowner of State Lands by the President of the Republic of Trinidad and Tobago under the State Lands Act (Chapter 57:01 of 1918: Section 6)

**Functions of the Commissioner of State Lands**

- Manages both field and office staff of the Land Management Division (L.M.D)
- 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;
- Hosts 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;
- Serves Legal Notice to acquire private lands for public purposes via Compulsory Acquisition under the Land Acquisition Act Chapter 58:01;
- Liaises 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.
- Executes (SIGNS) 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;
- Reviews legislation, regulations and policy related to land and advises on amendments to be made;
- Attends various Committee Meetings involving State Lands;
- Attends Court Matters and provides direction/opinion where required.

**Land Management Division**

The Land Management Division (LMD) was created by Cabinet Minute No. 604 of March 2007. It is an amalgamation of the Office of the Commissioner of State Lands and the Land Acquisition Unit and is headed by the Commissioner of State Lands (COSL)

**Responsibilities of the Land Management Division**

- Processing new leases and agreement, renewal of leases and tenancy agreements for various land uses;
- Monitoring the use and production of State Lands and serving of advisory notices to tenants or occupants in breach;
- Conducting Title Searches and Status reports of parcels for further processing of State land matters;
- Preparation, witnessing and registration of State Grants;
- Consent for transfer and mortgage of leases;
- Approval to construct buildings on State Lands;
- Acquisition of private land for public purposes;
- Issuing licences or leases for surface use in mines and quarries;
- Prevention of squatting on, and the removal of squatters, from the State Lands;
- Management of coastal areas including reclaimed land and marine structures;
- Management of seabed within our internal waters and territorial sea
- Updating the inventory of State Lands and of records on an ongoing basis;
- Protecting and conserving Reserves of Environmentally Sensitive Areas
- Upholding the State's interest in Court.

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**The Land Management Division comprises of the following Units:**

- Caroni Lands (formerly of the Caroni 1975 limited)
- Rent Review
- Monitoring & Enforcement
- Corporate & Industrial (Commercial/Reclamation)
- Title Clerks
- Leases Management
- Land Acquisitions
- Residential
- Agriculture Land Administration/ Land Delivery
- Information Technology/Programming
- Geographical Information Systems/Electronic Data Management Systems
- Legal (Sub-Unit of the Legal Department of M.A.L.F.)
- Administration Department comprise of:
  - Human Resources
  - Accounts/Revenue
  - Maintenance
  - Registry/Vault
  - Drivers
  - Facilities
  - Stores

**Research Division**

**Biodiversity/Vegetables Unit**

**Biodiversity Conservation**

This unit is responsible for the collection, conservation of native, underutilized and localized accessions in order to preserve our local crops so that in the event of natural disasters and climate change these accessions will be available for replanting, thereby facilitating the sustainable development of Agriculture and ensuring domestic food security. These accessions are kept in seed storage at Research Division, periodically they are replanted and seeds processed in order ensure their viability in cold storage for future use.

**Research and Development**

The unit is responsible for the conduct agronomic research on vegetable crops grown in Trinidad and Tobago thereby facilitating the sustainable development of agriculture while ensuring domestic food security by researching the needs and recommending solutions to the agronomic problems being faced by vegetable producers and the vegetable industry. Research in characterization, purification and stabilisation of the locally grown vegetable accessions in order to provide planting material that is of a higher standard is also implemented.

**Functions and Services**

Agronomic research on vegetable crops focusing on resolving problems being faced by vegetable farmers in Trinidad and Tobago

Characterization, purification and stabilization of locally grown vegetable accessions

Collection, evaluation and conservation of native and underutilized vegetable accessions

Provision of planting material (seeds) to Agricultural Services Division for mass multiplication and distribution.

Technical Advice and support to the stakeholders in the vegetable industry.

To access the services of this unit stakeholders can do so via:

Email via [director.researchdivision@gmail.com](mailto:director.researchdivision@gmail.com)

Letter to Director, Research Division, CES, Caroni North Bank Road, Centeno



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Via Regional Administration Offices or County Offices or Extension Officers

Phone Research Division 646-4335-7

Walk in to Research Division, CES, Caroni North Bank Road, Centeno

### **Biofertilizer Unit**

#### **Functions**

The governments of Trinidad and Tobago and Mexico have engaged in a joint technical agreement aimed at improving plant production through the development of imported and indigenous microorganisms as biofertilizers. The Biofertilizer Unit aims at understanding the growth, yield and quality of crops inoculated with biofertilizers. The work done at this unit is used to determine the biofertilizer strains best suited for crop production, to determine how biofertilizer inoculation affects yield and yield components and to improve crop production, productivity and profitability.

The objectives of the biofertilizer research is in consonance with Vision 2030: The National Development Strategy of Trinidad and Tobago 2016-2030 document. It relates specifically to goal 5: Placing the Environment at the Centre of Social and Economic Development in which the research promotes protection of the environment via reduction of contamination/pollution of water sources as well as by reduction of environmental degradation via limitation of the use of acidic fertilizers. Biofertilizer technology is thus encapsulated as one of the pillars for sustainable farming and integrated crop nutrient management.

#### **Activities**

Research evaluation of indigenous mycorrhizal and rhizobium biofertilizer strains

Microscopic identification and prolificacy assessment of indigenous biofertilizers,

Collaborations with foreign institutions for technology transfer and the advancement of biofertilizer technology,

Demonstrations and exhibitions on the importance of biofertilizer technology and integrated crop nutrition management,

Consultancies and knowledge sharing with schools and universities on biofertilizer technology.

#### **Contact the Biofertilizer Laboratory**

- Requests can be made via Agricultural Extension Offices
- Directly to the Research Division (646-4335-7)

### **Fruits Unit**

#### **Vision**

The Fruits Unit is responsible for the promotion of sustainable management of natural resources by developing strategies to address food accessibility, national food security, conservation of plant biodiversity and the generation of foreign exchange from the export sales of high quality local fruits.

#### **Mission**

To expand and maintain a range of key fruit germplasm plots at the Central Experimental Station, Centeno. Encourage farmers to conserve local crop diversity and to increase farm productivity and profitability through targeted interventions.

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### **Functions**

#### ***Conservation of Agro- biodiversity: Maintenance and expansion of Fruit Germplasm***

The research fields at the Central Experimental Station, Centeno are comprised of a number of germplasm evaluation and conservation plots. There is massive degradation of natural habitats and loss of native diversity principally as a result of man's activities and natural disasters and some of these indigenous species are vulnerable to loss of genetic diversity. Tropical exotic/rare fruits are generally neglected because they have not been exploited commercially and there is a lack of improved varieties. These fruits are important sources of antioxidants, vitamins, minerals dietary fibres and can contribute to health and well-being. Germplasm conservation and expansion are national mandates that would assist in reducing genetic erosion and serve to enhance domestic food security. Conservation of plant biodiversity is a priority.

#### ***Fruits Agronomic Research***

Variety and agronomic evaluations are mostly conducted at the CES, Centeno to improve agricultural production, growth and productivity of fruit crops in critical areas for both domestic consumption and export and to also improve education and training programmes in management and husbandry for producers and consumers. The objectives of agronomy trials are to optimize fruit production systems, which can improve farm productivity and profitability.

Establishment of research plots may involve the support of several Research Division Units and other Divisions. Once plots are established they are monitored, maintained and data collected as guided by project's protocol

Fruits Agronomic Research is also conducted to assist rare/exotic fruit researchers and producers to improve production and marketing of rare/exotic fruits.

#### ***Technology Transfer/ Services***

The Fruits Unit is actively involved in collaborative extension and outreach programmes. Diagnosis and recommendations on agronomic problems in the fruit sector are routine services offered by the Fruits Unit. The Fruits germplasm plots acts as a demonstration and training facility whereby all stakeholders can visit and be exposed to agronomic practices in the production of fruits. The Unit provides technical backstopping to extension officers in the counties. The Unit also supply planting material as requested.

### **Plant Tissue Culture Unit**

#### **Functions**

The work of Tissue Culture Laboratory is focused on the conservation of economically important agricultural germplasm; most notably root crops. The laboratory's micro propagation programs currently comprises of Cassava, Sweet Potato, Yam conservation and Coconut Embryo Culture. The laboratory continues to routinely facilitate requests for school visits, demonstrations, and exhibitions; as it pertains to plant tissue culture. The laboratory also performs the important function of facilitating the exchange of plant genetic resources; locally, regionally and internationally. The work program of the Tissue Culture Laboratory is aligned with the Food and Nutrition security priorities outlined in the Ministry of Agriculture, Land and Fisheries, National Agricultural Development Policy 2017-2030. The laboratory's germplasm conservation programs have been specifically conceived to aid in the protection of important crop genetic material is essential to the long-term protection of the country's food security.

#### **Activities**

Conservation of Agricultural Crops (Root Crops; Cassava, Sweet Potato and Yam)

Facilitation of the Safe Movement of Germplasm.

Multiplication of crop species.

Acclimatization and distribution of Agricultural Crops.



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In-vitro Plant Tissue Culture Research.

Demonstrations and exhibitions in Plant Tissue Culture Propagation.

Provision of technical support to the clients of the Ministry of Agriculture, Land and Fisheries (farmers and extension officers).

**Contact the Plant Tissue Culture Laboratory**

- Requests can be made via Agricultural Extension Offices
- Directly to the Research Division (646-4335-7)

**Postharvest Unit**

**Functions**

The **Postharvest Unit** conducts research and development to facilitate a reduction in postharvest losses and maintenance of quality of perishable produce in Trinidad and Tobago. The Unit offers **quality assessment** through the use of **physical, chemical and subjective** analysis to quantify the overall quality and marketable quality of a variety of agricultural commodities produced in Trinidad and Tobago as well as imported produce. Our aim is to improve the efficiency of Agricultural production and Marketing systems for both domestic and export markets through the use of applicable postharvest technologies.

**Activities**

The **Postharvest Unit** assess commodities from:

***Internal Stakeholders:***

We assist various Units within the Research Division as well as other Divisions within the Ministry in the conduct of laboratory analyses of Agricultural produce to obtain qualitative indicators. Eg. Roots and Tubers, Vegetables, Fruits, Cocoa beans. The Postharvest Unit serves as a **Central Service Unit** within the Research Division facilitating physical, chemical as well as subjective analyses of all commodities provided from various sections in the Division. Data obtained is analyzed and compiled into a report to the requesting unit.

Postharvest Research: Research projects are formulated through consultation with the Biochemist II and the Technical Officer. The project is carried out by the Agricultural Officer I with the assistance of the Scientific Assistant II and the Laboratory Assistant I. Data obtained is analyzed and compiled into a report. Literature review is undertaken and a Report generated.

***External Stakeholders:*** Food and Agricultural Organization (FAO), University of the West Indies. The Postharvest Unit assists external stakeholders in the conduct of research projects with the aim of providing obtained information to farmers eg. Through the use of Farmer Field Schools and lectures at various locations throughout Trinidad and Tobago.

***Local Cocoa Processors:*** the Postharvest Unit has collaborated with the Cocoa Unit at the La Reunion Estate to assist local **Cocoa farmers and chocolate producers** to assess the **Quality** of the **Cocoa bean** produced at their Estate. Farmers can now get a **Report Generated** that would give them an indicator of the quality of their beans for use in local as well as export markets.

**Contact the Postharvest Unit**

- Requests can be made via Agricultural Extension Offices
- Directly to the Research Division (646-4335-7) ext 4046

**Roots and Tuber Crops Unit**

**Root and Tuber crop conservation**

This Unit is responsible for the conservation and evaluation of the Ministry's Root and Tuber Crop gene bank situated at the Research Division, Central Experimental Station, Centeno, comprising of *ex situ* germplasm bank, existing for over 35 years with the 3 major types of roots and tubers. Currently 44 cassava, 54 sweet potato and 32 yam varieties. These root and tuber crops are maintained and regenerated annually. Individual

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accession/variety are also characterized following international guidelines. This valuable information is used to guide growers, processors and breeders in appropriate selections to fit their identified markets.

**Research and development activities**

Variety and agronomic evaluations are conducted and recommendations made, based on variety and/or appropriate technology to improve yields, lower cost of production and conduct farming activities in an environmentally sustainable manner.

**Technology transfer/ Services**

The Unit provides support via technical advice on variety selection, agronomy and supply of planting material when requested. Information generated either from germplasm or research activities is shared via reports, bulletins, lectures, exhibitions and seminars.

To access the unit for these services stakeholders can do so via:

Email via [director.researchdivision@gmail.com](mailto:director.researchdivision@gmail.com)

Letter to Director, Research Division, CES, Caroni North Bank Road, Centeno

Via Regional Administration Offices or County Offices or Extension Officers

Phone Research Division 646-4335-7

Walk in to Research Division, CES, Caroni North Bank Road, Centeno

*N.B. Once planting material is available allow for at least two days for preparation before collecting.*

**Soil & Land Capability Unit**

**Functions**

Physical and chemical analyses include nitrogen, phosphorus, potassium, calcium, magnesium, pH, electrical conductivity, organic carbon and organic matter to increase soil fertility and crop nutrition through appropriate fertilizer recommendation as well as to assist in the plant diagnostic services to amend the nutritional balance of the growing media.

Analysis of various type of media include soil, fertilizer, soil amendments, limestone, perlite, etc.

As requested, demonstrations, exhibitions and lectures are done on the importance of soil testing and soil conservation.

**Services**

Diagnostic soil testing services and recommendations on soil ameliorants, fertilizer and land use management.

Provision of Land Capability Reports, soil mapping and surveys to Government agencies, researchers, farmers and the general public.

Provision of demonstrations, internship programmes and analytical services to researchers and students.

Advisory on duty free concession for fertilizer soil amelioration, water adjuvants, growth hormones and soil related products.

Provision of technical support to the clients of the Ministry of Agriculture, Land and Fisheries (farmers and extension officers).

**Who Qualifies**

General Public/ Farmers/ Government Agencies/ Researchers



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**How to obtain Service by the Research Division**

- Requests can be made via Agricultural Extension Offices
- Directly to Division (646-4335-7)

**Vegetable/Biodiversity Unit**

**Biodiversity Conservation**

This unit is responsible for the collection, conservation of native, underutilized and localized accessions in order to preserve our local crops so that in the event of natural disasters and climate change these accessions will be available for replanting, thereby facilitating the sustainable development of Agriculture and ensuring domestic food security. These accessions are kept in seed storage at Research Division, periodically they are replanted and seeds processed in order ensure their viability in cold storage for future use.

**Research and Development**

The unit is responsible for the conduct agronomic research on vegetable crops grown in Trinidad and Tobago thereby facilitating the sustainable development of agriculture while ensuring domestic food security by researching the needs and recommending solutions to the agronomic problems being faced by vegetable producers and the vegetable industry. Research in characterization, purification and stabilisation of the locally grown vegetable accessions in order to provide planting material that is of a higher standard is also implemented.

**Functions and Services**

Agronomic research on vegetable crops focusing on resolving problems being faced by vegetable farmers in Trinidad and Tobago

Characterization, purification and stabilization of locally grown vegetable accessions

Collection, evaluation and conservation of native and underutilized vegetable accessions

Provision of planting material (seeds) to Agricultural Services Division for mass multiplication and distribution.

Technical Advice and support to the stakeholders in the vegetable industry

**To access the services of this unit stakeholders can do so via:**

Email via [director.researchdivision@gmail.com](mailto:director.researchdivision@gmail.com)

Letter to Director, Research Division, CES, Caroni North Bank Road, Centeno

Via Regional Administration Offices or County Offices or Extension Officers

Phone Research Division 646-4335-7

Walk in to Research Division, CES, Caroni North Bank Road, Centeno

**Pest Risk Analysis Unit**

In fulfilment of Trinidad and Tobago's obligation as a member of the World Trade Organisation (WTO) and adherence to the WTO Sanitary and Phytosanitary Agreement, under the article on transparency a Pest Risk Analysis Unit was established.

**Functions**

Provides the first line of defence in preventing the introduction and spread of pest into Trinidad and Tobago.

Pest Risk Analysts assess the pest and disease risks associated with importing commodities from non-traditional sources.

Balance measures of protection to safeguard Trinidad and Tobago's agriculture and biodiversity against quarantine pests including invasive alien species as mandated by

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international agreements to which Trinidad and Tobago is signatory (IPPC, CBD and the Cartagena Protocol on Biosafety) against WTO obligations to minimise negative trade effects. The unit aims to ensure that measures of protection are based on scientific principles, well informed, transparent and neutral.

Provides support to The Board of Management for Plant Quarantine Service where appropriate phytosanitary measures are determined for import permits based on the associated risks identified from Pest Risk Analysis.

Provides market access information on export requirements to countries desirous of importing products from Trinidad and Tobago.

#### **Rationale for Implementing Phytosanitary Measures for a Commodity**

Pest risk analysis is a science-based process that provides the rationale for implementing phytosanitary measures for a specified commodity/area. There are three stages in the pest risk analysis:

**Stage 1**-Pest initiation which can be via pest, pathway or policy.

**Stage 2**-Risk assessment which categorizes individual pests (insect, virus, bacteria, fungi, nematodes, weeds and mites); assesses the probability of introduction and spread; and assesses the potential economic consequences of introduction and spread.

**Stage 3**-Pest risk management - The Plant Protection Committee (Agricultural Entomologists, Pathologists and the Deputy Director, Research Crops) evaluates and selects options to reduce the risk of pest introduction and spread to achieve an appropriate level of protection whilst facilitating trade.

To access the unit for these services stakeholders can do so via:

Email via [pestriskanalysis@gov.tt](mailto:pestriskanalysis@gov.tt)

Letter to Director, Research Division, CES, Caroni North Bank Road, Centeno

Phone Research Division 646-4335-7

Via Regional Administration Offices or County Offices or Extension Officers

Walk in to Research Division, CES, Caroni North Bank Road, Centeno

#### **Plant Quarantine Service**

The operation of The Plant Quarantine Service is to provide a service that is guided by the International Standards for Phytosanitary Measures (ISPM).

#### **Functions**

Responsible for protecting Trinidad and Tobago's borders from quarantine pests. It achieves this by issuing import permits.

Verifies phytosanitary certificates of import and conducts inspection of imported cargo and baggage at ports of entry.

Samples of intercepted consignments are dispatched to the Entomology and Plant Pathology Diagnostic Laboratories for testing before conditional release, seizures or destruction.

Consignments for export are inspected and certified in accordance with the requirements for export.

The Board of Management for Plant Quarantine Service is mandated to manage the affairs of The Plant Quarantine Service.

#### **Contact the Plant Quarantine Service**

Directly to the Research Division (646-4335-7) or (642-9217)



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Email via [plantquarantine.centeno@gov.tt](mailto:plantquarantine.centeno@gov.tt)

Letter to Director, Research Division, CES, Caroni North Bank Road, Centeno

Phone Research Division 646-4335-7/642-0718/280-7938

Walk in to Research Division, CES, Caroni North Bank Road, Centeno

### **The Surveillance Unit**

The Surveillance Unit facilitates transparency in international trade whilst protecting Trinidad and Tobago's agriculture and biodiversity to fulfil obligations under the International Plant Protection Convention (IPPC), the World Trade Organization (WTO) and the Convention on Biological Diversity (CBD).

### **Functions**

It is responsible for monitoring the presence, distribution and population changes of pest of quarantine/economic importance, alien invasive species and natural enemies of pests. It provides pest information to the Pest Risk Analysis Unit, Plant Quarantine Service, Entomology and Plant Pathology Units.

### **Activities**

Monitoring the presence, distribution and population changes of pest of quarantine/economic importance, alien invasive species and natural enemies of pests.

Providing data to the Pest Risk Analysis Unit, Plant Quarantine Service, Entomology Unit and Plant Pathology Unit on pest presence and prevalence, pest outbreaks, spread of pests, pest free areas, areas of low pest prevalence, pest management strategies and national pest list.

Recording data to support phytosanitary certification and the technical justification of their phytosanitary measures in fulfilment of Trinidad and Tobago's obligations as a signatory to the WTO SPS Agreement.

### **Contact the Surveillance Unit**

Directly to the Research Division (646-4335-7)

Email via [plantquarantine.centeno@gov.tt](mailto:plantquarantine.centeno@gov.tt)

### **The Entomology Unit**

The Entomology Unit provides a national diagnostic service in entomology for farmers, plant quarantine interceptions and the general public through the processing of samples at its diagnostic laboratory and on farm visits. It conducts research in the field of Entomology and develops Integrated Pest Management Protocols for pests of economic importance and provides technical assistance for the extension service of the Ministry of Agriculture Land and Fisheries.

### **Functions**

#### **Diagnostics**

Provides a plant pest diagnostic service and develops integrated pest management protocols for farmers, residents and other members of the public.

Provide technical advice and support to the stakeholders.

#### **Commodity Pest List Research**

Routine review of published and unpublished literature is undertaken to compile national pest lists.

#### **Duty-Free Concessions of Pesticides**

The institution of duty free concessions on products imported for agricultural use aims to encourage the importation of safer pesticides.

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The Pesticides and Toxic Chemicals Act (Act No 42 Of 1979) and its Amendment of 2005 grants the Pesticide and Toxic Chemical Control Board authority to register all pesticides for use in Trinidad and Tobago. On this board sits a representative from the entomology unit (Entomologist) of The Ministry of Agriculture Land and Fisheries

**Contact the Entomology Unit**

Requests can be made via Agricultural Extension Offices  
Directly to the Research Division (646-4335-7)  
Directly to the Entomology Unit (646-6284)

Via Regional Administration Offices or County Offices or Extension Officers

Walk in to Research Division, CES, Caroni North Bank Road, Centeno

**The Plant Pathology Unit**

The Plant Pathology Unit provides a national diagnostic service in the field of Plant Pathology for farmers, plant quarantine interceptions and the general public through the processing of samples at its diagnostic laboratories and on farm visits. It conducts research in the field of Plant Pathology and develops Integrated Pest Management Protocols for pests of economic importance and provides technical assistance for the extension service of the Ministry of Agriculture Land and Fisheries.

**Functions**

**Diagnostics**

Provides a plant disease diagnostic service and develops integrated pest management protocols for farmers, residents and other members of the public.

Provide technical advice and support to the stakeholders.

**Bio-Technology Laboratory**

The Plant Pathology Unit is responsible for managing the Biotechnology Laboratory through the guidance of a Bio Technology Committee. Polymerase chain reaction (PCR) has emerged as a powerful plant pathogen detection method facilitating certification programs for plant quarantine, surveillance and disease management.

The processing of samples is sensitive, rapid, and reliable. At the laboratory published pairs of species-specific primers are evaluated for detection and screening for the presence of diseases of economic importance.

**Contact the Pathology Unit**

Requests can be made via Agricultural Extension Offices  
Directly to the Research Division (646-4335-7)

Via Regional Administration Offices or County Offices or Extension Officers

Walk in to Research Division, CES, Caroni North Bank Road, Centeno

Directly to the Plant Pathology Unit (646-1645)

**The WTO SPS Enquiry Point**

The WTO SPS Enquiry Point is essentially an Internet site where enquiries about Trinidad and Tobago's agricultural health and food safety requirements/legislation and changes that can affect trade are published for the information and comments of member countries. It was established in fulfilment of Trinidad and Tobago's obligation as a member of the WTO. The WTO SPS Enquiry Point seeks to increase transparency in trade and is obligated to answer all reasonable questions regarding SPS measures from WTO Member countries.

**Contact the WTO SPS Enquiry Point**

Directly to the Research Division (646-4335-7)



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Email via [plantquarantine.centeno@gov.tt](mailto:plantquarantine.centeno@gov.tt)

#### **The IPPC Contact Point**

The IPPC is an international agreement, established in 1952, on plant health. It mandates member countries to prevent the introduction and spread of pests of plants and plant products whilst facilitating trade.

#### **Function**

The Convention provides a framework and a forum for international cooperation, harmonization and technical exchange between contracting parties.

Under the IPPC, information exchange is the responsibility of member countries and is carried out through the International Phytosanitary Portal (IPP). The IPP is an internet-based information system designed to archive information published in accordance with the Convention and decisions taken by the Commission on Phytosanitary Measures. The IPP editor is responsible for updating phytosanitary information as part of the country's reporting obligations to the IPPC.

#### **Contact the IPPC Contact Point**

Directly to the Research Division (646-4335-7)

Email via [dramroop@fp.gov.tt](mailto:dramroop@fp.gov.tt)

#### **Regional Administration North Division**

##### **Core Functions**

##### **Background**

The Ministry is decentralized into regional offices in the north and south. The responsibility of the Regional Administration North Division (RAN) is geared towards the implementation and execution of the range of activities developed by the various specialist divisions in alignment with the strategic objectives of the Divisions within the Ministry in the northern half of the country. The intention is to operate as a coordinating mechanism for the field activities of the various divisions that formulate and execute policies. The Division therefore serves as the link between the policy makers, planners and researchers in the Ministry and the farming population within north Trinidad.

##### **Vision**

The RAN seeks to increase farm productivity and income opportunities for farmers whilst fostering sustainable livelihoods and contributing towards food security in line with the objectives of the Ministry guided by the strategic direction in the National Development Strategy 2016-2030 (Vision 2030).

##### **Mission**

To provide decentralized services of core divisions of the Ministry, to facilitate increased production, the adoption of improved technology and to encourage the involvement of youth, through the provision of extension and support services as outlined in the Vision 2030 Initiatives.

##### **Objectives**

To provide a coordinated package of extension, advisory and regulatory services to the farming community in the counties of St George West, St George East, St. Andrew/St. David and Caroni. This serves to support our clientele, to attain expected outcomes of improved agricultural production and sustainability, which complements the goals of the Vision 2030 Implementation Plan in the following policy areas:

- Agricultural development
- Promoting healthy lifestyles
- Supporting new and emerging sectors targeted for development

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- Land Management
- Building capability for achieving Vision 2030
- Instilling positive values, attitudes and behaviours in youth

**Organizational Structure and Staffing**

The major goal of the RAN is to assist in creating an enabling environment to improve agricultural production and sustainability in the northern half of Trinidad to fulfil the requirements of the Vision 2030 initiative. In the pursuance of this goal, the organizational structure and staffing of the RAN reflects elements of several core divisions of the Ministry, including Land Management, Veterinary and Engineering Services.

**Core Function**

- Administration
- Pest and Disease
- Project Planning and Monitoring
  - Policy Implementation
    - Farmers Registration Programme
    - Agricultural Incentive Programme
    - Flooding/Natural Disaster Assistance Programme
    - Database Management System
    - Livestock Extension
- Extension Services
  - Farmer (Client) Registration Services
  - Farm Consultations
  - Farmer Technology Transfer (Training)
  - 4H Programme
- Apiculture
  - Africanized Bee Abatement
    - Response to calls
  - Apiary Management
    - El Reposo
  - Apiculture Technology Transfer
    - Management of Africanized bees
  - Production of Nuclei
    - Start-up colonies for beekeepers
- Regulatory Services
- Agricultural Land Management / State Lands
  - Monitoring tenancy status
    - Regularization
    - Transfers
    - Renewals
    - Breaches
    - Disputes and investigations
- Infrastructural Services (Engineering Unit)
  - Water Management



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- Processing of Raw Water Licenses for farmers in Carlsen Field and La Compensation
- Irrigation and Drainage Management
- Fleet Management
- Building Construction / Maintenance

Counties:

St Andrew/ St David (El Reposo), Oropouche Road, Sangre Grande  
668-2449, 691-2771, 668-1518, (Lands 668-6446), (Vet Office 668-2712), (691-0166 Fax)

St George West: Harris Street Curepe  
645-7583, 662-5127, (Apiaries 662-1886); (Vet Office 663-0660); 662 3898 (Fax)

St George East: Corner Churchill Roosevelt Highway and Amazon Road, Wallerfield  
667- 8488, 667- 8441(Fax);

Country Caroni; Chase Village, Chaguanas  
672-0878, 672- 2875, 672-7732, (Vet Office 672-4411)

HEAD OFFICE: Regional Administration North Division  
St Augustine Nurseries Compound

Farm Road, Curepe  
663-5531, 663-4774, (645-9963) Fax

**The Regional Administration South (RAS) Division**

The Regional Administration South (RAS) Division was established in 1988 to service the needs of the farming community particularly in the counties of Victoria, Nariva /Mayaro and St Patrick East and St Patrick West. The County Offices are located across the country in order to decentralize access to resources provided by the Ministry, and bring services closer to the farmers. The Division was mandated to deliver a coordinated package of technical, advisory and support services utilizing a multi-faceted team approach.

To efficiently provide these services, the RAS Division is further divided into the following sub-sections:

- A. Administration at the Regional Office South and the four Counties respectively
- B. Extension Services and Training
- C. Bee Abatement Unit
- D. State Land Unit
- E. Livestock Unit and Veterinary services
- F. Engineering Unit

The RAS Division's goal of providing a coordinated approach to the delivery of support services to all clientele; is dedicated to encouraging and improving food production and food security in the Trinidad and Tobago, by helping farmers to safely, effectively, and efficiently produce their crops and livestock.

Table 1

Contact information for the Regional Administration South Division

Regional Administration South (RAS)	Inverness Avenue, Cocoyea, San Fernando	Tel: 225-4727; 225-4637 Fax: 225-3289, 225-3290
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County Nariva/Mayaro <ul style="list-style-type: none"> <li>• Poole Agricultural Office</li> <li>• Mayaro Breeding unit</li> </ul>	Pond Road, Ecclesville, Rio Claro	Tel: 644-2326 / 2882 Fax: 644-2326
County Victoria	Breeding Unit Trace, Craignish, Princes Town	Tel: 655-3428, 655-5637 Fax: 655-7526
County St. Patrick East	Ramjattan Street, Penal	Tel: 647-8460, 647-1167, 647-4451 Fax: 647-4672
County St. Patrick West <ul style="list-style-type: none"> <li>• Cedros Breeding Unit</li> </ul>	Reid Road, Point Fortin	Tel: 648-2384/ 1426 Fax: 648-2384

### Vision

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

### Mission

To provide decentralized services of core divisions of the Ministry of Agriculture, Land and Fisheries to facilitate increased production, the adoption of improved technology and to encourage the involvement of youth, through the provision of extension and support services.

### Objectives

#### A. Administration at the Regional Office South and the four Counties respectively

1. Provision of support services to all units of the Region in respect of finance/accounting, human resource management, information and property management.

#### B. Extension Services and Training

1. Farmers Registration Programme (FRP): At present there are approximately 8000 registered farmers in the South region. The requirements to register as a farmer are as follows:
  - a valid form of identification (electoral ID card, passport, naturalization certificate, or driver's permit)
  - proof of land ownership or authorization to use the land
  - proof of interest in farming the land
  - must be a citizen of Trinidad and Tobago
  - must be over seventeen (17) years of age
  - must be farming at least 1/8th of an acre of land

Cards are processed within a three (3) month period after verification field visits are completed.

2. Administration of the Agricultural Incentive Programme (AIP): to access the AIP programme clients must be registered under the FRP programme meeting the



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cultivation/ livestock production requirements for the incentive claims which they wish to access. Incentives are cash rebates for agricultural machinery and equipment, cocoa/coffee/citrus/coconut establishment or rehabilitation, ponds, water for agriculture, apiculture, livestock production, youth in agriculture, vehicles for agriculture, soil conservation, agro processing, pasture management and a range of other items. Field verification is done to ensure validity of the claims before processing. Cheques are disbursed after processing depending on the availability of funds.

3. To provide farmers with technical information through extension training programmes. Technology transfer training activities are conducted during the financial year at farmer's holdings via meetings, lectures, demonstrations, farmer field schools, and plant clinics. These activities serve to train farmers on updated agricultural technologies having commercial potential and are environmentally friendly. Examples of these activities include grow box production, pot and trough culture, hydroponics, aquaculture, good agricultural practices (GAP), Integrated Pest Management (IPM), Value Added technologies, pesticide safety, post-harvest technology, tree crop farming, value added production in apiculture, small ruminant production and small engine repairs. Highly trained Extension Officers conduct all training and follow up farm visits are completed after the programmes are terminated.
4. Assist farmers suffering losses due to flooding and natural disasters: All registered farmers of the Ministry have access to disaster compensation for losses incurred due to flooding and natural disasters including wind damage and land slips. Field verification is conducted before claims are processed for payments. Cash compensations are allotted to affected farmers to assist in replanting efforts. Compensation models for livestock losses are currently being developed to address losses in the livestock industry. There are staff members of the RAS who are members of the Disaster Risk Management Committee (DRM) of the MALF, who have been trained in Community Emergency Response Training (CERT) conducted by the Red Cross of Trinidad and Tobago.
5. To monitor the population of Moruga & Cedros locust: Locust management teams are found at all offices and are tasked with the surveillance, spraying and management of locust infestations throughout the Region. Public awareness programmes are conducted which would assist in surveillance and sighting of swarms.
6. Invasive species management: At present there is the Giant African Snail (GAS) which affects all crops and the Huanglongbing (citrus greening disease) which affects citrus. The Extension Services staff of the Regional Office ensures that surveillance activities and management strategies are implemented with respect to these pests. Public awareness programmes are executed to alert the population on the effects of these alien species.
7. Farmers' issues: The RAS Extension staff conducts field visits to investigate farmers' issues such as request for access roads, ponds or crossings, pest and disease matters, request for fire arms field visit reports and any other agriculture related matter.
8. To allow 4Hers/young Farmers to undertake agricultural and other projects in a business-like manner. The 4 H programme is implemented in conjunction with the Ministry of Education in both primary and secondary schools and the (4Hs) represents the heart, hands, head and health of the child. The programme introduces children to all aspects of agricultural production in the form of training programmes, camps and competitions among the participating schools.



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C. Bee Abatement Unit

1. To protect members of the public from Africanized bees and to facilitate the capture and control of Africanized bee swarms. There are bee abatement personnel stationed at the various extension offices who destroy or capture Africanized bees, preventing risk of stinging incidences. There is an Apiary at the Nariva/Mayaro station where captured bees are housed or may be given to beekeepers that may have been trained in apiculture production by ministry personnel.
2. Conducting of training on apiculture and bee abatement: The RAS conducts training of beekeepers on apiculture, and value added production of bee products such as soaps, candle making, wine making, pollen production and royal jelly production. Training on bee abatement is conducted based on request by companies such as T&TEC who need to destroy bees on light poles.

D. State Land Unit

The State lands Unit of the RAS is mandated to conduct the following activities:

1. Update of State Agricultural blocks to be readied for distribution.
2. Process stale-dated files and applications for regularization, lease renewal and absolute assignment for Land Management Division.
3. Provide information on occupants on State Agricultural lands applying for financing at the Agricultural Development Bank.
4. Process applications for removal forest trees for Forestry Division.
5. Verification of land status as a requirement for Farmer Registration/ Agricultural Incentive Programmes.
6. Identifying lands for survey and subdivision of State Lands for distribution to farmers.

E. Livestock Unit and Veterinary services

There are small ruminants (sheep and goat) being reared at Mayaro breeding Unit, St Patrick East and Cedros Breeding Unit. The roles of these units are to provide the following services with the assistance of the staff and Veterinarians from the Animal production and Health Division:

1. Increasing the range and availability of quality breeding stock free from diseases such as Brucellosis and Jhone's disease.
2. Facilitation and expansion of stud service for farmers wanting to improve their breeding stock.
3. Development and maintenance of forage banks in the breeding units.
4. Facilitate training of farmers on animal husbandry, animal health and good animal husbandry practices.
5. To implement vaccines for the management of Rabies disease.
6. To conduct surveillance at the ports of South Trinidad for the illegal importation of animals.
7. To assist the ministry of National Security with the destruction of diseased animals at the illegal ports of South Trinidad

F. Engineering Unit

The Engineering Unit is based at the St Patrick East Agricultural Station. The unit is responsible for the following activities:

1. To ensure that channels are cleared using both mechanical and manual labour to allow for adequate drainage of farm lands.
2. To implement water management activities by clearing channels to allow for adequate drainage.
3. Provision and maintenance of Office and Other Facilities for the Division.



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4. Maintenance and repair of the Division fleet of vehicles and equipment.
5. Maintenance of the verges on Access roads within State land blocks.
6. To formally address farmers concerns made at the County offices.

#### **Supplemental Estate Police**

##### **Functions and Duties of the Estate Police in the Ministry of Agriculture, Land and Fisheries**

The Estate Police in each division shall consist of such number and ranks of constables residing in the division as may with the sanction of the Minister from time to time be directed by the Commissioner. Their power and authority under this Act 15:02 shall extend throughout the division to which they are appointed; Subject to the general order and direction of the Minister, the Commissioner shall have the command and superintendence of the Supplemental Police, and he shall be responsible to the Minister for their efficient condition and for the proper carrying out of the provisions of this Act. 6. Every member of the Police Service shall, within the limits of the place in which he exercises authority in matters relating to the Police Service, have such control and command

Constable employed while engaged in the performance of his duties shall have all such rights, powers, authorities, privileges and immunities and be liable to all such duties and responsibilities, as any member of the Police Service below the rank of corporal now has or is subject or liable to, or may hereafter have or be subject or liable to either by Common Law or by virtue of any law which now is or may hereafter be in force in Trinidad and Tobago. 5Duties are as follows:

#### **Oct 2019 – August 2020**

Mobile Patrols – 600 approximately throughout the Ministry of Agriculture, Land and Fisheries

Cash Escort Duties – 317 approximately throughout the Ministry of Agriculture, Land and Fisheries

#### **Detection of Crimes**

##### **Larceny Cases**

El Reposo – Cases recommendation was made to persons working in the areas of the offences to pay for items missing.

El Carmen – System has been put in place to decrease theft. Person who were caught thieving were returned and H.R. to deal with the penalty.

St. Augustine Nursery – Enforced Covid – 19 restrictions and secured and escort cash sales and control vehicular and pedestrian traffic.

Rio Claro Demonstration Station – Mayaro Sub Station - Missing animals was reported to TTPS and recovered.

Quelling of Disturbances – To quell irate customers and internal disturbances in various areas of the Ministry. General Protest by Farmers and Unions, with the Permanent Secretary Directive. Protecting internal staff from abuse of their colleagues, external customer or from domestic violence that reaches to the Ministry.

Protection of All government assets inclusive of the human assets, without fear or favour.

#### **Surveys and Mapping Division**

The major functions of Surveys and Mapping are:-

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1. To administer, co-ordinate, maintain and extend geodetic control networks, traverses, precise leveling or other precision measurements forming the National Survey Control System;
2. To set standards for the format in which digital data should be presented;
3. To produce and maintain topographic maps, hydrographic charts, photogrammetric data and mapping derived from cadastral and topographic information;
4. To facilitate the co-ordination of aerial photography required for government purposes and capable of being used in the production of maps;
5. To promote the integration of mapping geographically based information and land related information with the information system requirements;
6. To specify requirements for and where appropriate, arrange surveys for the issue of title or affecting tenure or disposition of State land. To undertake quality control checks on cadastral surveys.
7. To 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;
8. To authorize and where appropriate, charge for the use or reproduction of survey and mapping information recorded by the Division;
9. To provide surveys, mapping, land information and related services.
10. To be 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**

**Core Functions**

1. Prepare Cabinet and Ministerial Notes and follow-up action on decisions taken;
2. 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;
5. Maintain liaison with Regional and International Organizations/Bodies Institutions and other functional areas with respect to Meetings/Conferences/Workshops and Training;
6. Procure and maintain inventory records of stock, supplies, equipment and machinery;
7. 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.

**CORPORATE COMMUNICATIONS UNIT (CCU)**

The Corporate Communications Unit is responsible for planning, coordinating and supporting all communications activities of the Ministry of Agriculture, Land and Fisheries. This include the management of communication programs designed to effectively describe and promote the Ministry and its various Divisions and Units.



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The Unit spearhead the development and implementation of appropriate plans and strategies designed to communicate information to our relevant stakeholders and also is also responsible for the development and implementation of the Communication strategy for the MALF and its divisions and units via:

- Strategic Communications Planning
- Stakeholder Relationship Management
- Image and Reputation Management
- Crisis Communications
- Media Relations
- Marketing Initiatives
- Internal and External Communications

**Objectives**

- To continuously highlight the position of the MALF in pursuit of its overall mandate;
- To strengthen strategic partnership and affiliations with stakeholders through timely dissemination of information;
- To provide the various channels of communications, so as to enable persons to access the various services provided by the MALF;
- To periodically engage and provide the necessary support mechanism to both out internal/external stakeholders;
- To effectively address all Ministry's related concerns expressed by the publics in a timely and transparent manner.

**Finance and Accounting Unit**

The core functions of this Unit are to:-

1. The Administering and Co-ordinating of the Recurrent Budget by ensuring compliance to the Financial Regulations and Instructions, Exchequer and Audit Act and Circulars issued by Comptroller of Accounts.
2. Gives advice and where appropriate, issues instructions on general financial and accounting matters to Sub-Accounting Unit to ensure compliance to relevant regulations.
3. Applies for releases of fund and prepares applications for Grants of Credit on the Exchequer Account in order to fund the Ministry's operations (the related activities in respect of Development Programme is handled by the Planning Division).
4. Collate Draft Estimates for recurrent expenditure and revenue for submission to the Budget Division, Ministry of Finance.
5. Prepares payment of salaries and wages for employees of the Ministry.
6. Process payments for suppliers of goods and services to the Ministry.
7. Finalizes reconciliation of Ministry's accounts with the books of the Treasury and prepares the Appropriation Account, Statement of Receipts and Disbursements and other financial accounts.
8. Attends to matters relating to the collection of revenue and accounting for such collection.
9. Attends to the preservation and storage of revenue and payment documents and other financial records in compliance with the relevant regulations.
10. Prepare the Annual Draft Estimates of Revenue and Recurrent Expenditure. The Planning Division prepares the Annual Draft Estimates of expenditure under the Development Programme.

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11. Facilitate staff development and management.
12. Issues completed (TD4's) forms to employees by February 28<sup>th</sup> each year.
13. Collects Employees' NIS contributions and remitted to NIB as required by law.

Services offered to members of the public are as follows:-

1. Issuing of cheques for services rendered or goods supplied.
2. Issuing of TD4 slips and payslips.
3. Completion of relevant forms for transactions to be done with other institutions.
4. Issuing and delivering of cheques for salaries and wages to banks and other financial institutions.

#### **Facilities Management Department**

##### **Core function**

1. Advise on matters relating to situations that adversely affect the functional integrity of Ministry/ Department buildings, equipment and facilities services.
2. Plan, organize, direct and co- ordinate works of service provider (contractors) in relation to servicing of equipment. Eg. Elevators, generators, A/C units. Security Services, Janitorial Services.
3. Co-ordinate the planning an acquisition of accommodations and the utilization of space and facilities with the requirements of organisational efficiency.
4. Perform periodic inspections of all facilities, equipment and systems to ensure optimal functioning.
5. Represent the Ministry/Department on committees, meeting and other facilities management and related matters.
6. Co-ordinate all projects and provide overall supervision to contractors engaged in performing work related to repair, maintenance and upgrades to buildings, grounds, equipment and other systems.
7. Develop and submit budget proposals in respect of the provision of facilities management services for inclusion in draft estimates, also prepare scope of works and cost estimates for contracted services related to facilities Management.

#### **Geographic Information Systems Unit (GIS)**

A Geographic Information System (GIS) is a system designed to capture, store, manipulate, analyze, manage, and present spatial or geographic data. GIS has several applications and solutions for desktop, online and mobile/ field data capture and visualization of the Ministry's assets. The GIS Unit focuses on the production and distribution of meaningful datasets, maps and interactive mapping applications. The Unit also provides GIS direction, GIS project assistance, and deploy GIS technology to support Ministry departments, division and units.

##### **Vision**

To leverage the power of geospatial technology and become the lead agency for Enterprise GIS solutions that deliver integrated services aligned with public policy and the dynamic needs of the Ministry.



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**Mission**

Our mission is to empower the Ministry through the delivery of relevant GIS information, meaningful mapping services, GPS field surveys and interactive map applications on an ongoing basis.

**Objectives:**

- To integrate spatial data amongst the Ministry agencies to develop a comprehensive and robust system with secure web-based access;
- To maintain and update the attribute and spatial information on the Ministry's spatially related assets;
- To promote more efficient use of Agriculture, State Land, Forestry and Fisheries resources through geospatial analysis and modelling;
- To utilize enhanced spatial technology to monitor encroachments and illegal activities on State land; and
- To ensure Ministry stakeholders have access to current and accurate spatial data.

**Main Projects and Programmes**

1. Digital Government Quarters Database - Identify the location of Government quarters and related cadastral to assist in improving the Property Management of the Ministry.
2. Electronic Document Management System - Digitally converts land-related files throughout the Ministry to better manage, track and update land files and improve service delivery.
3. Spatial Information Management System - Promote more efficient use of Agriculture, State Land and Fisheries resources through geospatial visualization, analysis and modelling. SIMS is a comprehensive and robust system that ensures access through a secure web connection and accurate spatial data.
4. Mobile Data Collection for Asset Management - To capture field agriculture, fisheries and forestry data using GPS equipment.
5. Establishment of a Marine Geodatabase - Develop datasets from various stakeholder agencies, engage and acquire traditional data from fishermen. Lend support to the Fisheries Division for processing and analysis that are required within their work process.

**Services**

- Geospatial Analysis (Desktop)
- GPS Field Investigation (Mobile)
- Map-Requests
- Online GIS Mapping (Web)
- Site Suitability Selection
- Database Development and Management

**Information Communication and Technology (ICT) Unit**

Information Communication and Technology (ICT) Unit of the Ministry has a programme of work that is guided by the Draft National ICT Plan 2017-2021 commonly referred to as Fast Forward II, as well as the individual needs of the various Divisions and external Stakeholders. The overarching strategic vision and mission of the Ministry in support of its mandate to the sector drives and focuses the generalized goals and objectives set out

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in the National ICT Plan to promote integration among the various sub-domains (crop management, production and monitoring, pest management, fisheries, agro-processing, soil management, land management, etc.), improve administrative efficiency and introduce new levels of business intelligence to enable advanced decision making and innovation.

The activities that engage the attention of the ICT unit fall within the categories of Server Infrastructure, Software systems, Network Management and Helpdesk Support. The ICT Unit is the sole entity that support the ICT needs of all other Divisions. Assistance is provided directly by staff visiting remote sites, remotely via phone or remote computer assistance via Internet. The extended support for external meetings, training exercises, staff relocations and outfitting or retrofitting new or old offices collectively form another component of the Division's Programme of Work.

**Vision**

To utilize technology geared toward driving innovation in the agricultural sector providing for Stakeholders with an enriched skillset equipped to meet high quality standards, improve efficiencies and adapt quickly to market dynamics.

**Mission**

To promote good governance, uphold service excellence and leverage ICT to advance an integrated, participatory and transformational government where growth and development is facilitated and transparency, accountability and value for money is achieved.

**Functions of the ICT Unit**

- Develop in-house software applications to capture, process and deliver cutting edge information to aid in the decision-making process;
- Creating user guides for software applications;
- Conduct training sessions for staff that utilize business software systems;
- Provide infrastructure to support connectivity via phone and computer systems;
- Maintain vendor relations in support of all Service Level Agreements (SLA's);
- Maintain website content to provide relative and current information to all Stakeholders;
- Provision and manage camera surveillance systems to ensure staff security and reduce pilferage;
- Manage collaboration systems that allow digital communication and sharing of information;
- Provide Helpdesk support to all internal Stakeholders throughout the Ministry;
- Provision and manage Internet connectivity to provide sharing of information, research and training;
- Managing physical security to key offices and locations via biometric access;
- Deploying computerized systems to staff to enable a technologically skilled workforce;
- Managing Data security systems to protect confidential Ministry information; and
- Overseeing Cable TV systems that provide access to Parliament and News channels.

**Internal Audit Unit**

**Core Functions**

The core function of the Internal Audit is to assist the Accounting Officer in effectively discharging their responsibilities. This involves the examination and evaluation of the adequacy and effectiveness of the internal controls. Ensuring accountability and transparency of processes and providing comments and recommendations on the activities reviewed.



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**Legal Unit**

The functions of this Unit are to:-

1. Conduct legal research and provide legal advice and support to the Minister, Permanent Secretary and Directors in relation to their functions and responsibilities;
2. Provide advice on regional and international agreements and treaties;
3. 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;
5. Review and develop legislation in furtherance of the Ministry's legislative agenda;
6. Assist in the formulation of Ministry/Government policies.
7. Provision of legal advice and support on Cabinet appointed Committees, Ministerial Committees, Ad hoc Committees, Inter-Ministerial Committees etc.

**Procurement Unit.****Core Function**

The Procurement Unit is responsible for the acquisition of goods and services in accordance with the principles of good governance, namely accountability, transparency, integrity and value for money. It is the entity within the Ministry authorized to issue Letters of Invitation to Tender, Request for Proposal, Request for Quotation and the issue of Award of contracts.

- I. Coordinate and monitors the procurement function with respect to P.S.I.P and Recurrent Expenditure.
- II. Provide guidance and advice in the development of tender documents.
- III. Performs some due diligence checks to ensure that suppliers and contractors are in compliance.
- IV. Monitors and reviews tender documents.
- V. Assist with the pre-qualification of contractors/suppliers
- VI. Prepare invitation to tender letters and letters of award.
- VII. Conduct pre-tender meetings, site visits and send out addendums.
- VIII. Open, tenders and prepare documents/files for the Ministry's Tender Evaluation Committee.
- IX. Prepare, folio and minute files to the Permanent Secretary for approval and Award of Contracts.
- X. Prepare file and documents to be sent to Legal Services Unit for preparation of contract / agreement.

**Praedial Larceny Unit**

The functions of this Unit are to:-

1. Perform regular mobile and foot patrols;
2. Arrest offenders;
3. Assist in settling farm related disputes;
4. Readily provides farmers and other stakeholders with Police assistance;
5. Respond to calls for service within defined Divisions of Trinidad and Tobago;
6. Conducts special operations such as roadblocks and searches of vehicles;

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7. Attend court as complainant or witness as necessary;
8. Record and act on all reports;
9. Serve summonses;
10. Execute warrants;
11. Participate in programmes and activities aimed at Praedial Larceny awareness;
12. Investigate reports and incidents of Praedial Larceny;
13. Initiates first responder action on scenes of road traffic accidents pending arrival of the Trinidad and Tobago Police Service personnel;
14. Interfaces with members of the Trinidad and Tobago Police Service, Municipal Police Service and other Law Enforcement Agencies with mutual activities;
15. Interacts regularly with farmers, farmers' groups and other stakeholders to share information and provide advice on matters relating to Praedial Larceny;
16. Provide first aid and other support in medical emergencies; Performs other duties related to the job which may be assigned from time to time in accordance with the Special Reserve Police act 15:03 and Police Service act 15:01;
17. Provides Police Service functions for the Ministry of Agriculture, Land and Fisheries.

**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;
3. 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;
8. 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;
13. Files relating to official functions, conferences and events hosted by the Ministry;
14. 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 Street Endeavour, 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 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.

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**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 center, 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
- (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:-**

- (1) The initial receipt of and action upon notices under section 10;
- (2) 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:**

<b>Job Title</b>	:	<b>Acting Administrative Officer V</b>
<b>Name</b>	:	<b>Mr. Rawle Chase</b>
<b>Address</b>	:	<b>Ministry of Agriculture, Land and Fisheries</b> <b>Corner Narsaloo Ramaya Marg Road and Soogrim</b> <b>Street Endeavour, Chaguanas</b>



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Tel No. : 220-6253 Ext 4020

E-mail Address : [rchase@gov.tt](mailto:rchase@gov.tt)

**The Alternate Officer is:**

Job Title : Acting Administrative Officer II

Name : Ms. Vidya Persad

Address : Ministry of Agriculture, Land and Fisheries  
Corner Narsaloo Ramaya Marg Road and Soogrim  
Street Endeavour, Chaguanas

Tel No. : 220-6253 Ext 4207

E-mail Address : [vpersad@gov.tt](mailto:vpersad@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](http://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 Road  
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:-**

1. Gazette Material;
2. Financial Regulations – Exchequer and Audit Act, Chap. 69:01;
3. Financial Instructions;
4. Public Service Commission Regulations;
5. Guidelines for the Administration of the Devolved Functions; and

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6. 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)**

1. 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;
3. 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