



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 54

Port-of-Spain, Trinidad, Monday 11th May, 2015—Price \$1.00

No. 49

725

APPOINTMENT OF INSPECTOR OF APIARIES
(Made by the Minister under section 41 of the Interpretation Act)

IT IS HEREBY NOTIFIED that in accordance with section 41 of the Interpretation Act, Chap. 3:01, I have designated, MR. HAYDEN SINANAN, Agricultural Assistant II, Ministry of Food Production, to perform the functions of the Inspector of Apiaries, as exist under the Beekeeping and Bee Products Act, Chap. 67:53, with effect from 12th June, 2014.

Dated this 6th day of May, 2015.

D. MAHARAJ
Minister of Food Production

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REPUBLIC OF TRINIDAD AND TOBAGO

IN THE ESTATE OF
LIONEL NURSE—Deceased

of 32, Regent Drive East, Regent Park, Bayshore Extension, in the Ward of Diego Martin, in the Island of Trinidad
who died on the 11th day of February, 2014

NOTICE is hereby given that creditors and other persons having claims against the Estate of the above-named deceased, should give notice in writing to the undersigned who are Attorneys-at-law for Republic Bank Limited, the Executor of the Will of the above-named deceased, not later than Thursday the 11th day of June, 2015, after which time the Executor intends to distribute the Estate of the said deceased among the persons entitled thereto having regard only to the claims for which notice have been received by the Attorneys-at-law.

Dated this 11th day of May, 2015.

17–19, Pembroke Street
Port-of-Spain

MARK J. LAQUIS
POLLONAI, BLANC, DE LA BASTIDE & JACELON
Attorneys-at-law for the Executor

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REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE OF TRINIDAD AND TOBAGO

NOTICE TO JURORS

PUBLIC NOTICE is hereby given that one of the Judges of the High Court of Justice will sit in Chambers at the Supreme Court at San Fernando on WEDNESDAY 27TH MAY, 2015 at 9.00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at the Session to be held at San Fernando on Monday 1st June, 2015.

All such applications should be made in writing.

Applications made after that date may not be entertained.

Dated this 14th day of April, 2015.

T. RAMDIN
Assistant Registrar, Supreme Court,
San Fernando

(2nd ins.)

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

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

GENERAL INFORMATION FOR ALL DIVISIONS IN THE
MINISTRY OF FOOD PRODUCTION

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), Chap. 22:02, the Ministry of Food Production 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 for each person to access information held by the Ministry of Food Production;
2. A legal right for each person to have official information relating to himself/herself amended where incomplete, incorrect or misleading;
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 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 Food Production with the approval of the Minister of Food Production:

Section 7 statements

Section 7(1) (a) (i) - Function and Structure of the Ministry of Food Production

Mission Statement

"The Ministry of Food Production 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.

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

Mandate

Ministry of Food Production 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 St. Clair Circle, St. Clair

Telephone No: 622-1221/4

Fax No: 622-8202

Website: www.agriculture.gov.tt.

The Ministry of Food Production is responsible for the following Business and Departments of Government:-

- Agricultural Extension Services;
- Agricultural Finance and Credit (Policy);
- Agricultural Infrastructure;
- Agricultural Marketing;
- Agricultural Policy and Planning;
- Agricultural Research;
- Animal Health and Protection;
- Apiculture;
- Aquaculture;
- Botanic Gardens;
- Crop Production (Food and Fibre);
- Horticulture;
- Livestock Production;
- Plant Health and Protection;
- Rural Development (Agriculture);
- Unemployment Relief Programme (URP) Agriculture; and
- Youth Apprenticeship Programme in Agriculture (YAPA).

Statutory Boards and Other Bodies

Agricultural Society of Trinidad and Tobago

Caribbean Agricultural Research and Development Institute (CARDI)

Cocoa Development Company of Trinidad and Tobago

Livestock and Livestock Products Board

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

Wholly-owned Enterprises

National Agricultural Marketing and Development Corporation (NAMDEVCO)

Majority- owned Enterprises

Agricultural Development Bank

Minority- owned Enterprises

Caribbean Food Corporation

Sea Food Industry Limited

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 fulfil the goals and objectives of the Ministry.

The Ministry of Food Production comprises the following Divisions/Units:-

Divisions:-

- Agricultural Planning;
- Agricultural Services;
- Animal Production and Health;
- Engineering Division;
- Extension, Training and Information Services;
- Horticultural Services;
- Human Resource Management;
- Research;
- Regional Administration North; and
- Regional Administration South.

Units:-

- Agriculture Now Training;
- Aquaculture;

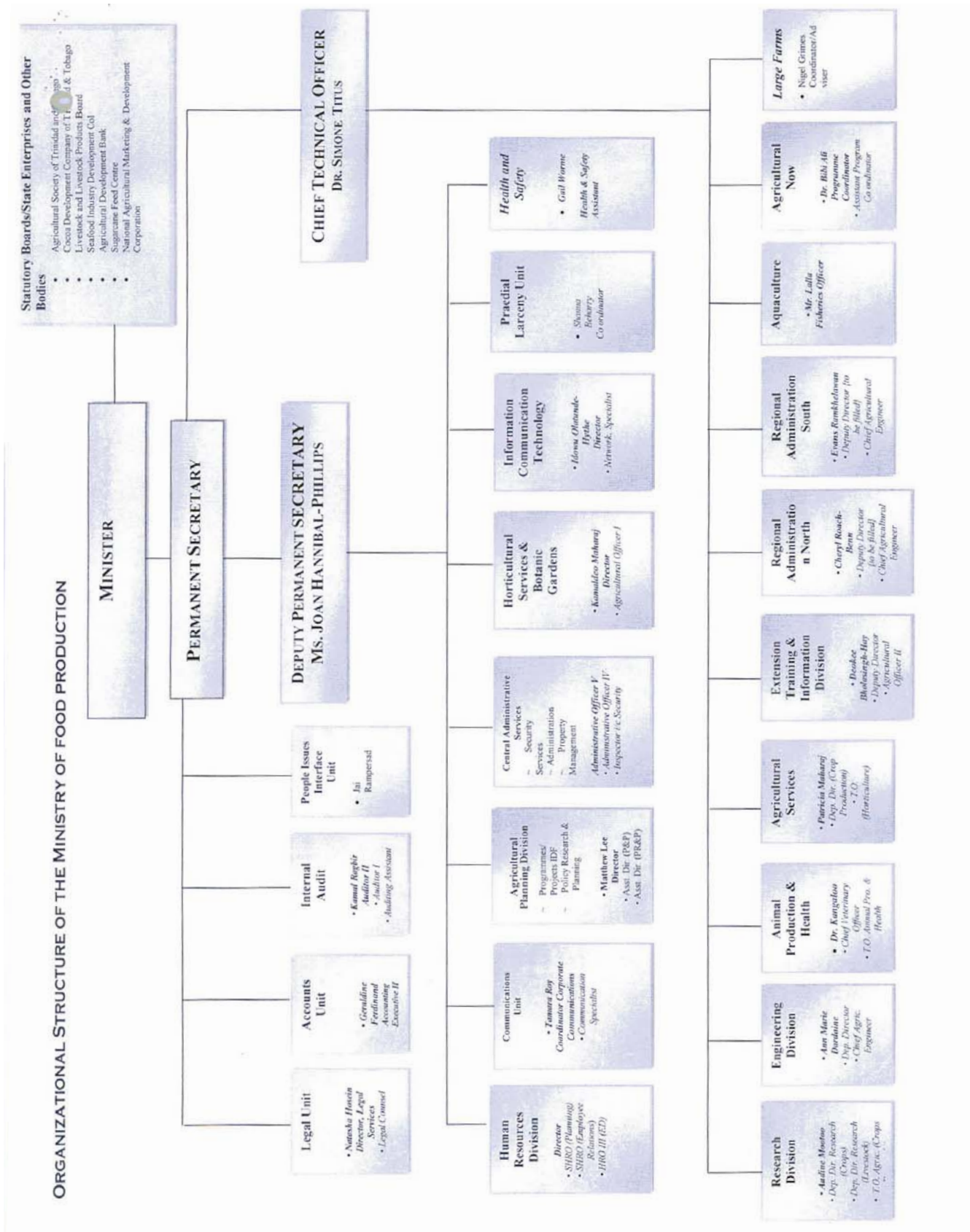
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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

- Central Administrative Services;
- Commercial Large Farms;
- Corporate Communications;
- Estate Police (Security);
- Finance and Accounting;
- Information Communication Technology;
- Internal Audit;
- Legal;
- Main Library;
- Praedial Larceny; and
- People Issues Resolution Coordinating Unit.

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED



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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

PARTICULARS OF THE ORGANIZATION AND FUNCTIONS OF THE MINISTRY OF FOOD PRODUCTION:**Agricultural Planning Division**

The functions of this Division are:-

1. To coordinate and oversee the determination of a consistent set of goals and objectives for the development of the agricultural sector;
2. Analyze policies and projects at the sectorial and national levels;
3. To formulate, monitor and evaluate policies, plans, programmes and projects;
4. To facilitate agricultural trade negotiations at the bi-lateral and multi-lateral levels;
5. To coordinate and manage the annual planning process as well as the programming and evaluation of the Ministry's Development Work Programme and Budget, and the management of the Ministry's Technical Assistance portfolio; and
6. Collect, collate, store and analyze agricultural data and information.

Agricultural Services Division

The functions of this Division are:-

1. To produce high quality, disease free planting material of selected commodities for sale to the farming community and the general public thereby contributing to improving national food security;
2. To expand and conserve germplasm collections of key strategic crops of agricultural importance in live genebanks and/or cold storage so as to ensure sustainability of the Agricultural Sector for the benefit of the present and for future generations; and
3. To provide technical advisory services/support to farmers/public on various aspects of plant production and horticulture through the Division's outreach programme which involves participation in exhibitions, field days, station tours, lectures/demonstrations. etc.

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

Agriculture Now Training Unit

The core functions of this Unit are:-

1. Delivery of training programmes and vocational certification to assist in the development of a skilled labour force;
2. Managing the operations of the Agriculture Professional Development Internship Programme;
3. Matching of skilled workers to farmers' requirements;
4. Provision of agribusiness advisory services and other support to aid in the successful start-ups and development of micro and small agro-entrepreneurs; and
5. Strengthening of food security at the individual and community levels through the dissemination of information via lectures, demonstrations, exhibitions etc.

Animal Production and Health Division

The functions of this Division are:-

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

Aquaculture

The core functions of this Unit are:-

1. Extension Services

- Aquaculture personnel conduct site visits or meet with established and potential aquaculturists to provide information, discuss projects and offer technical advice and assistance;
- Water testing services are provided for farmers to ensure optimal conditions are being provided in aquaculture operations; and
- Technical guidance and advice given to farmers with regards to planning, design, construction and operation of aquaculture production and hatchery systems.

2. Training Programs

Training conducted in Commercial Aquaculture. In addition to an emphasis on Tilapia production, other topics include: system design; aquaponics; water quality management; feed and feeding; Management of the Cascadura and Black River Conch Fishery in Trinidad; hatchery management etc.;

3. Inspections of Consignments of Live fishes for Imports and Exports for Commercial, Personal and Scientific Purposes

All consignments of live fishes must be inspected by an officer of the Aquaculture Unit;

4. Registration of Commercial Aquaculturists

Farmers satisfying the criteria of commercial scale production, are registered with the Unit as Food Fish Farmers; and

5. Processing of Aquaculture Incentives

Incentives are available to farmers who have satisfied the criteria. Once farmer is registered with Unit and have a fully functional system, they can access the incentive program. Once all relevant documents and information is provided the processing of the incentives are conducted.

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

Central Administrative Unit

The core functions of the Unit are:-

1. Preparation of Cabinet and Ministerial Notes and follow-up action on decisions taken;
2. Administrative support to the office of the Permanent Secretary;
3. To procure and maintain inventory records of stock, supplies, equipment and machinery;
4. Maintenance of buildings and vehicles of the Ministry;
5. Computerization of records throughout the Ministry;
6. Managing file movements in and out of Registry; and
7. Receipt and filing of correspondence and general maintenance of files.

Commercial Large Farms Unit

The core functions of this Unit are:-

1. Identify suitable land based on land capability and soil type for establishment of large farms;
2. Facilitate and provide continuing oversight of the implementation and maintenance of large farm infrastructure;
3. Prepare and coordinate the call for Request for Proposals (RFP) for acquisition and management of the large farms programme;
4. Conduct pre-submission meetings regarding Request for Proposals (RFP);
5. Facilitate site visits for prospective agri-investors;
6. Facilitate and arrange for the assessment of proposals;
7. To work with agri-entrepreneurs in developing and or accessing new and improved agronomic and other technological and management innovations to improve the positive impact of commercial farm operations;
8. To provide technical agricultural and other related support services to potential agri-investors;

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

9. To monitor, measure and evaluate performance/output from large farms and its contribution and impact on domestic food production;
10. To report to the Permanent Secretary on various issues of the large farms programme;
11. Identify suitable land for establishment of rice farms;
12. Facilitate and provide support to new and existing rice farmers;
13. To provide training for rice farmers;
14. To identify and recommend equipment to be used within the Rice Industry;
15. To increase root crop production (Cassava & Sweet Potato);
16. To identify, strengthen and create new value chains for Root Crop (Cassava and Sweet Potato); and
17. Facilitate the development and implementation of the Guyana and Trinidad Food Security Facility.

Corporate Communications Unit

This Unit's key responsibilities are as follows:-

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

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

8. Coordinate and implement internal communications plans and programs to support the strategic goals of the Ministry and its stakeholders; and
9. Provide audio-visual support for Media/PR and Events organized by the Ministry.

Engineering Division

The functions of this Division are:-

1. To design and execute Agricultural Water Management Projects including on farm irrigation and drainage;
2. To design and execute Agricultural Access Roads Projects;
3. To design and implement projects on Structures and Waste Management Systems;
4. To conduct repairs and maintenance to Ministry's vehicles, equipment and pumps; and
5. To assist in agricultural mechanization issues.

Estate Police

This Unit's key responsibilities are as follows:-

1. To hoist and lower the Trinidad and Tobago National Flag on the Ministry's compound;
2. To protect and secure all government properties;
3. To protect all civilian personnel while on duty or visiting the Ministry;
4. To search all personnel or vehicles entering or leaving the compound;
5. To obtain search warrant(s) to search person's homes along with an officer attached to the Trinidad and Tobago Police Force in the event of an investigation into an alleged criminal offence;
6. To provide Armed Escort Service to the following:-
 - The Honourable Minister;
 - Officer or Officers giving Evidence in court;
 - Deposit of Revenue; and
 - Officers delivering Quit Notices.

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

7. Powers of arrest in the instance of any infraction of the Laws of Trinidad and Tobago.

Extension Training and Information Services Division

The functions of this Division are:-

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 (when required) and providing supporting technical materials including techpacks, factsheets, manuals, other printed material and audio-visual material;
3. To conduct staff training for Divisional, Regional and other Extension staff;
4. To plan and conduct programmes in support of the overall policy objectives and the Action Plan of the Ministry; and
5. To represent the Ministry by participating in exhibitions, field days and other activities as requested.

Finance and Accounting Unit

The main functions of this Unit are:-

1. To improve the effectiveness and efficiency of financial operations;
2. To ensure that expenditure is in keeping with established financial and accounting practices;
3. To maintain and secure accounting records as required by law;
4. To facilitate staff development and management; and
5. Preparation of annual budgets of Draft Estimates of Expenditure and Revenue and management of annual budgets.

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

Horticultural Services Division

This Division has the following core functions:-

1. To maintain and ensure the ex-situ conservation, protection and survival of the plant biodiversity of Trinidad and Tobago inclusive of propagation production and distribution of plants that are rare, endangered, threatened and endemic;
2. 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 diversity resources;
3. To facilitate an integrated programme of recreational and ecological resource management.
4. To restore and rehabilitate degraded landscapes where practical and required, inclusive of the conduct of monitoring programmes for ecosystems, plant species and their populations that are currently at risk or vulnerable;
5. To improve and enhance the plant biogenetic pool base of this country by the introduction of non-invasive plant species;
6. To conduct scientific research with emphasis on the evaluation of species of ecological importance with economic, medicinal and other potential;
7. 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;
8. Arboricultural works on all areas under the purview of the Division as well as on all government compounds and State lands throughout Trinidad, and emergency circumstances that may arise; and
9. Administrative, managerial and developmental responsibilities for the Queen's Park Savannah and Royal Botanic Gardens as to facilitate active and passive recreational opportunities for the wider population.

Human Resource Management Division

The functions of this Division are:-

1. To improve human resource management services in the Ministry;
2. To implement policies and programmes which will improve and maintain good Employee Relations;
3. To implement the Performance Management System; and

4. To execute programmes which will enhance the Human Resource Management Division.

Information Communication Technology

The main functions of this Unit are:-

1. To manage the Ministry's Information Technology;
2. To develop and update the Ministry's Information Technology policies;
3. To manage and support business hardware/software infrastructure;
4. Establish and maintain intranet extranet;
5. To implement VoIP/PBX Telephone Systems; and
6. To implement electronic document management.

Internal Audit Unit

The core functions of this Unit are:-

1. Internal Controls are there to maintain in relation to the relevant regulation; and
2. To identify "red flags" where the proper standards and procedures are not followed.

Legal Unit

This Unit's key areas of responsibility are as follows:-

1. To conduct legal research and provide legal advice and support to the Minister, Permanent Secretary and Directors in relation to their functions and responsibilities;
2. To advice on regional and international agreements and treaties;
3. To draft, review and interpret contracts, memoranda of understanding, licences, leases and other legal instruments to be entered into by the Ministry;
4. To attend court and Disciplinary Tribunal hearings on behalf of the Ministry;
5. To review and develop legislation in furtherance of the Ministry's legislative agenda; and

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

6. To assist in the formulation of Ministry/Government policies.

Main Library

Functions include:-

1. To provide an efficient agricultural information service to the Ministry of Food Production Staff and Stakeholders;
2. To serve as the national referral point for agricultural information by ensuring access to local and global network; and
3. To acquire, organize and promote use of agricultural information to Ministry Staff, students and the farming community.

Regional Administration North and Regional Administration South Divisions

The functions of these Divisions are:-

1. To develop and improve the capabilities of agricultural producers (crop and livestock), beekeepers and home gardeners;
2. To provide regulatory services in a number of areas which include processing of farmer registration applications and farm reports for firearm and law enforcement;
3. To manage and execute the Agricultural Incentives Programme and Natural Disaster Assistance Programme;
4. To conduct the abatement of Africanized bee swarms;
5. To channel the ideas/concerns/responses and suggestions of the farming community to the appropriate organization/agencies;
6. To manage agricultural state land re: regularization, transfers, renewal, disputes and monitor the survey and sub-division of state lands for security of tenure;
7. To assist with the development and maintenance of physical infrastructure and water management, including agriculture access roads in support of agricultural enterprises;
8. To implement programmes developed specifically for the youth: Youth Apprenticeship Programme in Agriculture (YAPA) and 4H;

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

9. To assist in the interpretation and implementation of national and sectorial agricultural policies through programmes and policies; and
10. Facilitate interactions/interventions with other community organizations for the enhancement of food security.

Research Division

The functions of this Division are:-

1. To provide technical support services to the farming community for improved agricultural production;
2. To serve as the national focal point to International Treaties in Agriculture/Biodiversity and related areas;
3. To serve as an effective resource of knowledge and technology needed to drive productivity, growth, and marketing of the strategic commodities in the agricultural sector based on sound agricultural research;
4. To identify, develop/adapt, document and disseminate appropriate technology for sustainable agricultural systems and maintenance of our biodiversity towards improved food security;
5. To provide advice to the political directorate, planners, extensionists and the Ministry of Food Production stakeholders on matters related to the development of the agricultural sector;
6. To provide national agriculture information service through the Research Division's Library;
7. To strengthen linkages at local, regional and international levels between the Research Division and its clients, collaborative partners and Non-Governmental Organizations;
8. To contribute to food security for our citizens through improved efficiencies in agricultural production and post-harvest management; and
9. To contribute to the development of the Cocoa Industry of Trinidad and Tobago through the provision of research and extension services.

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

Praedial Larceny Squad

The functions of the Squad are as follows:-

1. Perform regular foot and mobile patrols within farming communities;
2. Arrest offenders;
3. Settle disputes;
4. Provide farmers and stakeholders with assistance and direction;
5. Respond to calls for service within defined Divisions of Trinidad and Tobago;
6. Participate in special operations such as roadblocks and searches of vehicles;
7. Attend court as a complainant or witness when necessary;
8. Record all reports;
9. Serve summonses;
10. Execute warrants;
11. Participate in programmes and activities aimed at praedial larceny awareness;
12. Investigate reports and incidents of praedial larceny;
13. Conducts preliminary investigations of road traffic accidents pending referral to the Trinidad and Tobago Police Service for further action;
14. Regularly interfaces with members of the Trinidad and Tobago Police Service, Municipal Police Service and other law enforcements agencies;
15. Interacts regularly with farmers and other stakeholders to share information and provide advice on matters related to praedial larceny;
16. Provides first aid and support in medical emergencies; and
17. Performs other duties related to the job which may be assigned from time to time.

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

People Issues Resolution Coordinating Unit

The core functions of the Unit are:-

1. To investigate and facilitate resolution of customers' issues which are related to the services of the Ministry of Food Production. This includes, for example, the delay of flooding and incentive claims;
2. To provide a high level of quality customer service to all clients;
3. To intake all issues, analyse, resolve and provide feedback in a timely manner; and
4. To maintain a database of client information for monthly and quarterly reporting.

Section 7(1) (a)(ii) – Categories of documents in the possession of the Ministry of Food Production

1. Files dealing with 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, Kalamazoo records, and medical records;
5. News releases, speeches originating in 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.;

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

11. Reports - Statistical (annual, monthly, quarterly), Audit, Consultants, Technical, Valuation etc.;
12. Books, booklets, leaflets, pamphlets, brochures, posters;
13. Files dealing with official functions, conferences and events hosted by the Ministry;
14. Files relating to Programmes and Projects of the Ministry of Food Production;
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;
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 Food Production and where they can be inspected or obtained

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 Food Production, St. Clair Circle, St. Clair:-

1. Brochure on goods and services provided by the Ministry; and
2. Sector Policy for Food Production 2001-2005.

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

Section 7(1) (a)(iv) – 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 Food Production**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.

Addressing Requests

Requests must be addressed to the Designated FOIA Officer or Alternate FOIA Officer of the Ministry of Food Production.

Details in the Request

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

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 for example brochures and pamphlets etc. will not be entertained under the FOIA.

Responding to Requests

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

Furnishing Documents

- (i) The Ministry is required to furnish copies of information in its possession, custody or power. The Ministry is not compelled to create new documents. For example, it is not required to write a new programme so that a computer will 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 Food Production responsible for:-

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

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MINISTRY OF FOOD PRODUCTION—2015 UPDATED PUBLIC STATEMENT—CONTINUED

The Designated Officer is:

Job Title : **Records Manager II**
Name : **Mr. Rawle Chase**
Address : **Ministry of Food Production**
St. Clair Circle, St. Clair
Tel No. : **622-1221 ext. 1221**
E-mail Address : **rchase@gov.tt**

The Alternate Officer is:

Job Title : **Acting Administrative Officer IV**
Name : **Mr. Omar Mohammed**
Address : **Ministry of Food Production**
St. Clair Circle, St. Clair
Tel No. : **622-1221 ext. 1210**
E-mail Address : **omohammed@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 Food Production.

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

The libraries of the Ministry of Food Production are as follows:-

1. Main Library
Central Experiment Station
Research Division
Caroni North Bank Road
Centeno
2. Animal Health Library
Veterinary Diagnostic Laboratory
Building 49, Eric Williams Medical Sciences Complex
Champ Fleur

Section 8(1) (a)(i) - Documents containing interpretations or particulars of written laws or schemes administered by the Ministry of Food Production:-

1. Gazette Material;
2. Financial Regulations – Exchequer and Audit Act, Chap. 69:01;

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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 Food Production; and
2. Food and Agriculture Policy.

Section 8 (1) (b)

1. Guidelines for requesting subvention/financial assistance.

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 Food Production.

Section 9(1) (h)

1. Audit Reports;
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