



# TRINIDAD AND TOBAGO GAZETTE

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1373

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**  
**UPDATED PUBLIC STATEMENT OF THE MINISTRY OF**  
**AGRICULTURE, LAND AND MARINE RESOURCES**  
**IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF THE FREEDOM OF**  
**INFORMATION ACT 1999**

**GENERAL INFORMATION FOR ALL DIVISIONS IN THE MINISTRY**  
**OF AGRICULTURE, LAND AND MARINE RESOURCES**

In accordance with Sections (1)(a), 8(2)(b) and 9(2)(b) of the Freedom of Information Act, 1999 (FOIA) the Ministry of Agriculture, Land and Marine Resources is required by law to publish 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 Agriculture, Land and Marine Resources.
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.
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 Agriculture, Land and Marine Resources with the approval of the Minister of Agriculture, Land and Marine Resources:

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**Section 7 statements****Section 7(1) (a) (i)****(1) Function and Structure of the Ministry of Agriculture, Land and Marine Resources.****Mission Statement**

*"The Ministry of Agriculture, Land and Marine Resources will be the driving force in the sustainable development of agriculture, fisheries and food production 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."*

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.com](http://www.agriculture.gov.tt.com)

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.
- Strengthening the organizational capacity and human capital to fulfill the goals and objectives of the Ministry.

The Ministry of Agriculture, Land and Marine Resources is comprised of the following Division/Units:

**Divisions:**

**Agricultural Planning**

**Animal Production and Health**

**Agricultural Services**

**Extension, Training and Information Services**

**Fisheries**

**Land Administration**

**Lands**

**Surveys**

**Land and Water Development**

**Research**

**Regional Administration North and South**

**General Administration**

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**Units:**

**Human Resource**

**Internal Audit**

**Information Technology**

**Legal**

**Public Relations and Media**

**Finance and Accounts**

**Library**

**Security**

**PARTICULARS OF THE ORGANISATION AND FUNCTIONS OF THE MINISTRY OF  
AGRICULTURE, LAND AND MARINE RESOURCES**

**Agricultural Planning Division**

The major functions of this division are:-

1. To assist in the determination of a consistent set of goals and objectives for the development of the agricultural sector.
2. To formulate, evaluate and implement policies, plans, programmes and projects.
3. To coordinate 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.

**Animal Production and Health Division**

The core functions of this division are:-

1. To formulate and implement appropriate and clearly defined policies, plans and integrated programmes for the livestock sub-sector.
2. To improve the genetic capability and performance of various classes of livestock e.g. cattle, sheep and goats.
3. To assist in the development of incentive programmes that will attract investment into the sub-sector and stimulate efficiency and competitiveness.
4. To implement policies designed to prevent the introduction of animal diseases into the country.
5. To implement programmes to control/eradicate animal diseases of economic importance.
6. To provide assistance to the livestock sub-sector to achieve greater efficiency of production and improved product quality by providing cost effective veterinary health and livestock production programmes.
7. To collaborate with public and private sector organisations on relevant aspects of human health and to assist in protecting the human population from diseases transmitted through animals and unwholesome animal products.

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### **Agricultural Services Division**

This division's key responsibilities are as follows:-

1. To facilitate the sustainable development of Agriculture and the environment through conservation and protection of our agro-biodiversity.
2. To produce and maintain a sufficient supply of high quality, high yielding planting material.
3. To facilitate the establishment of an appropriate body for certification of all planting material including budwood and seed material.
4. To maintain and conserve germplasm of key strategic crops in live genebanks.
5. To maintain a stock of seeds of key crops in cold storage to be used as start up material in the event of natural disasters.

### **Extension Training and Information Services Division**

This division has the following core functions:-

1. To provide farmer training courses at venues across the country.
2. To provide advisory farm visits by professional staff.
3. To provide programmes for community group based on requests.

### **The Fisheries Division**

The functions of this division are:-

1. To assess, manage and conserve the marine fisheries resources of Trinidad and Tobago.
2. To provide specialized information services on the marine fisheries of Trinidad and Tobago.
3. To provide extension services to the fishing industry and aquaculture.
4. To provide training to fishermen, aqua culturists and persons involved in marketing on fishing methods and gears, fishing handling and processing.
5. To administer the fisheries regulations in accordance with the existing Fisheries Act.
6. To implement state obligations under regional and international conventions concerning fisheries or related matter.
7. To provide technical input into bilateral negotiations with neighbouring countries for fishing agreements and delimitation of maritime boundaries.
8. To provide and maintain physical infrastructure at landing beaches.

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### **Land Administration Division**

**This division has the following core functions:-**

1. To ensure that the selection, distribution/regularisation and management of Agricultural State Lands are carried out in an efficient and cost effective manner.
2. To ensure the productive utilization of Agricultural State Lands, consistent with proper environmental and natural resource conservation practices for sustainable development.
3. To gather, store and retrieve information on the State's agricultural tenants.

### **Lands**

**The major functions are:-**

1. To grant freehold and leasehold interest for State Lands.
2. To receive revenues from the granting of leases.
3. To manage leasehold interest with respect to lands and the seabed within the geographical boundary of Trinidad and Tobago.
4. To monitor terms and conditions of Leases.
5. To grant permits for building construction, production sharing or permission to occupy state lands.
6. To issue consent to transfer lands.
7. To monitor squatters and take the necessary precautions to remove and deter this practice.
8. To acquire private lands for public usage if this is deemed to be in the interest of the country.

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### **Surveys**

**Functions 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.
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.
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.

### **Land and Water Development Division**

**To provide Agricultural Engineering services for:-**

1. Agricultural Water management including on farm irrigation and drainage.
2. Rural Access Roads development.
3. Repairs to vehicles and Agricultural mechanization.
4. Design of Agricultural Structures and water management systems

### **Research Division**

1. To provide technical support services to farming community for improved agricultural production.
2. To serve as national focal points 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.

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4. To identify, develop/adapt, document and disseminate appropriate technology for sustainable agricultural systems and maintenance of our biodiversity.
5. To provide advice to the political directorate, planners, extensionists and the farming community on matters related to the development of the agricultural sector.
6. To strengthen linkages at local, regional and international levels between the Research Division and its clients, collaborative partners and NGO's.
7. To contribute to the quality of life of our citizens through improved efficiencies of production of food and horticulture products.

#### **Regional Administration North and South**

The functions of these divisions are:-

1. To provide a coordinated package of goods and services to the farming community.
2. To develop and improve the capabilities of agricultural producers, young farmers, beekeepers, home gardeners.
3. To develop and maintain access roads and other physical infrastructure.
4. To provide advice on Animal Production and Health, Processing of Land Applications and other administrative matters.
5. To assist in the interpretation and implementation of National and Sectoral Agricultural Policies within the Ministry of Agriculture, Land and Marine Resources.
6. To prepare and coordinate the implementation of plans under the Public Sector Investment Programme.
7. To provide clinical and surgical services for private farmers with food producing animals, as well as government institutions.

#### **General Administration Division**

The core functions of the division are:-

1. Preparation of Cabinet and Ministerial Notes and follow-up action on decisions taken.
2. All administrative functions relating to hosting of events.
3. Management of Statutory Boards which fall under the ambit of the Ministry of Agriculture, Land and Marine Resources.
4. To procure and maintain inventory records of stock, supplies, equipment and machinery.

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5. **Maintenance of buildings.**
6. **To improve the communication process within the Ministry**
7. **Computerization of records throughout the Ministry including the Library.**
8. **Managing file movements in and out of Registry.**
9. **Receipt and filing of correspondence and general maintenance of files.**

#### **Human Resource Unit**

**This unit has the following core functions:-**

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 maintain the Performance Management System.**
4. **To implement programmes which will enhance Human Resources Department**

#### **Internal Audit Unit**

**The core functions of this Unit are:**

1. **To ensure that sums are appropriately expended.**
2. **To examine the system of accountability to ensure that there is strict adherence to prescribed standards and procedures and to the detection of fraudulent maneuvers.**

#### **Information Technology Unit**

**Functions:-**

1. **Establish Departmental Local Area Networks (LANs)**
2. **Link Departmental LANs to create a single LAN**
3. **Link satellite facilities with Head Office**
4. **Establish divisional Databases to facilitate the sharing of information.**
5. **Introduce and manage an Internet facility in the Ministry.**
6. **Development of an Information technology policy**
7. **Provide user support facilities.**
8. **Provide hardware maintenance and ongoing services**

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9. **Establish and maintain website.**
10. **Provide software training.**

#### **Legal Unit**

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

1. **To advise personnel in the various divisions/unit of the Ministry in relation to their functions and responsibilities.**
2. **To advise and comment on regional and international agreements and treaties.**
3. **To draft contracts entered into by the Ministry, and review all such contracts.**
4. **To attend Magistrates' Court and Disciplinary Tribunal hearings on behalf of the Ministry.**
5. **To liaise with the Chief Parliamentary Counsel's office on the drafting of legislation, orders etc.**
6. **To provide legal advice and opinions.**

#### **Public Relations/Media Unit**

**The core functions of this unit include:-**

1. **To inform and educate stakeholders on the Ministry's roles and functions and provision of goods and services.**
2. **To gather and edit video footage to create video programmes on the Ministry's work.**
3. **To develop a communication approach to the Ministry's operations.**
4. **To develop local publications and products.**

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### **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 made in keeping with established financial and accounting practices.
3. To maintain and secure accounting records in proper manner as required by law.
4. To facilitate staff development and management.
5. Preparation of annual budgets of Draft Estimates of Expenditure and management of annual budgets.

### **Library**

Functions include:-

1. To determine the information needs in relation to Agriculture, Land and Marine Resources development.
2. To acquire books, periodicals and other materials to improve the skills and knowledge base of all categories of staff.
3. To maintain an up-to-date information and research system.

### **Security**

Functions include:

1. Ensuring the safety and preservation of the Ministry's property, equipment, employees, and visitors within the established parameters of the Ministry of Agriculture, Land and Marine Resources.

### **Section 7(1) (a) (ii) – Categories of documents in the possession of the Ministry of Agriculture, Land and Marine Resources.**

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.

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4. Financial records – cheques, vouchers, vote books, reconciliation records, pay record cards, kalamazoo records, 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/Agenda 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 dealing with official functions, conferences and events hosted by the Ministry.
14. Files relating to Programmes and Projects of the Ministry of Agriculture, Land and Marine Resources.
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
27. Soils maps

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**Section 7(1) (a) (m) – Material prepared by the Divisions/Units of the Ministry of Agriculture, Land and Marine Resources and where they can be inspected or obtained.**

The public may inspect and/or obtain copies of the following material between the hours of 8.00a.m. to 4.15p.m. on normal working days at the Head Office of the Ministry of Agriculture, Land and Marine Resources, St. Clair Circle, St. Clair:-

1. Brochure on goods and services provided by the Ministry.
2. Sector policy for Food Production and Marine Resources 2001-2005

**Section 7(1) (a) (n) – Listing of Literature Available by way of Subscription.**

This section is not applicable at this time.

**Section 7(1) (a) (v) – General policy for accessing a document from all Divisions of the Ministry of Agriculture, Land and Marine Resources**

**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 or information is refused), a request must be made in writing.

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

**Addressing requests**

Request must be addressed to the Designated Officer or alternate of the respective Division of the Ministry of Agriculture, Land and Marine Resources. See section 7 (1)(a)(v) for further details.

**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 you are not sure how to write your request or what details to include, communicate with a our Designated Officer.

**Requests not handled under the FOIA**

Please note that 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.

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### **Responding to requests**

The Ministry of Agriculture, Land and Marine Resources 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, will be retrieved in order to process your 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 you preferred.
- 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.
- IV. If a legible copy of 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) calendar days from the date the request was received for determination of your 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 acknowledgment of the request and advice will be provided on its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have 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) calendar days from the date the request was received as required by section 15 of the FOIA. If a decision is taken to grant access to the information requested, you 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 Marine Resources responsible for:-**

- (1) The initial receipt of an 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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**The Designated Officer is:**

**Job Title:** Records Manager II  
**Name:** Jocelyn Bartholomew  
**Address:** Ministry of Agriculture, Land and Marine Resources  
St. Clair Circle, St. Clair  
**Tel Nos.:** 622-1221

**The Alternate Officer is:**

**Job Title:** Librarian  
**Name:** Lucille Alexander  
**Address:** Ministry of Agriculture, Land and Marine Resources  
Research Division, Caroni North Bank Road  
Carenas  
**Tel Nos.:** 646-1643  
**E-mail Address:** [agrilib@ttd.net.tt](mailto:agrilib@ttd.net.tt)

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

Not applicable

**Section 7(1) (a) (vii) - Library and reading rooms in the Ministry of Agriculture, Land and Marine Resources**

Certain information may be readily access in our library or through our website at [www.agriculture.gov.tt](http://www.agriculture.gov.tt).

**The libraries of the Ministry of Agriculture, Land and Marine Resources are located at:**

1. **Head Office**  
St. Clair Circle  
St. Clair
2. **Research Division**  
Caroni North Bank Road  
Carenas
3. **Animal Health Library**  
Veterinary Diagnostic Laboratory  
Building 49, Eric Williams Medical Sciences Complex  
Champ Fleurs
4. **Fisheries Division Library**  
Western Main Road  
Chaguaramas

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**No smoking, eating or drinking is allowed in the Library.**

**Section 8**

**Section 8(1) a) (i)**

**Documents containing interpretations or particulars of written laws or schemes administered by the Ministry of Agriculture, Land and Marine Resources.**

**Statements**

1. **Gazette Material**
2. **Financial Regulations – Exchequer and Audit Ordinance**
3. **Financial Instructions**
4. **Public Service Commission (Amendment) Regulations**
5. **Guidelines for the Administration of the Developed Functions**
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 Marine Resources**
2. **Manual of procedures for State Land Management, Permits etc.**
2. **Food and Agriculture Policy**

**Section 8 (1) (b)**

1. **Guidelines for requesting subvention/financial assistance**
2. **Strategic Review**
3. **Standard form of contract used to govern projects**

**Section 9 Statements**

**Section 9 (1), (a), (b), (c), (d), (e), (f), (g), (h), (i), (j), (k)**

**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 Marine Resources.**

**Section 9(1) (b)**

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**
5. **Annual Record of the Ministry's Achievements**

**Section 9(1) (i)**

1. **Strategic Plans – Strategic Action Plans**

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TENDER FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF NINE COMBINATION PACKAGES OF WALK THROUGH AND BAGGAGE SCANNERS AT FACILITIES WITHIN THE JUDICIARY

TENDERS are invited for the supply, delivery, installation and commissioning of nine (9) Combination Packages of Walk Through and Baggage Scanners at facilities within the Judiciary.

Tender documents may be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Any further technical information may be obtained during normal working hours from Mr. Cyril Bernard, Judiciary Security Manager, Hall of Justice, Knox Street, Port-of-Spain. Telephone Number 628-8529 Extension 2361. Cell Number 682-2315

Tenderers are required to pay a tender deposit of Five hundred dollars (\$500.00) payable by cash or certified cheque to the Director of Contracts and attach the original receipt to their tender. This tender deposit will be received from Monday to Friday between the hours of 8.30 a.m. to 12.00 noon and 1.00 p.m. to 2.00 p.m.

Tenders must be accompanied by the following:

- (a) valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue; and
- (b) valid Certificate of Compliance issued in accordance with the National Insurance Act.

Sealed tenders, one (1) original and five (5) copies will be received up to 1.00 p.m. on Thursday 9th August, 2007. Envelopes must be addressed to the Chairman, Central Tenders Board and marked on the outside: "Tenders for the supply, delivery, installation and commissioning of nine (9) Combination Packages of Walk Through and Baggage Scanners at facilities within the Judiciary" and must be deposited in the Brown Tenders Box located in the lobby of the Board's Office.

Tenderers are asked to note that the dimensions of the slot in the Tenders Box are 37.5 cm x 5.5 cm. Tenders should therefore be packaged accordingly.

Tenders will be opened shortly thereafter. The tenderer or his representative may be present at the opening.

Late tenders will not be considered in any circumstances.

The Board does not bind itself to accept the lowest or any other tender.

Tender Notices may also be viewed at <http://www.finance.gov.tt/tenders>.

17th July, 2007.

J. JONES  
Chairman,  
Central Tenders Board

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DETERMINATION OF COMPENSATION TO DEPENDANTS OF DECEASED EMPLOYEE

*Re-Death of*

AMIR ALI MOHAMMED, late of 9th Fourth Street, Corinth Village Settlement, Ste. Madeleine  
a workman lately employed with S.E.S.L. Ltd.

COMPENSATION in the above matter having been deposited with me under section 8 of the Workmen's Compensation Ordinance, persons claiming to be dependants of the said Amir Ali Mohammed are hereby required to appear before the Commissioner on THURSDAY THE 27TH DAY OF SEPTEMBER, 2007, at 9.00 o'clock in the forenoon at the Hall of Justice, Port-of-Spain, when the Commissioner shall proceed to determine the distribution thereof.

Proof of relationship of dependants to the deceased workman will be required by the Commissioner to be furnished by claimants at the enquiry. Such proof to be in the form of certificates of birth and of marriage as in the circumstances be necessary.

A claimant for funeral expenses of the deceased must submit and prove his claim to the Commissioner on or before the 27th day of September, 2007.

Dated this 9th day of July, 2007.

(3 ins.)

M. ROBERTSON  
Acting Deputy Registrar, Supreme Court