



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 60

Caroni, Trinidad, Tuesday 16th November, 2021—Price \$1.00

No. 170

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to provide for the designation, development, operation and management of Special Economic Zones, the establishment of the Special Economic Zones Authority, the repeal of the Free Zones Act, Chap. 81:07, the regulation of Special Economic Zones and matters related thereto”.—\$16.00

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SUPPLEMENT TO THIS ISSUE

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

Bill entitled “An Act to provide for the designation, development, operation and management of Special Economic Zones, the establishment of the Special Economic Zones Authority, the repeal of the Free Zones Act, Chap. 81:07, the regulation of Special Economic Zones and matters related thereto”.

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PUBLICATION OF BILL

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

The Trinidad and Tobago Special Economic Zones Bill, 2021.

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

1st November, 2021.

B. CAESAR
Clerk of the Senate

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APPOINTMENT OF MEMBERS TO THE INDUSTRIAL RELATIONS ADVISORY COMMITTEE

IN ACCORDANCE with the Industrial Relations Act, Chap. 88:01, section 4(6), the public is notified for general information that, Her Excellency the President, has appointed the undermentioned persons as members to the Industrial Relations Advisory Committee, with effect from the 14th September, 2021, for a period of two (2) years—

DR. HYACINTH GUY	Chairman
MR. MARIO ALS	Member
MR. CLYDE ELDER	Member
MR. KESTON NANCOO	Member
MR. BEHZAD HASSANALI	Member
MS. SABINA GOMEZ	Member
MS. SANGEETA BOONDOO	Member
MS. ELON MAYO	Member
PROF. ROSE-MARIE BELLE ANTOINE	Member
MR. DAVE SAHADEO	Member
MR. EMERSON MARTIN	Member
MS. CAROL DAVID KENDELL	Member
DR. PAUL BALWANT	Member

Dated the 15th October, 2021.

N. WILLIS
Acting Permanent Secretary
Ministry of Labour and Small Enterprise Development

2020

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

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

Website: www.agriculture.gov.tt **The Ministry of Agriculture, Land and Fisheries is responsible for the following Business and Departments of Government:-**

- Agricultural Entrepreneurship among Youth;
- Agricultural Extension Services;
- Agricultural Finance and Credit (Policy);
- Agricultural Infrastructure;
- Agricultural Land Development, Distribution and Regularization;
- Agricultural Marketing;
- Agricultural Policy and Planning;
- Agricultural Research;
- Animal Production and Health;
- Apiculture;
- Aquaculture;
- Botanic Gardens;
- Crop Production (Food and 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;

Statutory Boards and Other Bodies

Agricultural Society of Trinidad and Tobago (ASTT)
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

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

National Reafforestation and Watershed Rehabilitation Programme – (Transferred to RDC, Ministry of Rural Development/Local Government in April 2020.

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 comprises the following Divisions/Units:-

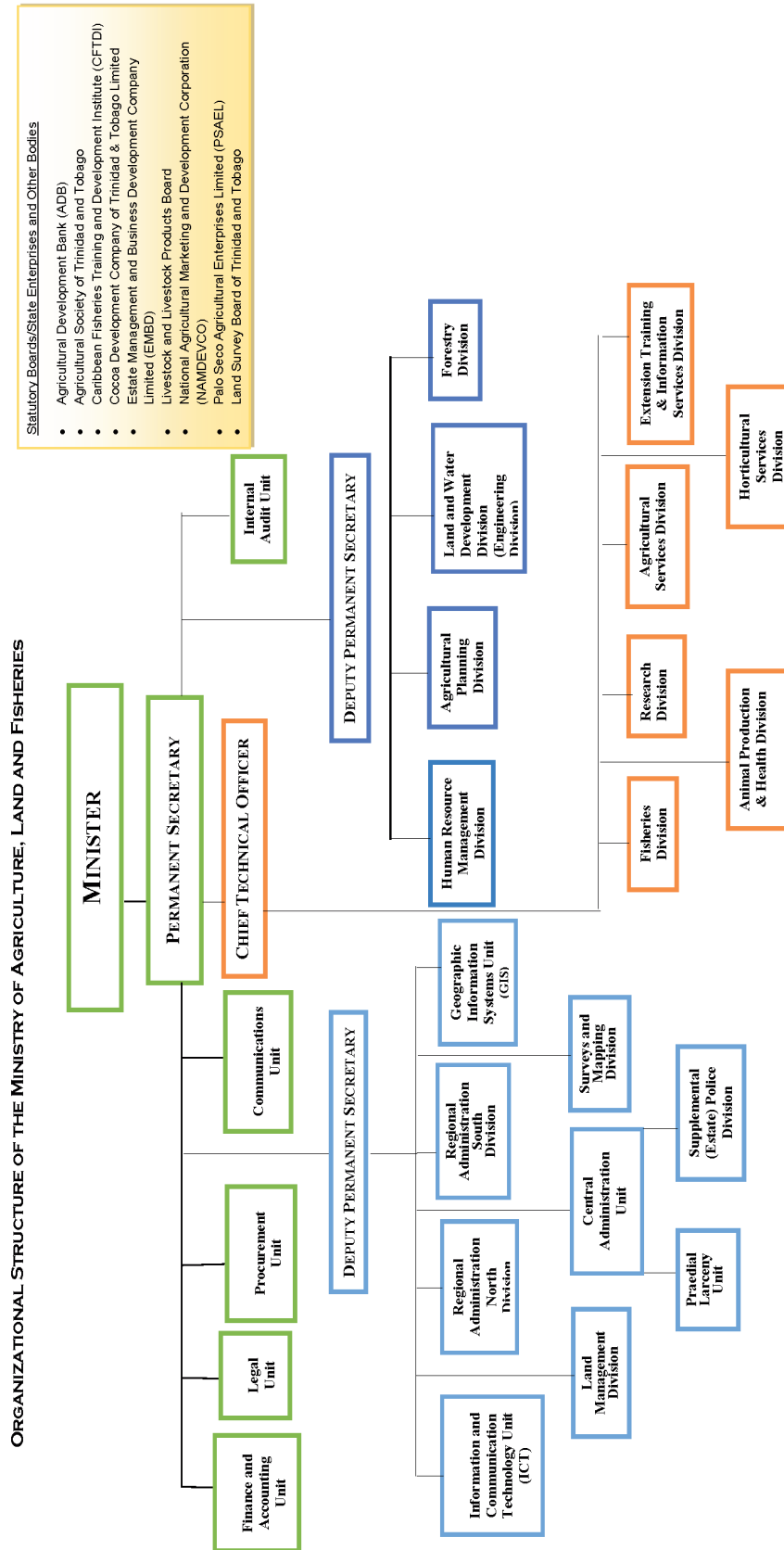
General Administration

- Agricultural Planning;
- Agricultural Services;
- Animal Production and Health;
- Extension Training and Information Services;
- Fisheries;
- Forestry;
- Horticultural Services;
- Human Resource Management;
- Land and Water Development Division (Engineering Division)
- Land Management;
- Regional Administration North;
- Regional Administration South;
- Research;
- 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

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



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

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

AGRICULTURAL PLANNING DIVISION

The 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 vacant¹. 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)

¹ Vacant - an officer is not currently in the post

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

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

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.

UPDATED PUBLIC STATEMENT OF THE 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 agricultural planting material of targeted commodities (food, vegetable and fruit) for distribution via sales to the farming community and the general public thereby contributing to ensuring national food security as well as increasing output across all commodities
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

Director (Ag)

Technical Officer (Ag) Animal Production Sub-Division

Technical Officer (Ag) Animal Health Sub-Division

Deputy Director (Ag.) Livestock Research, Sugarcane Feeds Centre

The Animal Production and Health (AP&H) Division facilitates the improvement in efficiency and cost effectiveness of production within the livestock production community and offers a wide range of services to its clientele.

There are three (3) sub divisions attached to the AP&H Division which are as follows.

- (i.) Animal Production Subdivision;
- (ii.) Sugarcane Feeds Centre
- (iii.) Animal Health Subdivision

Vision

To facilitate the creation of a strong modern, prosperous and competitive livestock subsector in order to improve the nation's food security. This mandates that the division be client-oriented, performance driven, environmentally responsible, delivering integrated services aligned to a changing Food and Agriculture System.

Mission

To provide quality goods and services cost effectively and reliably to the satisfaction of our clients, in support of a competitive and sustainable Livestock Sub Sector and in the promotion of Human Health.

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

Objectives

- A. Contribute to the formulation and implementation of appropriate and clearly defined policies, plans/programmes for the Livestock Sub Sector;
- B. To improve the genetic configuration and subsequent performance of various classes of Livestock;
- C. Decrease cost of production of livestock farmers by the provision of high quality local forage during both dry and rainy seasons;
- D. To assist the Livestock Sub Sector in achieving greater efficiency of production and improve product quality by providing cost effective veterinary health care, animal diseases diagnosis facility and livestock production programmes; and
- E. To collaboration with public and private sector organisations for:
 - a. The establishment of public private partnership
 - b. The protection of the human population from diseases transmitted through animals and unwholesome animal products.

ANIMAL PRODUCTION SUB DIVISION

- 1) The Animal Production Sub- division is headed by a Technical Officer/Deputy Director.
- 2) The Units under this sub-division and related functions are identified as follows:
 - (i) Centeno Livestock Station
 - (ii) Artificial Breeding Centre
 - (iii) Mon Jaloux Forage Development Centre
 - (iv) La Gloria Forage Farm
- 3) Improvement in the genetic configuration and subsequent performance of various classes of livestock through:
 - (i) The Artificial Breeding Centre.
 - (ii) The National Artificial Insemination Service for Cattle, Sheep, Goat, Buffalo, Pig and Rabbit
- 4) The Centeno Livestock Station
 - (i) Multiplication sale./distribution of pedigree livestock to the farming community (cattle, sheep, goat, rabbit)
- 5) The Mon Jaloux and La Gloria Forage Development Farms.
Provision of high quality local forage during both dry and rainy seasons, thus facilitating decrease cost of production for livestock farmers.
 - i. **Note:** A lease for approximately 43.11 hectares of the La Gloria Forage Farm was recommended for Khan Organic Products Limited by Cabinet, for the production of beef.

ADDRESS: Centeno Livestock Station, El Carmen, St Helena

Tel: 868 669-5296 / 669-1159

Email: centenolivestock@yahoo.com

THE ANIMAL HEALTH SUB DIVISION

The Animal Health sub-division provides the following services:-

The Chief Veterinary Officer (CVO) is the technical lead for the Animal Health sub-division with includes offices in Port-of-Spain, Mon Jaloux, Cunupia and at Mount Hope.

The Office of the CVO in Port-of-Spain manages Trade Facilitation for the import and export of animals and animal products. There is increasing demand for trade related services. The CVO is the Chair of the Veterinary Surgeons Registration Board and the Secretary for the Board is also based at the Port-of-Spain office.

In order to import an animal or animal-based product into Trinidad and Tobago, an Import Permit is required. This includes but is not limited to dogs, horses, cattle, sheep, goats, wild animals, broiler hatching eggs, meat and poultry products, dairy, egg and egg-based products, feathers, leather, semen and biological products etc.

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

Import Permits are issued for the import of live animals and animal products in compliance with legislative, regulatory and sanitary conditions. Applications for animal product imports are made via the TTBizlink online platform. Live animal import applications are processed manually.

Export permits are issued for exporters of animal products in compliance with requirements set by the country of import.

Health certificates from non-government or non-state veterinarians are endorsed for export of live animals from Trinidad and Tobago.

ADDRESS: Chief Veterinary Officer
80 Abercromby Street
Port of Spain
Tel: 868 625 1473/5997
Email: aphmalmr@gmail.com

NATIONAL ANIMAL DISEASES CENTRE

The National Animal Disease Centre (NADC) is located at Mon Jaloux, Cunupia and is supervised by a Senior Veterinary Officer (SVO). Several important services are coordinated from this office, including:-

Field Veterinary Services

Import Inspection

Live animal Export Inspection

Equine quarantine

Poultry Surveillance

Rabies Control

Field Veterinary Services

Veterinary Officers (VOs) and Animal Health Assistants (AHAs), working in counties throughout Trinidad, provide a range of services, through on farm visits, which include: Diagnosis and treatment of clinical cases via medical and surgical interventions, inclusive of emergency procedures

Disease surveillance for animal diseases for e.g. Foot and Mouth Disease and African Swine Fever, as well as for zoonotic diseases (diseases transmitted from animals to humans) e.g. rabies, salmonellosis and Avian Influenza

Vaccination of animals against specific diseases e.g. rabies

Advising livestock farmers on good husbandry practices, animal nutrition, reproductive management, biosecurity, animal welfare, disaster risk management and animal housing.

County Office Contact Information:-

WALLERFIELD

Tel: 667-8488

ST. GEORGE COUNTY OFFICE

Tel: 662-5986

VICTORIA

Tel: 652-2033

POINT FORTIN

Tel: 648-2384

ST. PATRICK (PENAL)

Tel: 647-4672

NARIVA/MAYARO RIO CLARO DEMONSTRATION STATION

Tel: 644-2326/2882

EL REPOSO DEMONSTRATION STATION

Tel: 668-2449 / 668-5127

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

CARONI
Tel: 672-4411

Import Inspection

Landing Permits are issued by a Veterinary Officer for animal and animal products inspected at designated ports of entry in compliance with the conditions outlined in the Import Permit.

Live Animal Export Inspection

Export Health certificates are issued by a Veterinary Officer for animals prior to export in compliance with the conditions required by the importing country.

Equine Quarantine Service

Horses imported into Trinidad and Tobago, are quarantined at the Santa Rosa Equine Quarantine or at the facility at Caroni North Bank Road, Centeno.

Poultry Surveillance

The Poultry Surveillance Unit (PSU) is responsible for poultry disease surveillance on poultry farms. The unit also provides advisory services on farm site selection and housing, good husbandry practices, nutritional management, disease prevention and control, biosecurity and food safety.

Rabies Control

The Anti-rabies Unit (ARU) monitors and controls the vampire bat population of Trinidad. Their work includes the routine monitoring of known vampire bat roosts, identification and location of new roosts, vampire bat trapping and population reduction activities, and rabies vaccination of livestock. The ARU also investigates bat biting incidents in animals and collaborates with the Ministry of Health in incidents of bat biting in humans. They also actively engage in public awareness and education on bats and paralytic rabies.

ADDRESS: National Animal Disease Centre
Mon Jaloux Farm Road
Chin Chin Road, Cunupia
Tel: 868 693 1682/1501
Email: nadcaph2013@gmail.com

Veterinary Diagnostic Laboratory

The Veterinary Diagnostic Laboratory (VDL) at Mount Hope provides a range of laboratory diagnostic services. The VDL is supervised by a Veterinary Pathologist and offers services to all veterinarians in Trinidad and Tobago, including those involved in farm animal, companion animal and exotic animal practice. The services provided include: Necropsy
Necropsy

Histopathology

Microbiology

Haematology

Serology

Parasitology

Cytology

Semen Analysis

Warts vaccine preparation

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

The VDL also facilitates shipping of biological samples to overseas reference laboratories for testing. Shipments are done in accordance with International Air Transport Association (IATA) standards.

ADDRESS: Veterinary Diagnostic Laboratory

Building 49 Eric Williams Medical Sciences Complex (EWMSC)

Champs Fleurs

Tel: 868-662-5678/645-4593

Email: vetlaba@gmail.com

SUGARCANE FEEDS CENTER

- 1) Conduct and/or facilitate research, demonstration and extension in Livestock Production systems re large and small ruminants, rabbits, pigs, neo tropical animals and aquaculture
- 2) Abattoir services for slaughter and meat storage and fabrication (ruminants).
- 3) Incinerator services for waste disposal.
- 4) Sale of meat and meat products including fish; forage seedlings and agro by products including manure and compost.

ADDRESS: Sugarcane Feeds Centre, Pokhor Road, Longdenville

Tel: 868-665-9987/7913

Fax: 868-671-4809

Email: sfcprojdir@gov.tt

LAND AND WATER DEVELOPMENT DIVISION (ENGINEERING DIVISION)

Core Functions of this Division

The Engineering Division of the Ministry of Agriculture, Land and Fisheries undertakes projects based on requests and information submitted by the varying Divisions within the Ministry and by other stakeholders. Farmer's and farming community issues are addressed indirectly. Focus is on results which impact the following areas:

ACCESS ROADS

The objective of this section is to rehabilitate and maintain roads used by farmers to access their farmland. The Unit is responsible for the preparation of estimates and tender documents, and the supervision of execution of contracts relating to agricultural access roads. In some cases these roads are impassible by motor vehicles and this programme ensures that roads-ways are surfaced, with supporting drains, to allow for passage and efficient access, to and from farm lands. Selections of roads for repairs or maintenance are based on priority listing emanating at the Regional Divisions.

WATER MANAGEMENT

The Water Management Section seeks to identify and make available to the farmers at various state lands projects, suitable irrigation water while also providing some measure of flood control. The Unit is involved in the design, preparation of estimates and tender documents and the supervision of execution of contracts that address flooding (including pumps and pump installation, channel clearing and desilting, and embankment repairs), irrigation and wastewater treatment and reuse.

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

Provisions are also made for irrigation water in the dry season through the construction of sluice gates, pumping systems and communal ponds.

This Unit also oversees a desilting programme of water channels (irrigation or drainage) in agricultural areas based upon a priority listing by the Regional Divisions.

STRUCTURES AND ENVIRONMENT

The Structures Section has the responsibility of oversight on behalf of Divisions within the Ministry or stakeholders upon receipt of request for assistance in managing infrastructural works. These requests can take the form of full construct, rehabilitate, repair or maintain buildings and structures. The Section provides the following services:

- conducting field investigations and collecting data;
- preparing designs and engineer's estimates;
- preparing request for proposals;
- tendering for contract award;
- executing contract;
- verifying quality control; and
- processing claims.

OPERATIONS & MAINTENANCE

This section is made of four sub-sections, Central Workshop, Facilities, Maintenance and Pumps. The role and functions are as follows:

- To provide repair and maintenance services to Ministry vehicles and equipment.
- To provide irrigation and drainage services to farmers. Including loans of pumps for irrigation and drainage.
- To provide transportation services to all Divisions in the Ministry of Agriculture, Land and Fisheries.
- To provide repair and maintenance services to buildings and facilities in the Engineering Division and other Divisions in the Ministry.

SOIL LAB

The Soil Laboratory is involved in soil investigations and materials testing which is an essential preliminary step in the conduct of all civil engineering works. The purposes of such investigations are:

- To assess the general suitability of the site for the proposed works.
- To enable the engineers of Engineering Division to prepare appropriate designs.
- To foresee and prevent problems which may arise during construction due to ground and other local conditions.
- To perform on-going relevant field tests during the construction phase to achieve the specifications/quality of works required by Engineering Division.

SURVEYS

The primary role of the Survey Section is to provide technical assistance to the Access Roads and Soil and Water Section. This technical assistance may include:

- Topographical surveys state agricultural lands for the purpose of pond design and construction.
- Topographical surveys of roads.
- Assisting the Soil Laboratory with positioning their test holes on maps which show their position in relation to the project area.
- Monitoring of levels for Road Construction thereby ensuring that the various thicknesses for the sub-base, base and sealing layers as detailed in the contract document are executed on site by the contractors.

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

- Engineering levels on irrigation channels in order to provide data to determine the drainage flow and capacity of channels for design of pumps and sluice gates.

DEPARTMENTS, SUB-DIVISIONS & UNITS SERVICES

- 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: agricultural 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

ADMINISTRATION

Role and Function

To provide administrative, accounting and clerical support to the Directorate and the Heads of Sections of the Engineering Division through the management of the Division's Human Resources, Finances, Goods and Services.

EXTENSION TRAINING AND INFORMATION SERVICES 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-19 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 ETIS Division chairs the National World Food Day Committee which comprise international, public and private partners.

The ETIS Division's 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.
2. To support the Regional based extension service by reviewing extension programmes and providing supporting materials e.g., tech packs and other print publications.

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

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.
5. To conduct programmes in support of the overall policy objectives and the Action Plan of the Ministry.
6. 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. Additionally, the training courses moving forward is blended learning, that is, a combination of online and face to face sessions.

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

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- (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; and
- 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); and
- e) Awareness-building of fishing communities on existing and proposed new fisheries legislation.

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;

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- 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; and
- 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; and
- 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); and
- g) Provides technical advice on aquaculture to the Ministry, banks and other institutions and members of the aquaculture sub-sector.

FORESTRY DIVISION

Vision

To promote the well-being of the nations' forests resources for present and future generations.

Mission

The mission of the Forestry Division is to be of service to the national and international community with best practices of integrated forestry and environmental conservation.

The Forestry Division has the mandate to manage the State's forests, wildlife and national park resources. The Division is in charge of one hundred and ninety two thousand

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(192,000) hectares of forest, distributed within thirty-five (35) forest reserves, eleven (11) game sanctuaries and other State Lands. Forest management is guided by a National Forest Policy with legal mandate drawn from the Forests, Sawmill and Conservation of Wild life Acts. The role of the Division is to sustainably manage the forest estate so as to optimize the use of the resources, to encourage and monitor the development of forests industries, to conserve important and fragile ecosystems, to preserve biodiversity and to educate the public on the wise use of the country's natural heritage. The following outlines the functions and services offered to members of the public by the Forestry Division.

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 Laws in accordance with the various Laws and Regulations that falls under the purview 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.

National Parks and Protected Areas Section is responsible for the identification and management of the country's natural heritage sites/protected areas and to provide educational services. Recreational, educational and interpretative services is provided for the benefit of both citizens of Trinidad and Tobago and foreign visitors. These areas have been declared under the Forest Act, Conservation of Wildlife Act, Environmental Management Act (Environmentally Sensitive Areas Rules), and the Marine Preservation and Enhancement Act. All together, these areas formally designated total over fifty (50) locations.

The Wildlife Section of the Forestry Division is charged with the responsibility for the sustainable management of the country fauna. The Management Objectives of this Section includes the preservation of suitable population levels of all Wildlife species, as well as to provide, improve and maintain suitable habitats for wildlife and to encourage the maximum use of wildlife areas for recreational purposes. Wildlife Officials are also responsible for the control of trade in Wildlife, education of the public on the values of Wildlife Conservation and most importantly to prevent the extinction of endangered animals and to continue the review of their status as population levels change.

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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.

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.

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- (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 wider population.

THE ROLE AND FUNCTION OF THE DIVISION'S 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

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.

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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.
- Provide environmental education/public awareness/outreach programmes via exhibitions, tours, displays, lectures, training courses and the production of horticultural/educational material.
- Provision of technical advice/expertise in the areas of landscape restoration and rehabilitation.
- Arboriculture services (assessments on tree health; and tree pruning and felling).
- Advisory services on outdoor landscaping and interior decorating of state lands and premises.
- Provide Tour Guides at the Royal Botanic Gardens, Queen's Park Savannah, Wild Flower Park and at the La Pastora Plant Propagation Station.
- Sale of ornamental horticultural plants and a limited variety of food and fruit trees.

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- Short term loan of potted plants for indoor and outdoor décor.
- Use of the Queen's Park Savannah for passive and active recreation.
- Use of the Royal Botanical Gardens, the Bandstand Facility and the Wild Flower Park for passive recreation.

Contact Information

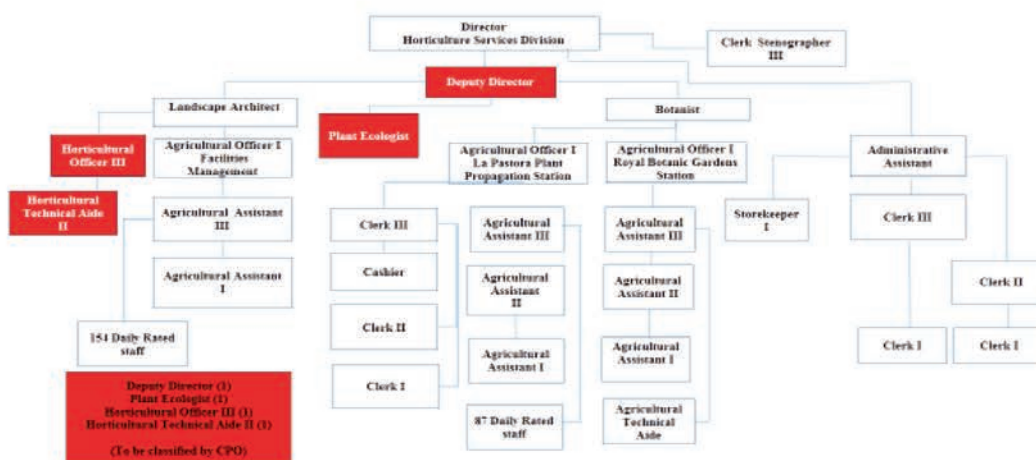
Horticultural Services Division
Cotton Hill, St. Clair
628-4446

Botanic Gardens Station: - 622-6494

La Pastora Plant Propagation Station: - 676-8431

Fax: - 622-9131

E-mail: FPHorticulture@gov.tt



Organizational Structure
Horticultural Services Division-2020

HUMAN RESOURCE MANAGEMENT DIVISION

- (i) Address: Corner Narsaloo Ramaya Marg Road and Soogrim Street West, Endeavour, Chaguanas
- (ii) Person in Charge: Director, Human Resources
- (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, Preparation/Submission of Estimates pertaining to staff arrangements.

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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, processing of all Daily Paid Employee matters.
3. **Employee Development Unit** – responsible for Performance Management Appraisal System, Training and Development, No Pay Study Leave, 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 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.

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;

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- 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; and
- Upholding the State's interest in Court.

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
- Land Settlement Agency Matters
- Ombudsman Unit
- Freedom of Information Unit
- 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:

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- Human Resources
- Accounts/Revenue
- Maintenance
- Registry/Vault
- Drivers
- Facilities
- Stores

RESEARCH DIVISION**CROP RESEARCH****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.

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.
- 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).

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 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. Research in characterization, purification and stabilization 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

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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.

Biofertilizer Unit

Functions

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. 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.

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.

Functions

- Conservation of Agro- biodiversity: Maintenance and expansion of Fruit Germplasm
- Fruits Agronomic Research
- Technology Transfer/ Services

Cocoa Research Section

Vision

To contribute towards national food security through the generation of foreign exchange from the export sales of premium quality cocoa beans.

Mission

To increase farm productivity and national cocoa production thereby increasing farm incomes and profitability through targeted interventions.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF
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- Genetic Enhancement through breeding
- Agronomy Trials
- Cadmium Mitigation
- Germplasm Evaluation and Conservation

Services

The Section is actively involved in collaborative extension and outreach programmes. Within the Cluster Project, farmers will learn best practices using discovery based learning (DBL) and Farmers Field Schools (FFS) methods. Technical consultation is provided to commercial cocoa farmers for establishment and management of estates.

Coconut Unit

The Coconut Unit of the Crop Research Sub-Division, Research Division, is actively engaged in both **Research** and **Developmental** projects, with the aim of providing technical assistance to the farming fraternity and general public, on **Good Agricultural Practices** in Coconut Agronomy, for the purpose of sustainable and profitable Coconut tender water industry.

Functions

- The functions of the coconut department include the following:
- Introduction and conservation of superior cultivars/selections as well as local landraces.
- Explore and exploit local landraces with potential for commercialisation and processing.
- Multiply superior cultivars / selections of introduced and local coconut.
- Promote awareness on the cultivation and consumption of coconut.
- To develop a database on the range, number and distribution of coconut in Trinidad and Tobago.
- Evaluation of coconut with desirable characteristics. (Fruit size, high yield and sweet tender water).
- Provision of propagating material for nurserymen to multiply plants.

Services

1. Setting up of pheromone traps on farmers holdings.
2. Distribution of pheromones to Coconut growers.
3. Distribution of seedlings to Coconut growers.
4. Provision of Agronomic advice to Coconut growers.
5. Distribution of brochures and other relevant literature to Coconut growers.

Root and Tuber Crops Unit

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. This is used to guide growers, processors and breeders in appropriate selections to fit their identified markets.

Mission Statement

To improve competitiveness and sustainability of the farming community by sharing accurate, relevant research information with all stakeholders.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF
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To be the leading benefactor of reliable research results that impact with approbation to sustainable food production.

Goals

- To contribute to the food security of the nation through research that facilitates the consistent production of nutritional foods at reasonable prices.
- To promote sustainable and climate smart agricultural production practices.
- To provide technical support to enhance the competitiveness and productivity of the food production sector.

Research Activities

- Characterization and field evaluation of tissue cultured M Mex 59 vs five other accessions of M Mex cassava.
- Evaluation of yam mass propagation using vine cutting technique.
- Morphological characterization of five yam varieties utilizing International guidelines.
- Characterization of six cassava varieties to determine morphological and agronomic descriptors
- Germplasm conservation – Maintenance of germplasm collections of cassava, sweet potato and yam.

Service and Technology Transfer

- Provision of high-quality high yielding varieties to Agricultural Services Division for multiplication and sale to farmers. Small quantities of planting material are also supplied to researchers and farmers upon request.
- Technical advice to all root crop stakeholders.

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:

1) Internal Stakeholders:

- a) 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.

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- b) **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.
- c) **Laboratory Assistant I.** Data obtained is analyzed and compiled into a report. Literature review is undertaken and a Report generated.
- 2) **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.
- 3) **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 or 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 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:

1. Email via director.researchdivision@gmail.com
2. Letter to Director, Research Division, CES, Caroni North Bank Road, Centeno
3. Via Regional Administration Offices or County Offices or Extension Officers
4. Phone Research Division 646-4335-7
5. 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.

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Soil & Land Capability Unit

Functions

- Physical and chemical analyses of soils (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).

CONTACT INFORMATION

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

Email via 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

CROP PROTECTION

The Plant Protection Unit is the National Plant Protection Organization of Trinidad and Tobago and it receives its mandate primarily from the Plant Protection Act. In this context, Plant Protection is mandated to prevent the introduction and control the spread of plant pests, to protect plant resources, to facilitate trade in plants and plant products, and to regulate other related matters.

As party to the International Plant Protection Convention (IPPC) and the World Trade Organization (WTO) as well as the Cartagena Protocol on Biosafety, Plant Protection is further guided by and operates within the context of The International Standards on Phytosanitary Measures (ISPMs) of the IPPC, the WTO Agreement on Sanitary and Phytosanitary (SPS) Measures and the Cartagena Protocol on Biosafety. In addition, Plant Protection functions as the Scientific Authority for plants (flora) under the Convention on Trade in Endangered Species (CITES).

The Plant Protection Unit serves as the national Biosafety Clearing House (BCH) for the Cartagena Protocol on Biosafety while the Plant Protection Officer specifically serves as the Official Contact Point (OCP) for the IPPC, the National Enquiry Point for matters pertaining to the SPS Agreement as well as representative on the Convention on Biological Diversity's Ad Hoc Technical Expert Group (AHTEG) on Risk Assessment and

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Risk Management. At the regional level, the Plant Protection Officer serves as the national Plant Health Director to the Caribbean Plant Health Director's (CPHD) Forum and also chairs the CPHD's Technical Working Group on Emergency Response Preparedness Plans & Mechanisms for Response.

The Plant Protection Board is a creature of the Plant Protection Act and functions within the Plant Protection Unit as the body that meets to determine the need for regulations in the area of plant protection, to advise the Minister on the need for such regulations, and to advise on when phytosanitary emergencies are to be declared. As a direct result of its function, the Board is also responsible for directing how the Phytosanitary Emergency Fund is to be applied.

The 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 (SPS) Agreement, under the article on Transparency a Pest Risk Analysis (PRA) Unit was established. This unit provides the first line of defence in preventing the introduction and spread of pests into Trinidad and Tobago.

The unit assesses the pest and disease risk associated with importing commodities from non-traditional sources. PRA is a form of risk analysis conducted by regulatory plant health authorities to identify the appropriate phytosanitary measures required to protect plant resources against new or emerging pests and regulated pests of plants or plant products.

As party to the International Plant Protection Convention (IPPC) and the World Trade Organization (WTO) as well as the Cartagena Protocol on Biosafety, the PRA Unit is further guided by and operates within the context of The International Standards on Phytosanitary Measures (ISPMs) of the IPPC, the WTO SPS Agreement, Convention on Biological Diversity (CBD) and the Cartagena Protocol on Biosafety.

The unit aims to ensure that measures of protection are based on scientific principles, well informed, transparent and neutral. It supports to the work of the Plant Quarantine Department in relation to applications to import permits where decisions can then be made on phytosanitary conditions (import permit conditions) for entry of commodities into Trinidad and Tobago.

CONTACT INFORMATION

RESEARCH DIVISION

Central Experiment Station

Centeno

Tel: 646-4334/7 or 642-9217

Fax: 646-1646

Email: pestriskanalysis@gov.tt

pestriskanalysis@hotmail.com

Plant Quarantine Service

The Plant Quarantine Service provides the first line of defence in pest surveillance that is, preventing the entry of pests into Trinidad and Tobago. It protects Trinidad and Tobago's borders from the invasion of pests and diseases by the issuing of import permits, inspection of import/export cargo and baggage at ports of entry, seizures of non-compliant imports and the execution of post-entry inspections.

Suspicious materials are intercepted and sent to the Entomology and Plant Pathology Diagnostic Laboratories for testing before conditional release or destruction. Imports found to contravene the Plant Protection Act 13 of 1975 are seized and destroyed.

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Exports are inspected and certified (in accordance with the requisite conditions of entry stated on the import permit) in an effort to prevent the spread of plant pests. This unit is also involved in:

- Surveillance for early detection of exotic fruit flies of plant quarantine importance
- Compiling the Regulated Pest List for Trinidad and Tobago
- Ensuring compliance with the International Standard for Phytosanitary Measures. Inspections and audits of farms certified treatment operators are conducted to verify compliance with (ISPM #15) – Guidelines for regulating wood packaging material in International Trade.
- Issuance of plant import permits and phytosanitary certificates.

CONTACT INFORMATION**RESEARCH DIVISION**

Central Experiment Station

Centeno

Tel: 646-4334/7 or 642-0718 or 280-7938

Fax: 646-1646

Email: plantquarantine.centeno@fp.gov.tt**The Surveillance Unit**

In fulfilment of Trinidad and Tobago's obligation as a Member of the WTO and adherence to the WTO Sanitary and Phytosanitary (SPS) Agreement, under the article on transparency, a Surveillance Unit was established. The Surveillance Unit facilitates transparency in international trade whilst protecting Trinidad and Tobago biodiversity to fulfil obligations under the Convention on Biological Diversity (CBD) and International Plant Protection Convention (IPPC) of the World Trade Organization (WTO) Sanitary and Phytosanitary (SPS) Measures.

It protects Trinidad and Tobago biodiversity by monitoring the presence, distribution and population changes of pest of quarantine/economic importance, alien invasive species and natural enemies of pests. It provides information to the various units and informs on pest presence and prevalence, pest outbreaks, spread of pests, pest free areas, areas of low pest prevalence, pest management strategies, national pest list and records 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.



Picture 1 and 2: Setting up a Giant African Snail Trial using salt and water as a method of killing snails. This snail is an "Alien Invasive Species" which continues to be monitored by the Surveillance Unit.

CONTACT INFORMATION

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Central Experiment Station, Centeno
Tel: 646-4334/7 or 646-6284
Fax: 646-1646

Email: EntodiagLaboratory@gov.tt

PPdiagLaboratory@gov.tt

The Entomology Unit

The Entomology Unit is responsible for the diagnosis and management of plant pests. It conducts research in the field of Entomology, develops Integrated Pest Management Protocols, entomology training and management of entomological problems.

The Unit also provides a national diagnostic service in Entomology through the processing of samples at its diagnostic laboratory, plant clinics, exhibitions, and farm visits.



Picture 1: Material used to set up McPhil fruit fly traps



Picture 2: Fruit flies collected in McPhil traps



Picture 3: Rearing out fruit flies (Insect zoo)

CONTACT INFORMATION**RESEARCH DIVISION**

Central Experiment Station
Centeno
Tel: 646-4334/7 or 646-6284
Fax: 646-1646

Email: EntodiagLaboratory@gov.tt

The Plant Pathology Unit

The Plant Pathology Unit is responsible for the diagnosis and management of plant disease. It conducts research in the field of Plant Pathology and develops Integrated Pest Management Protocols.

The Unit conducts training in plant pathology and management of plant pathological problems. It also provides a national diagnostic service in Plant Pathology through the

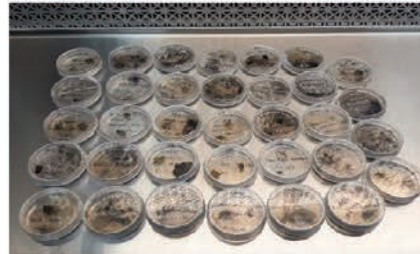
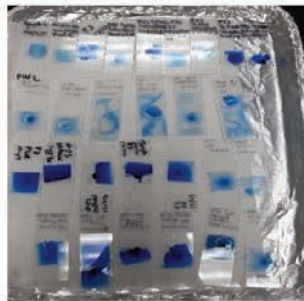
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processing of samples at its diagnostic laboratory, plant clinics, exhibitions, and farm visits.



Picture 1: Plantains being prepared for plating

Picture 2: Plated material for
growing out

Picture 3: Materials stained for identification

CONTACT INFORMATION**RESEARCH DIVISION**

Central Experiment Station
Centeno
Tel: 646-4334/7 or 646-1645
Fax: 646-1646
Email: PPdiagLaboratory@gov.tt

WTO SPS Enquiry Point

The World Trade Organization (WTO)/Sanitary and Phytosanitary (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. It was established in fulfillment of Trinidad and Tobago's obligation as a member of the WTO.

The **Enquiry Point** is responsible for answering all reasonable questions and providing relevant documents regarding:

- a. Any sanitary or phytosanitary regulations adopted or proposed within the country
- b. Any control and inspection procedures, production and quarantine treatment, within the country
- c. Risk assessment procedures, factors taken into consideration, as well as the determination of the appropriate level of sanitary or phytosanitary protection

Enquiry points also provide, upon request, information on participation in any bilateral or multilateral equivalence agreements and arrangements. The enquiry point system was created so that countries could easily obtain information about SPS and related issues, without having to identify and directly contact the agency responsible for any given

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function in another country. It has the responsibility of obtaining the answers from the relevant national bodies and replying to the country making the enquiry.

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 affected countries or countries that are members of the WTO.

This open communication allows trading partners to be aware of and to meet expectations and trade requirements more readily thus, contributing to the trade facilitation process and increase trade activity in both imports and exports.

CONTACT INFORMATION**RESEARCH DIVISION**

Central Experiment Station
Centeno
Tel: 646-4334/7 or 642-9217
Fax: 646-1646
Email: ttoenquiry@hotmial.com

WHAT IS A PLANT IMPORT PERMIT?

A Plant Import Permit is a document required to import plant and plant products. This document gives legal authorization to bring regulated plant material from other countries into Trinidad and Tobago.

A Plant Import Permit may be valid for a certain period of time, for example, one (1) year.

WHO GRANTS PLANT IMPORT PERMITS?

The Plant Quarantine Services of the Ministry of Agriculture, Land and Fisheries is the agency authorized to issue a Plant Import Permit.

HOW DO I APPLY FOR A PLANT IMPORT PERMIT?

Applicants must submit an electronic application for this permit via TTBizLink through the e-Permits and Licences Module. Applicants are required to:

1. Register for a tconnect ID using the following link <http://www.ttbizlink.gov.tt/ttconnectregister> upon which a unique tconnect identification number is assigned to the user.

Note: Only one (1) tconnect ID is required for any of TTBizLink Services.

2. Register with TTBizLink to access the e-Permits and Licence module (TTBizLink Registration forms can be accessed by clicking any of the following links for Individual or Company)

3. Log on to TTBizLink <http://www.ttbizlink.gov.tt> select the e-Import/Permits and Licences link

5. Apply for the Plant Import Permit along with any supporting documentation.

I HAVE RECEIVED MY PLANT IMPORT PERMIT, WHAT IS THE NEXT STEP?

A copy of the **Plant Import Permit** **MUST** be presented to the Exporter (Country of Export) to ensure that the Exporter can meet the phytosanitary conditions for entry into T&T. A **phytosanitary certificate** is issued by the authorities (Plant Quarantine Service) of the exporting country and must be presented together with the import permit when the item is landed into T&T.

Time frame: 3 – 5 days

CONTACT INFORMATION

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Plant Quarantine
Research Division, Central Experiment Station, Centeno
E-mail: plantquarantine.centeno@gov.tt
Telephone: 642-0718; 280-7938

TTBizLink Help Desk
Tel: 800-4739, 465-7649 or 465-7658
Email: support.ttbizlink@gov.tt
Chat: Chat Link

SUPPORT SERVICES UNIT

The Support Services Unit (SSU) of the Research Division provides various services to facilitate the management and functioning of the various units within the division. This represents the core function as this unit manages the labour of the Central Experiment Station. From time to time, the SSU coordinates the provision of services to external divisions. The main areas of functions are as follows:

- Maintain, service and manage fleet of vehicles.
- Manage procurement, storage and distribution of material for projects and departments of the Research Division. (Stores).
- Manage labour to facilitate the conduct of research and other activities.
- Manage PSIP related to construction works at the Research Division.
- Facilitate electrical, construction and transportation requests from various Divisions.
- Manage sanitation and environment-related issues on the compound.
- Manage and maintain the physical structures of the Research Division.

FLEET MAINTENANCE AND MANAGEMENT

- 1) Manage the Division's Vehicular fleet.
- 2) Dispatch drivers/operators and vehicles to assist other divisions when necessary.
- 3) Supervise drivers.
- 4) Schedule servicing of vehicles.
- 5) Maintain, Service and Repair the division's vehicles.
- 6) Arrange for inspection and insurance of vehicles.
- 7) Maintain all associated records (log books, gas chits, fleet card book and register).

BUILDING MAINTENANCE AND MANAGEMENT

- 1) Identify and provide estimates for the repair and maintenance of windows and other fixtures and fittings.
- 2) Maintain plumbing, electrical and air-condition fixtures and fittings.
- 3) Conduct general maintenance and repairs to building.

PROCUREMENT AND INVENTORY MANAGEMENT

- 1) Prepare requisitions to facilitate request for adhoc releases on a monthly basis through the director's advice and coordination with the Administrative Assistant.

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- 2) Source quotations, prepare and follow-up on requisitions.
- 3) Purchase goods and services (materials and supplies) on behalf of the Research Division.
- 4) Maintain ledgers and associated records of items stored.
- 5) Receive, store and monitor stock levels at Main Stores and Sub-stores.
- 6) Issue or distribute goods, materials and supplies to the various Departments of the Research Division and La Reunion station. This includes distribution of cleaning and sanitary supplies.
- 7) Facilitate auditing.

ENVIRONMENTAL SERVICES

- 1) Manage Health, Safety and Environmental activities of the Central Experimental Station.
- 2) Monitor Covid-19 compliance.
- 3) Maintain and service fire trails.
- 4) Clean and sanitize buildings on the compound.
- 5) Clear bins regularly.
- 6) Manage recycling project.
- 7) Clear fields, drains and roadways regularly.
- 8) Monitor and manage vermin and other pests including roaches and ants.

MANAGEMENT OF DAILY-RATED AND OTHER EMPLOYEES

- 1) Ensure proper succession planning for persons retiring or proceeding on vacation leave.
- 2) Ensure that acting promotions are done in a fair and timely manner.
- 3) Ensure that all refusals to accept acting promotions are done in writing.
- 4) Assess staff at the end of their acting period in order to be considered for future acting.
- 5) Attend to non-crisis issues.
- 6) Ensure daily work planning meetings are held with daily rated supervisors.
- 7) Deploy labour to various sections of the division to facilitate core work of the division.
- 8) Facilitate and monitor service assistance to other divisions (Transport, Electrician, and Air Condition Technician).
- 9) Facilitate requests from Specialist Officers for assistance with research work.
- 10) Assists the Agricultural Officer I, in the daily management of operations at Central Experimental Station.
- 11) Facilitate in-house training of daily-rated workers in related activities.
- 12) Monitor work programme of Construction section, Mechanic section and transport.
- 13) Meet with Daily Rated Staff.
- 14) Liaise with PIRO III at Head Office on labor issues.

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- 15) Supervise activities at the Bio-Technology Lab St. Augustine Nurseries, El Carmen and other off-station work or service.
- 16) Arrange for assessment of health of workers (based on the duties performed).

MANAGEMENT OF CONTRACTS

The Unit continues to prepare and manage contracts for services which include:

- 1) Security Services - IMJIN Security,
- 2) Sanitary Bins - LSA sanitary bins company,
- 3) Management of rodents and other vermin – Rentokil,
- 4) Construction and Maintenance work and
- 5) Major electrical, water, internet, telephone works.

REPORTING

- 1) Prepare and submit monthly and other adhoc reports as necessary
- 2) Manage and report on PSIP F004 project
- 3) Prepare estimates
- 4) Coordinate IT issues for the division
- 5) Coordinate TSTT issues.
- 6) Monitor Security issues with the watchmen and security personnel.

CONCLUSION

Generally, Support Services Unit is the engine room to facilitate the core functions of the Research Division. As the name implies, the staff managed by SSU provides support to the Units at Central Experiment Station and other divisions within the Ministry.

CENTRAL EXPERIMENT STATION LIBRARY

The core functions of this Unit are: -

- The selection and procurement of documents and other sources of relevant information to staff and stakeholders of the Ministry of Agriculture, Land and Fisheries.
- Provide a reference service to the staff and other stakeholders of Ministry of Agriculture, Land and Fisheries via telephone, walk in or by email
- Provide an ICT facility to staff and stakeholders
- Facilitate loans to the staff of the Ministry of Agriculture, Land and Fisheries.
- Promote awareness of agricultural information to the wider community.
- Preserve and conserve all local agricultural information.

Premises are Government owned: Yes

Address: Caroni North Bank Road, Centeno. Arima

Contact Details: ceslibrary@gov.tt

646-1643

646-4334/7 ext. 4008

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF
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REGIONAL ADMINISTRATION NORTH (RAN) DIVISION

The Core Functions of the Regional Administration North

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
- 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.

Agricultural Extension Services

- Farmer Registration

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- Incentive Management
- Disaster Assistance
- Farmer Relations
- Livestock Extension

Agricultural Demonstration Services

- Farmer Technology Transfer

State Land Administration

- Land Subdivision
- Management of State Land Farmers

Apiculture Management

- Apiary Registration
- Africanized Bee Abatement
- Africanized Bee Management
- Apiculture Extension

Agricultural Planning

- Planning & Reporting
- Project Status Reports

Agricultural Infrastructure Services

- Irrigation and Drainage
- Water Management
- Fleet Management
- Construction & Maintenance of Buildings and Equipment

Administrative Services

- Budgeting
- Accounting
- Purchasing
- Stores Management
- Public Relations

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

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF
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663-5531, 663-4774, (645-9963) Fax

THE REGIONAL ADMINISTRATION SOUTH (RAS) DIVISION

CORE FUNCTIONS AND SERVICES

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, St Patrick East** and **St Patrick West**. The County Offices are located across the country in order to decentralize access to services provided by the Ministry in order to 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 Trinidad and Tobago, by helping farmers to safely, effectively, and efficiently produce their crops and livestock at a profitable level.

TABLE 1:

CONTACT INFORMATION FOR THE REGIONAL ADMINISTRATION SOUTH DIVISION

Regional Office South Main Office (ROS)	#8, Inverness Avenue, San Fernando	Tel: 225-4727; 225-4637 Fax: 225-3289, 225-3290
County Nariva/Mayaro Also includes: • Poole Agricultural Office • Mayaro Breeding unit	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

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County St. Patrick West	Reid Road, Point Fortin	Tel: 648-2384/ 1426 Fax: 648-2384
Also includes: Cedros Breeding Unit		

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.

Core Functions and Services offered by the RASD**A. Administration at the Regional Office South and the four Counties respectively**

- 1) Administration of the RASD role and functions.
- 2) Providing support services to all Units of the Region with respect to finance/accounting, human resource management, planning, information and property management
- 3) Administering the AIP, FRP, Flooding and Natural Disaster Relief Programmes
- 4) Facilitating the activities of Fisheries Unit by providing services such as registration of boats/vessels, fisherman ID renewals, Vat waivers on fishing equipment and boat transfers
- 5) Preparing the Divisional Programme of works and reports
- 6) Processing of State Lands files for transfer to COSL
- 7) Generating all reports pertaining to the Division.

B. Extension Services and Training

1. **Executing the 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, and naturalization certificate)
- 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.

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2. **Administering the Agricultural Incentive Programme (AIP):** To access the AIP programme clients **must** be registered under the FRP programme meeting the cultivation/ livestock production criteria 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. **Providing 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. Technically trained Agricultural Extension Officers conduct all training activities and follow up farm visits are completed after the programmes are completed.
4. **Assisting 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. **Monitoring and managing the population of Moruga & Cedros locust:** Locust management teams are stationed 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. **Surveillance and advising on the management of Invasive species of Pest and Diseases:** 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. Surveys on Frosty Pod rot disease of Cocoa has also been completed.
7. **Investigating 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 arm field visit reports and any other matters relating to agriculture.

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8. **Encouraging 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 as 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.
9. **Identification of farmers for sale of HLB tolerant citrus plants:** The County offices of the RASD have the responsibility to identify suitable farmers for the receipt of HLB tolerant citrus plant and also for monitoring the conditions of the plants that have been established in the farmers' holdings.
10. **Facilitation of training courses offered by Extension Training and Information Services (ETIS):** The ETIS utilizes the training facilities of the County offices to conduct training activities on all aspects of agriculture as its outreach training activities for the public and farmers.

C. Bee Abatement Unit

1. **Protecting members of the public from Africanized bees and facilitating 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 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 Land Unit of the RAS is mandated to conduct the following activities:**

- 1) Identifying blocks of State agricultural lands that can be surveyed and sub-divided for distribution.
- 2) Administering the PSIP F067 – Survey and subdivision of approved blocks of State agricultural lands for distribution for agricultural purposes.
- 3) Implementation of the Ministry's lease regulation and regularization function.
- 4) Assisting in the maintenance of the records of approximately 9,000 parcels of State agricultural lands in the South Region.
- 5) Updating records of State agricultural blocks for further processing and action by Land Management Division.
- 6) Assisting in the control of squatting on Agricultural State Lands by providing information on a timely basis to the Agricultural Land Administration Unit (ALAU)
- 7) Liaising and collaborating with other agencies/divisions with regards to processing applications for removal of forest trees, access roads data and verification of land status as a requirement for FRP and AIP

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- 8) Reporting on stale-dated files and applications for regularization, lease renewal and absolute assignment for the Land Management Division
- 9) Providing information on occupants of State Agricultural Lands applying for financing at the ADB
- 10) Providing technical advice as required to all state land farmers.

E. Livestock Unit and Veterinary services

There are small ruminants (sheep and goat) being reared at Mayaro Breeding Unit, St Patrick East Penal and Cedros Breeding Unit Cedros respectively.

The role 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 Jhones disease.
- 2) Facilitating and expanding stud services for farmers wanting to improve their breeding stock.
- 3) Developing and maintaining forage banks in Mayaro and Cedros Breeding units.
- 4) Facilitating training of farmers on animal health and good animal husbandry practices.
- 5) Implementing vaccines for the management of Rabies disease.
- 6) Conducting surveillance at the ports of South Trinidad for the illegal importation of animals.
- 7) Assisting 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) Ensuring that channels are cleared using both mechanical and manual labour allowing for adequate drainage of farm lands.
- 2) Implementing water management activities by clearing channels to allow for adequate drainage.
- 3) Providing and maintaining Office and Other Facilities for the Division.
- 4) Maintaining and repairing the Division's fleet of vehicles and equipment.
- 5) Maintaining the verges on Access roads within State land blocks.
- 6) Formally addressing farmers' concerns made at the County offices.

SUPPLEMENTAL ESTATE POLICE

Core functions of the Estate Police Department

- Providing a level of security to members of the public when visiting Head Office and various sections of the Ministry;
- Escort members of the public to relevant sections when required;

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- Communicate effectively with members of the public;
- Exercise courtesy and understanding to all members of the public;
- Respond to emergencies whenever it may arise;
- Maintain a visitor's log book for future identification purposes.

While our Supplemental Police Department was able to achieve most of the core functions, there are challenges that the department faces due to lack of manpower. Over the years our staffing had depleted due to officers retiring, resigning, migrating, promotion, death and Lack of Recruitment.

Initially, the department was carrying a manpower of approximately one hundred and twenty one (121) officers and now we are operating with less than 50% of staff with the same amount of stations to man.

Presently at head Office the staffing is as follows;

- One Inspector
- One Area Sergeant
- One Corporal (SDO)
- One Corporal (Ag) Administration
- (9) Constables 8 rostered for (2 per Shift), 24hr shifts and one(1) in Administration

The other Stations St. Augustine, La Reunion, El Carmen, El Reposo and Marper have four (4) officers per station and one (1) officer per shift on a 24 hour shift. Supervisions are done by Corporals or Ag. Corporals, who also works shift. Additionally there is one (1) sergeant assigned to each Division. Other Divisions such as Sugarcane Feed Centre, Animal Production and Health, Land Management, St. George East, Point Fortin County Office, South Regional Office, Penal Demonstration Centre and Vet Lab Mt. Hope, operates with one (1) officer on an 8 hour shift. Some of these Officers are shared with other location to perform duties when necessary

These Officers interacts with the Public throughout the Ministry on a daily basis providing the type of services that are necessary in each case.

At Sugarcane Feed Centre, Vet Lab Mt Hope, Animal Production and Health, Fisheries Division, Land Management, St. Augustine, St. George East, La Reunion, El Carmen, El Reposo, Mapper, Rio Claro, South Regional Office, Craignish Princes Town, Point Fortin County, Penal Demonstration, visitors to these offices are greeted and interviewed, all relevant information is recorded in a visitor's log book. The visitors are informed of the sanitation protocol due the covid19 pandemic.

In respect to Head Office, members of the public are required to remain in a designated area and the relevant staff or office are contacted to treat with their issues. This is to prevent any form of contact that may cause health issues to members of staff or civilian. Please note, the stations that provides twenty-four hours services interacts with the positive and negative elements of the society in which our services may require us to maintain law and order and to ensure that all government properties under our control are secure.

SURVEYS AND MAPPING DIVISION

The major functions of Surveys and Mapping are:-

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.

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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 Freedom Of Information Act (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.

The Unit spearhead the development and implementation of appropriate plans and strategies designed to communicate information to our relevant stakeholders and 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

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- 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 public in a timely and transparent manner.

FINANCE AND ACCOUNTING UNIT

Functions and Services offered by the Finance and Accounts Unit

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. Applies for releases of funds and prepares applications for Grants of Credit on the Exchequer Account in order to fund the Ministry's operations.
3. Collate Draft Estimates for recurrent expenditure and revenue for submission to the Budget Division, Ministry of Finance.
4. 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.
5. Oversee the collection of revenue and accounting for such collection.
6. Prepare the Annual Draft Estimates of Revenue and Recurrent Expenditure.
7. Prepares payment of salaries and wages for employees of the Ministry.
8. Prepares payment for suppliers of goods and services to the Ministry.
9. Issues completed (TD4's) forms to employees by February 28th each year.
10. Collects Employees' NIS contributions and remitted to NIB as required by law.

FACILITIES MANAGEMENT UNIT

1. Plan, organize, direct and co-ordinate the work of staff engaged in the provision of facilities management services in the Ministry/Department.
2. Advise on all matters relating to or adversely affecting the functional integrity of the buildings, equipment and facilities services of the Ministry/Department and recommends remedial measures.
3. Direct and co-ordinate the planning and acquisition of accommodation and the utilization of space and facilities consistent with the requirements of organizational efficiency.
4. Coordinate 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.

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5. Develop and submit budget proposals in respect of the provision of facilities management services for inclusion in draft estimates, also prepares scope of work and cost estimates for contracted services related to facilities management.
6. Perform periodic inspections of all facilities, equipment and systems to ensure optimal functioning.
7. Represents the Ministry/Department on committees, meetings and other facilities management and related matters.

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.

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

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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 National ICT Plan 2018-2022 commonly referred to as the ICT Blueprint, 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 in the National ICT Blueprint 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;

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- 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.

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 functions of the Procurement Unit

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

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of Invitation to Tender, Request for Proposal, Request for Quotation and the issue of Award of contracts.

The duties of the Procurement Unit presently include but is not limited to that which is stated hereunder.

- i. Coordinates and monitors the procurement function with respect to Public Sector Investment Programme (P.S.I.P) and Recurrent Expenditure.
- ii. Provides guidance and advice in the development of tender documents.
- iii. Performs some due diligence checks to ensure that suppliers and contractors are in compliance with the required rules and regulations.
- iv. Monitors and reviews tender documents.
- v. Assists with the pre-qualification of contractors/suppliers in accordance with proper rules, regulations and guidelines of procurement procedures.
- vi. Prepares Invitation to Tender letters and letters of Award.
- vii. Conducts Pre-Tender Meetings, Site Visits and send out Addendums.
- viii. Open Tenders and prepares documents/files for the Ministry's Tenders Evaluation Committee.
- ix. Prepare, folios 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 agreements.

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;
7. Attend court as complainant or witness as necessary;
8. Record and act on all reports;
9. Serve summonses;
10. Execute warrants;

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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;
17. 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;
18. 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;

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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;
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

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

Requests not handled under the FOIA

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

Responding to Requests

The Ministry of Agriculture, Land and Fisheries is required to furnish copies of documents only when they are in its possession or those that can be retrieved from storage. If the information required is stored in the National Archives or another storage 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;

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- (3) Applications for correction of personal information under section 36 of the FOIA.

The Designated Officer is:

Job Title : **Administrative Officer IV (CAU)**
Name : **Mr. Rawle Chase**
Address : **Ministry of Agriculture, Land and Fisheries**
Corner Narsaloo Ramaya Marg Road and Soogrim
Street Endeavour, Chaguana
Tel No. : **220-6253 Ext 4020**
E-mail Address : rchase@gov.tt

The Alternate Officer is:

Job Title : **Acting Administrative Officer II**
Name : **Ms. Shanti Sinanan**
Address : **Ministry of Agriculture, Land and Fisheries**
Corner Narsaloo Ramaya Marg Road and Soogrim
Street Endeavour, Chaguana
Tel No. : **220-6253 Ext 4204**
E-mail Address : shsinanan@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 FisheriesCertain information may be readily accessed in our libraries or through our website at www.agriculture.gov.tt**The libraries of the Ministry of Agriculture, Land and Fisheries are as follows:-**

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

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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
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