



# TRINIDAD AND TOBAGO GAZETTE

VOL. 64

Caroni, Trinidad, Thursday 6th March, 2025—Price \$1.00

No. 36

No.	GAZETTE NOTICE	PAGE	No.	GAZETTE NOTICE	PAGE
320	Notice <i>re</i> Supplement ... ..	651	325	Board of Architecture of Trinidad and Tobago Registered Architects—2025	717
321	Probate and Letters of Administration—Applications	652	326–28	Licensing Sessions ... ..	718
322	Central Bank, Weekly Statement of Account as at 26th February, 2025	653	329	Special Resolution to Windup Company and Appointment of a Liquidator—Southside Property Acquisition Company Ltd.	720
323	Updated Public Statement of the Ministry of Agriculture, Land and Fisheries	654	330–31	Loss of Pan American Life Insurance of Trinidad and Tobago Policies	720
324	Guardian Life of the Caribbean Limited Notice—Collection of Unclaimed Funds	713			

320

## SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

### *Legal Supplement Part B—*

Detention Order—(Legal Notice No. 76 of 2025).

Detention Order—(Legal Notice No. 77 of 2025).

Detention Order—(Legal Notice No. 78 of 2025).

Detention Order—(Legal Notice No. 79 of 2025).

321

## PROBATE AND LETTERS OF ADMINISTRATION

PUBLIC NOTICE is hereby given that applications have been made for the following grants of Probate or Letters of Administration:

LETTERS OF ADMINISTRATION of the estate of **POOLO PHOOLCHAN** otherwise **PHUL PHOOLCHAN** otherwise **PHOOL PHOOLCHAN** of 18, Chin Aleong Street, Rambert, Naparima, Trinidad, who died on the 6th day of June, 2024, by **Ria Amanda Pulchan** of the same place, her daughter and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **SALEEM HAMID** of 60, Don Miguel Road, San Juan, St. Ann's, Trinidad, who died on the 19th day of November, 2024, by **Nazim Ali-Hamid** otherwise **Nazim Ali Hamid** otherwise **Mobeen Ali Hamid** of the same place, his brother and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **JOAN CHAVES** of 18, Sydenham Avenue, St. Ann's, Trinidad, who died on the 3rd day of June, 2000, by **Gerald Robert Agostini** of 24, Hillcrest Drive, Petit Valley, Diego Martin, Trinidad, her son and the only person entitled to the estate;

LETTERS OF ADMINISTRATION of the estate of **RUPERT BALGOBIN** of Light Pole No. 103, Mantacool Second Branch Road, George Village, Tableland, Princes Town, Savana Grande, Trinidad, who died on the 24th day of April, 2019, by **Deochan Balgobin** of the same place, his son and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **MICHAELENE SMART** of 38, Jagville Avenue, St. Julien, Princes Town, Savana Grande, Trinidad, who died on the 14th day of January, 2024, by **Shauna Regail King** of the same place, her daughter and the only person entitled to the estate;

PROBATE of the Will dated the 23rd day of September, 2021, of **FITZROY BURROUGHS** of 132, Andre Avenue, Marabella, San Fernando, Trinidad, who died on the 3rd day of April, 2022, by **Patrick Isermeyer** of the same place, the sole executor named in the Will;

## PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **PARTAP SAMAROO** of 7¼ Mile Mark, Plum Mitán Road, Plum Mitán, *via* Sangre Grande, Manzanilla, Trinidad, who died on the 3rd day of May, 2002, by **Kamla Samaroo-Barath** of Light Pole No. A57–1, Samaroo Avenue, Dookiesingh Extension, St. Augustine, Tacarigua, Trinidad, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **ALDWYN FLEMING** of 59, Ibis Court, Couva, Trinidad, who died on the 17th day of June, 2023, by **Elmie Fleming** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 26th day of May, 2020, of **ENID MILLS** of 27, Alta Gracia Road, Maracas, St. Joseph, Tacarigua, Trinidad, who died on the 14th day of May, 2024, by **Shelly Ann Nicholas-De Matas** of 93, Maple Drive, Pineridge Heights, Lopinot, Arouca, Tacarigua, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 4th day of July, 2018, of **JOYCE GLENDA JUSTINA MC CARTHY** otherwise **BRENDA JOYCE MC CARTHY** otherwise **BRENDA JOYCE QUAN** otherwise **BRENDA GLENDA JOYCE QUAN** otherwise **GLENDA J. QUAN** otherwise **GLENDA QUAN** otherwise **JOYCE BRENDA QUAN** of 26, 6th Street East, Montague Avenue, Trincity, Tacarigua, Trinidad, who died on the 19th day of July, 2018, by **Kimlan Reina Quan** otherwise **Kimlan Quan** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 25th day of June, 2020, of **LUCILLE EDMUND** of 10, Industry Lane, La Brea, Trinidad, who died on the 13th day of June, 2024, by **Glyn Edmund** of 46, Cooper Street, San Fernando, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **KEVIN VIDESH DASS** of 28, Immortelle Avenue, Coconut Drive, San Fernando, Trinidad, who died on the 22nd day of April, 2024, by **Cummings Dass** of the same place, his father and only person entitled to the estate;
- PROBATE of the Will dated the 27th day of October, 2006, of **FRANK HART** otherwise **FRANK ETHELBERT HART** otherwise **ATHELBERT ADOLPHUS HART** of 71, Quesnel Street, Arima, Trinidad, who died on the 30th day of April, 2019, by **Stanley Hart** otherwise **Stanley Sylvester Hart** of 20, Charles Street, Arima, Trinidad, the sole surviving executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ANGIR CHATEE** of 63, Orange Grove Street, St. Augustine, Tacarigua, Trinidad, who died on the 12th day of November, 2024, by **Christian Krishna Chatee** otherwise **Krishna Chatee** of 89, Watts Street, St. Augustine, Tacarigua, Trinidad, his brother and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **TYJONDAH RUTH CHRISTINE MARSHALL GULSTON** otherwise **TYJONDAH RUTH CHRISTINE MARSHALL** otherwise **TYJONDAH MARSHALL-GULSTON** otherwise **TYJONDAH RUTH MARSHALL GULSTON** otherwise **TYJONDAH MARSHALL** of 454, Gladius Crescent, La Horquetta, Arima, Trinidad, who died on the 21st day of October, 2023, by **Oba Sylvester Gulston** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **SURESH BABOOLAL** of Light Pole No. 6, 5th Street Extension Pranz Garden, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 3rd day of July, 2024, by **Ashlyn Shaffee** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 17th day of February, 2020, of **ARNIM SRCUBB** of 63, Chinese Drive, Crown Trace, Enterprise, Chaguanas, Trinidad, who died on the 2nd day of December, 2022, by **Michelle Betty Bernard-Best** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION with Will dated the 26th day of February, 2024, annexed of the estate of **SALICKRAM RAMJEWAN** of 4, Graham Trace Extension, Sangre Grande, Manzanilla, Trinidad, who died on the 1st day of March, 2024, by **Chaitram Chunilal Sagar** of 6¾, Plum Mitán Road, Plum Mitán, Turure, Trinidad, one of the residuary devisees and/ or legatees named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **KRISHNA VIJAYNATH BOODRAM** of 106, Juniper Road, Maracas Valley, Maracas, St. Joseph, Tacarigua, Trinidad, who died on the 12th day of October, 2024, by **Sakina Boodram** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **DAVID ELLIS** otherwise **DAVID ELLIS** of 2, Gerald Ramkissoon Avenue, Petit Valley, Diego Martin, Trinidad, who died on the 27th day of June, 2024, by **Alicia Olivia Ellis-Bisnath** of the same place, his daughter and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **ASHMEEL EMAMDEE** of 115, Melajo Road, Vega de Oropouche, Sangre Grande, Manzanilla, Trinidad, who died on the 8th day of May, 2017, by **Joan Emamdee** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **BARRAT BOODANEE** otherwise **BARAT BOODANEE MANICK** of 40, Ants Nest Road, George Village, Tableland, Savana Grande, Trinidad, who died on the 8th day of April, 2024, by **Samdaye Barrat** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 6th day of June, 2023, of **RASHEEK MOHAMMED** of 36, Moody Stewart Street, San Fernando, Trinidad, who died on the 15th day of November, 2023, by **Anisa Mungalsingh** of 71–72, St. Joseph Park, St. Joseph Village, San Fernando, Trinidad, and **Reiaz Mohammed** of B5, Palmiste Drive, Lazzari Lands, Phillipine, Naparima, Trinidad, the executors named in the Will;

and unless Caveat is lodged within twenty-one days from the date of this advertisement with the Registrar of the Supreme Court or the Sub-Registrar through whom the above-mentioned applications have been made, Probate or Letters of Administration, as the case may be, in respect of the said applications will be granted accordingly.

Dated the 6th day of March, 2025.

R. ROBERTS  
Acting Registrar  
Supreme Court of Judicature

322

## CENTRAL BANK OF TRINIDAD AND TOBAGO

## WEEKLY STATEMENT OF ACCOUNT AS AT 26TH FEBRUARY, 2025

<i>Previous Week</i> \$000		<i>Assets</i>		<i>This Week</i> \$000
		External Assets:		
31,435,823		Balances, Investments etc. ... ..	31,582,424	
4,160,173		Subscriptions to I.M.F. ... ..	4,160,173	
6,927,017		I.M.F.—S.D.R. Holdings ... ..	6,927,017	
	42,523,013			42,669,614
		Trinidad and Tobago Government Securities:		
—		Treasury Bills (Face Value) ... ..	—	
22		Marketable Securities ... ..	22	
	22			22
		Other Assets:		
3,500		Trinidad and Tobago Dollar Securities ... ..	3,500	
2,445,302		Other Assets ... ..	2,377,806	
	2,448,802			2,381,306
	98,347	Fixed Assets		98,347
	45,070,184			45,149,289
		<i>Liabilities and Capital Account</i>		
		Currency in Circulation:		
8,497,540		Notes ... ..	8,568,863	
276,417		Coins ... ..	276,518	
	8,773,957			8,845,381
		Demand Liabilities:		
16,165,633		Commercial Banks ... ..	16,258,083	
401,104		Financial Institutions (Non-Banking) ... ..	402,340	
(4,783,064)		Government and Governmental Organisations ... ..	(5,048,182)	
164,257		International Organisations ... ..	164,121	
837,305		Foreign Currency ... ..	837,395	
827,491		Other ... ..	984,384	
	13,612,726			13,598,141
		Other Liabilities:		
6,831,053		Government S.D.R. Allocations ... ..	6,831,053	
8,824,841		Other Liabilities ... ..	8,847,012	
5,427,607		Specific Provisions ... ..	5,427,702	
	21,083,501			21,105,767
		Capital and Reserves:		
800,000		Capital Paid-up ... ..	800,000	
800,000		General Reserve Fund ... ..	800,000	
	1,600,000			1,600,000
	45,070,184			45,149,289

G. BACHAN-SHADEO  
Senior Accountant  
Finance and Accounting

2025

**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:

- (i) a legal right to access information held by the Ministry of Agriculture, Land and Fisheries;
- (ii) 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;
- (iii) a legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
- (iv) 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**

To work as an innovative team championing the conservation of biodiversity and sustainable development of food and non-food systems, supported by sound public policy.

**Vision**

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

**Mandate**

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

**Location**

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

Telephone No: 220-6253

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



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

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

- (i) Agricultural Entrepreneurship among Youth;
- (ii) Agricultural Extension Services;
- (iii) Agricultural Finance and Credit (Policy);
- (iv) Agricultural Infrastructure;
- (v) Agricultural Land Development, Distribution and Regularization;
- (vi) Agricultural Marketing;
- (vii) Agricultural Policy and Planning;
- (viii) Agricultural Research;
- (ix) Animal Production and Health;
- (x) Apiculture;
- (xi) Aquaculture;
- (xii) Botanic Gardens;
- (xiii) Crop Production (Food and Fiber);
- (xiv) Estate Security Services;
- (xv) Food Security;
- (xvi) Forestry, National Parks and Wildlife;
- (xvii) Horticulture;
- (xviii) Hydrographic Surveys;
- (xix) Land Management;
- (xx) Livestock Production;
- (xxi) Management and Standardization of Agricultural Products (new);
- (xxii) Marine Fisheries;
- (xxiii) Parks and Recreation Grounds Policy;
- (xxiv) Plant Health and Protection;
- (xxv) Praedial Larceny;
- (xxvi) Queen's Park Savannah;
- (xxvii) Surveys and Mapping;

**Statutory Boards and Other Bodies**

- (i) Agricultural Society of Trinidad and Tobago (ASTT);
- (ii) Caribbean Agricultural Research and Development Institute (CARDI);
- (iii) Caribbean Fisheries Training and Development Institute (CFTDI);
- (iv) Land Survey Board of Trinidad and Tobago;
- (v) Livestock and Livestock Products Board; and
- (vi) Zoological Society of Trinidad and Tobago (ZSTT).

**Wholly Owned Enterprises**

- (i) Cocoa Development Company of Trinidad and Tobago Limited;
- (ii) Estate Management and Business Development Company Limited (EMBD);
- (iii) National Agricultural Marketing and Development Corporation (NAMDEVCO); and
- (iv) Palo Seco Agricultural Enterprises Limited (PSAEL).

**Majority- owned Enterprises**

Agricultural Development Bank (ADB)

**Minority- owned Enterprises**

Caribbean Food Corporation

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

**Programmes**

The Ministry's major functions include:

- (i) promoting the efficient production, processing and marketing of food and non-food farm products of the nation;
- (ii) managing the nation's marine renewable resources and the land and water resources devoted to farming in a sustainable manner;
- (iii) formulating and implementing policy measures that will further develop the sector;
- (iv) providing support to farms on good agricultural practices; and
- (v) 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**

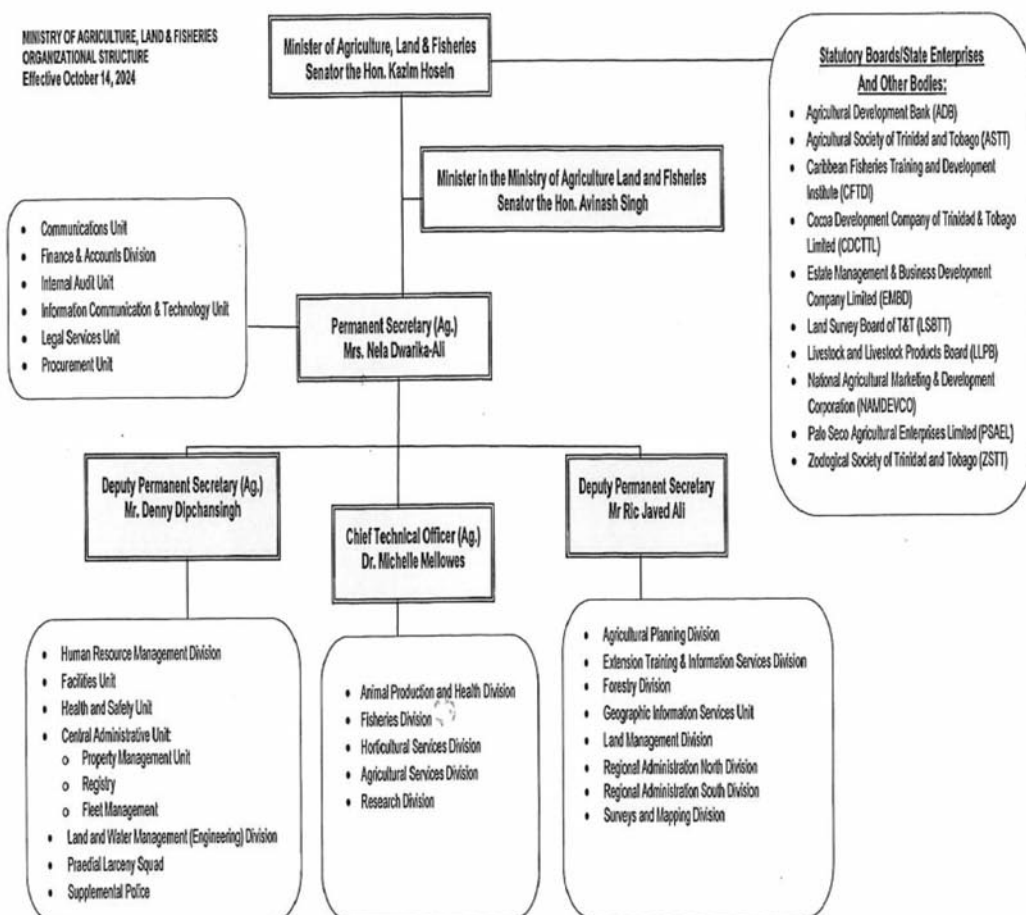
- (i) Agricultural Planning;
- (ii) Agricultural Services;
- (iii) Animal Production and Health;
- (iv) Extension Training and Information Services;
- (v) Fisheries;
- (vi) Forestry;
- (vii) Horticultural Services;
- (viii) Human Resource Management;
- (ix) Land and Water Development Division (Engineering Division)
- (x) Land Management;
- (xi) Regional Administration North;
- (xii) Regional Administration South;
- (xiii) Research;
- (xiv) Supplemental (Estate) Police; and
- (xv) Surveys and Mapping.

**Units:**

- (i) Central Administrative Unit;
- (ii) Communications;
- (iii) Finance and Accounting;
- (iv) Facilities Management Unit;
- (v) Geographic Information Systems;
- (vi) Information and Communication Technology;
- (vii) Internal Audit;
- (viii) Legal;
- (ix) Procurement Unit; and
- (x) Praedial Larceny.

323—Continued

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:**

**(1) AGRICULTURAL PLANNING DIVISION**

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

- (i) Policy Development, Support and Advice;
- (ii) Project Formulation and Coordination;
- (iii) Monitoring, Evaluation and Controlling plans and programmes in the various subsectors;
- (iv) Preparation of the Ministry's Capital Budget;
- (v) Co-ordination of the Annual Budgetary Planning Process;
- (vi) Agricultural Trade Negotiations;
- (vii) Monitoring of Affiliated Agencies; and
- (viii) 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:

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

**Organizational 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.

**(1) AGRICULTURAL SERVICES DIVISION**

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

- (i) National Seed Bank, Chaguaramas;
- (ii) La Reunion Plant Propagation Station, Centeno;
- (iii) St Augustine Nurseries, Curepe; and
- (iv) Marper Farm, Manzanilla



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

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

- (i) 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;
- (ii) 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; and
- (iii) 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.

**CONTACT INFORMATION**

**MAIN OFFICE**

St. Augustine Nurseries Compound  
Farm Road  
Curepe  
Tel: 645-6552 / 0534  
Fax: 662-5413  
Email: [agri\\_serv\\_div@hotmail.com](mailto:agri_serv_div@hotmail.com)

**LA REUNION PLANT PROPAGATION STATION, CENTENO (LRPPS)**

Caroni North Bank Road  
Centeno  
Tel: 642-4188 / 8200  
Fax: 646-2948  
Email: [lrpps@hotmail.com](mailto:lrpps@hotmail.com)

**MARPER FARM**

St Isidore Road  
Plum Mitan  
Manzanilla  
Tel: 691-2846 / Fax: 691-2847  
Email: [marperfarm@gov.tt@gmail.com](mailto:marperfarm@gov.tt@gmail.com)

**ST. AUGUSTINE NURSERIES (SAN)**

Farm Road  
Curepe  
Tel: 662.2692/645-6552  
Fax 662-7515  
Email: [fpnurseries@gov.tt](mailto:fpnurseries@gov.tt)

**NATIONAL SEED BANK (CHAGUARAMAS AGRICULTURAL DEVELOPMENT PROGRAMME)**

Macqueripe Road  
Tucker Valley  
Chaguaramas  
Tel: 634- 3521/2 Email: [the\\_nationalseedbank@gmail.com](mailto:the_nationalseedbank@gmail.com)

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

**(2) 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; and
- (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.

**Objectives**

- (i) Contribute to the formulation and implementation of appropriate and clearly defined policies, plans/programmes for the Livestock Sub Sector;
- (ii) To improve the genetic configuration and subsequent performance of various classes of Livestock;
- (iii) Decrease cost of production of livestock farmers by the provision of high quality local forage during both dry and rainy seasons;
- (iv) 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
- (v) To collaboration with public and private sector organizations for:
  - (a) The establishment of public private partnership; and
  - (b) The protection of the human population from diseases transmitted through animals and unwholesome animal products.

**Animal Production Sub Division**

The Animal Production Sub- division is headed by a Technical Officer/Deputy Director.

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; and
- (iv) La Gloria Forage Farm.

Improvement in the genetic configuration and subsequent performance of various classes of livestock through:

- (i) The Artificial Breeding Centre; and
- (ii) The National Artificial Insemination Service for Cattle, Sheep, Goat, Buffalo, Pig and Rabbit.

3323—Continued

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

**Centeno Livestock Station**

Multiplication sale/distribution of pedigree livestock to the farming community (cattle, sheep, goat, rabbit).

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.

ADDRESS: Centeno Livestock Station, El Carmen, St Helena

Tel: 868 669-5296 / 669-1159

Email: [centenolivestock@yahoo.com](mailto:centenolivestock@yahoo.com)

**The Animal Health Sub Division**

The Animal Health sub-division provides the following services:

- (i) The Chief Veterinary Officer (CVO) is the technical lead for the Animal Health sub-division which includes offices in Port-of-Spain, Mon Jaloux, Cunupia and at the Eric Williams Medical Sciences Complex.
- (ii) 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.
- (iii) 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.
- (iv) Import Permits are issued for the import of live animals and animal products in compliance with legislative, regulatory and Sanitary and Phytosanitary (SPS) conditions. Applications for animal product imports are made via the TTBizlink online platform. Live animal import applications are processed manually.
- (v) Export permits are issued for exporters of animal products in compliance with requirements set by the country of import.
- (vi) 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](mailto:aphmalmr@gmail.com)

**National Animal Disease Centre (NADC)**

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:

- (i) Field Veterinary Services;
- (ii) Import Inspection;
- (iii) Live animal Export Inspection;
- (iv) Equine quarantine;
- (v) Poultry Surveillance; and
- (vi) 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:



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

- (i) Diagnosis and treatment of clinical cases via medical and surgical interventions, inclusive of emergency procedures;
- (ii) 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;
- (iii) Vaccination of animals against specific diseases e.g. rabies; and
- (iv) 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
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VICTORIA Tel: 652-2033	ST. PATRICK (PENAL) Tel: 647-4672
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CARONI Tel: 672-4411	NARIVA/MAYARO RIO CLARO DEMONSTRATION STATION Tel: 644-2326/2882
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EL REPOSO DEMONSTRATION STATION  
Tel: 668-2449 / 668-5127

**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 for livestock, fish, ornamental birds and horses are issued by a Veterinary Officer for animals prior to export in compliance with the conditions required by the importing country. Veterinary Officers may also provide or supervise vaccination against diseases as required by the importing country.

**Equine Quarantine Service**

Horses imported into Trinidad and Tobago, are quarantined at the Santa Rosa Equine Quarantine.

**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 rabies.

**ADDRESS: National Animal Disease Centre**

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



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

**Veterinary Diagnostic Laboratory**

The Veterinary Diagnostic Laboratory (VDL) at the Eric Williams Medical Sciences Complex 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:

- (i) Necropsy;
- (ii) Histopathology;
- (iii) Microbiology;
- (iv) Haematology;
- (v) Serology;
- (vi) Parasitology;
- (vii) Cytology;
- (viii) Semen Analysis; and
- (ix) Warts vaccine preparation.

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 Centre**

The **Sugarcane Feeds Centre (SFC, hereafter)**, in support of the overarching objective, engages in the research in livestock production systems re large and small ruminants, rabbits, pigs, poultry (Muscovy duck) and aquaculture. This research is compiled, reviewed and published to the general public. SFC also provides:

- (i) Abattoir services for slaughter and meat storage and fabrication (ruminants and monogastrics); and
- (ii) Incinerator services for waste disposal of animal carcasses and parts.

**Role and functions of the Sugarcane Feeds Center**

- (i) Conduct and/or facilitate research, demonstration and extension in Livestock Production systems re: large and small ruminants, rabbits, pigs, poultry (Muscovy duck) and aquaculture;
- (ii) Abattoir services for slaughter and meat storage and fabrication (ruminants and monogastrics);
- (iii) Incinerator services for waste disposal; and
- (iv) 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: 868-665-9967/7913 or 868-743-4973  
Fax: 868-671-4809  
Email: sfcprojdir@gov.tt

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

**(3) EXTENSION TRAINING AND INFORMATION SERVICES DIVISION (ETIS)**

The ETIS Division's Programme of Work outlines the full scope of 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. ETIS Division's Training Calendar is an integral component of the Division's Programme of Work, and it represents only a fraction of the Division's overall mandate. The detailed Programme of Work includes the conduct of needs and impact assessments, production of factsheets, technical packages and other print materials, participation at exhibitions and career days as well as staff training for Regional Extension officers.

The Director of the ETIS Division holds leadership roles critical to national efforts. The Director chairs a Cabinet-appointed committee, the World Food Day National Committee of Trinidad and Tobago (WFDNCTT), a group comprising international, Inter-ministerial, and private stakeholders. Furthermore, the Director serves as the Deputy Chair of the Giant African Snail (GAS) committee, which includes the Research Division, Regional Administrations North and South, and the Animal Production and Health Division all dedicated to guiding strategies for addressing the GAS issue in Trinidad.

The Extension Training and Information Services Division's programme of work was developed to support the implementation of the Ministry's Draft Sector Policy. It is guided by the Ministry and Division's Vision and mission and client requests.

**Vision**

The vision of Extension Training and Information Services Division 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**

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

Programmes are planned and delivered via 1-3 day(s) 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.



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

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, Soil Health and Plant Doctor Training. This is representative of the most recent examples of collaborative work.

#### CONTACT INFORMATION

##### EXTENSION TRAINING AND INFORMATION SERVICES DIVISION

Caroni North Bank Road Centeno

Email: [deputydirectorETIS@gov.tt](mailto:deputydirectorETIS@gov.tt) ; [ETISecretary@gov.tt](mailto:ETISecretary@gov.tt)

#### (4) 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:

- (i) The assessment, management and conservation of the marine fisheries resources of Trinidad and Tobago;
- (ii) Provision of specialized information services on marine fisheries of Trinidad and Tobago;
- (iii) Provision of administrative and extension services to the fishing and aquaculture industries;
- (iv) 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);
- (v) 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
- (vi) Implementing state obligations under regional and international conventions concerning fisheries, or related matters.

The following is a list of services provided by the Fisheries Division:

##### Administration Unit:

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

##### Extension Unit:

- (i) Registration of fishers;
- (ii) Recording of fishing vessels fishing commercially within the waters under the jurisdiction of Trinidad and Tobago and on the High Seas;
- (iii) Registration of engines used on commercial fishing vessels;
- (iv) Transfers of vessels and engines engaged in commercial fishing in the waters under the jurisdiction of Trinidad and Tobago and on the High Seas;
- (v) Recommendations to Ministry of Trade and Industry in respect of importation of vessels to be used for commercial fishing;
- (vi) Issuance of annual Trinidad and Tobago Local Fishing Licence to non-artisanal vessels;
- (vii) Administration of the Agricultural Incentive Programme for fishers;
- (viii) Facilitates training of fishers in areas of relevance to the industry;

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

- (ix) 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;
- (x) Liaises with Ministry of Labour and Cooperatives to assist with establishment of new fisher organizations and strengthening of existing organizations; and
- (xi) Implements management recommendations of the International Commission for the Conservation of Atlantic Tunas (ICCAT).

**Fisheries Monitoring, Control, and Surveillance**

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

**Marine Fishery Analysis Unit:**

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

**Environment and Fish Trade:**

- (i) Recommends to Ministry of Trade and Industry in respect of importation and exportation of chilled/frozen seafood for commercial and domestic purposes;
- (ii) Recommends to Ministry of Trade and Industry in respect of Minister's License for the importation of raw materials (fish and fish products) for processing;
- (iii) Implements management recommendations of the International Commission for the Conservation of Atlantic Tunas (ICCAT) in respect of trade;
- (iv) Implements aspects of the ICCAT Statistical Document Programme;
- (v) 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
- (vi) Attend consultations with respect to Certificates of Environmental Clearance applications.

**Aquaculture Unit:**

- (i) Registration of fish farmers (aqua culturists);
- (ii) Recommends to Ministry of Trade and Industry in respect of import and export licenses for live fish (both ornamental and food fish species);
- (iii) Grants permits for import and export of live fish for scientific and personal purposes (less than 24 fish);
- (iv) Administers the Ministry's Agricultural Incentive Programme for the aquaculture sub-sector;
- (v) Provides training in commercial aquaculture and aquaponics to members of the public;
- (vi) Provides technical guidance and extension services to potential and established fish farmers (Ornamental and Food fish); and
- (vii) Provides technical advice on aquaculture to the Ministry, banks and other institutions and members of the aquaculture sub-sector.



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

**CONTACT INFORMATION****FISHERIES DIVISION – HEAD OFFICE**

#35 Cipriani Boulevard  
Newtown  
Port of Spain  
Tel: (868) 623- 6028/8525  
Fax: (868) 623-8542  
Email: fishdiv@gov.tt

**MARINE FISHERY ANALYSIS UNIT**

Ministry of Agriculture, Land and Fisheries  
Western Main Road, Chaguaramas  
Trinidad and Tobago, W.I.  
Tel: (868) 634-4504; (868) 634-4505  
Fax: (868) 634-4488

**AQUACULTURE UNIT**

Aquaculture Demonstration Centre  
Churchill Roosevelt H'way, Valsayn  
Tel: (868) 462-4348, 462-4337, 462-4344  
Email: aquacultureunit@hotmail.com

**EL REPOSO DEMONSTRATION STATION**

Oropouche Road  
Sangre Grande  
Tel: (868) 668-2712

**REGIONAL ADMINISTRATION SOUTH OFFICE**

#8 Inverness Street  
Cocoyea, San Fernando  
Tel: (868) 225-4727

**(5) FORESTRY DIVISION****Vision**

To promote the well-being of the nation's forests reserves 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 (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.

**Functions and services offered to members of the public by the Forestry Division:**

- (i) 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.
- (ii) 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.
- (iii) Forest Management - involves the improvement of forest species composition and output of forest products from natural forests, while protecting biodiversity and enhancing wildlife habitat.

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

- (iii) Forest Management cont. - 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.
- (iv) 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, which 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.
- (v) 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.

#### CONTACT INFORMATION

##### HEAD OFFICE

Long Circular Road

St. James

Secretary to Conservator of Forests – 225-3868

Secretary to Deputy Conservator of Forests – 225-3861

Administrative Assistant – 225-3860

Accountant I – 225-3854

Forestry Information Unit/Library – 225-3846

Secretary to Director, Forest Resource Inventory and Management – 225-3856

Wildlife Section -225-3837

Game Warden II – 225-3829

National Parks Section – 225-3792

Community Forestry – 225-3821

Private Forestry/Incentive Unit – 225-3817

##### SOUTH OFFICE (San Fernando)

ACF South West Conservancy – 225-3761

ACF South Central Conservancy – 225-3760

ACF South East Conservancy – 225-3762

Game Warden II – 225-3775

Clerk III – 225-3759

Clerk II – 225-3773



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

**(6) HORTICULTURAL SERVICES DIVISION**

**Introduction**

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

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 Core Functions of the Horticultural Services Division are:**

- (i) 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.
- (ii) 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.
- (iii) To facilitate an integrated programme of recreational and ecological resource management.
- (iv) 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.
- (v) To expand, improve and enhance the country's plant biogenetic pool of this country by the introduction of non-invasive plant species.
- (vi) To conduct scientific research with emphasis on the evaluation of species of ecological importance or of economic, medicinal and other potential.
- (vii) 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.
- (viii) 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.
- (ix) Is responsibilities for administrative, managerial and developmental issues regarding both 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 Roles and Functions 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;

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

- (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; and
- (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.

**Research 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 organizations; 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**

- (i) Provide support to the Disaster Management Unit of the Regional/Borough/Municipal/ City Corporations.
- (ii) Provide environmental education/public awareness/outreach programmes via exhibitions, tours, displays, lectures, training courses and the production of horticultural/educational material.
- (iii) Provision of technical advice/expertise in the areas of landscape restoration and rehabilitation.
- (iv) Arboriculture services (assessments on tree health; and tree pruning and felling).
- (v) Advisory services on outdoor landscaping and interior decorating of state lands and premises.
- (vi) Provide Tour Guides at the Royal Botanic Gardens, Queen's Park Savannah, Wild Flower Park and at the La Pastora Plant Propagation Station.



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

- (vii) Sale of ornamental horticultural plants and a limited variety of food and fruit trees.
- (viii) Short term loan of potted plants for indoor and outdoor décor.
- (ix) Use of the Queen's Park Savannah for passive and active recreation.
- (x) 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](mailto:FPHorticulture@gov.tt)**

**(7) HUMAN RESOURCE MANAGEMENT DIVISION**

The Human Resource Management Division consists of four (4) main Units:

- (i) **Human Resource Planning Unit** – responsible for Organization Planning, Employment Planning, HR Audit and Evaluation, HR Information Management, Recruitment and Selection, 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, Processing of Gratuity, Preparation/Submission of Estimates pertaining to staff arrangements.
- (ii) **Employee Relations/ Industrial Relations Unit** – responsible for Industrial Relations, Employee Benefits and Rewards – (Leave Administration etc.), Grievance Procedure/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, Retention and Turnover Management and Separation.
- (iii) **Employee Development Unit** – responsible for Performance Management Appraisal System, Training and Development, Orientation and Induction, No Pay Study Leave, Award of Increments, On the Job Training Programme, Returning Scholars, Career Management, Probation and Confirmation.
- (iv) **Pensions and Leave Unit** – responsible for Processing of Pensions and Gratuities benefits for retiring officers.

**Core Functions:**

- (i) To facilitate the restructuring of the Ministry to improve service delivery to stakeholders.
- (ii) To implement new Human Resource systems to improve Human Resource Management in the Ministry.
- (iii) 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.
- (iv) The regularization and digitization of critical data used in the management of the Ministry's Human Resources.
- (v) 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.
- (vi) To implement such technology to improve work efficiency.
- (vii) To continuously revise/introduce new Performance Management Strategies.
- (viii) To expand Organizational Health and Safety throughout the Ministry via the establishment of Organization Health and Safety Committees as is required by law.
- (ix) To promote a culture of health and wellness.
- (x) To Administer the Employee Assistance Programme.

The following documents contain interpretation/ particulars of written laws administered by the Ministry:

- (i) Civil Service Regulations CHAPTER 23:01;
- (ii) Industrial Relations Act CHAPTER 88:01;
- (iii) Travelling Regulations Act CHAPTER 23:50;
- (iv) Manual of Terms and Conditions of Employment;

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

- (v) Shaping Performance Manual;
- (vi) Employee Assistance Programme Policy Guidelines;
- (vii) Guidelines for Contract Employment;
- (viii) Collective Agreements (Monthly Paid and Daily Rated); and
- (ix) Circular Memoranda issued by the Chief Personnel Officer, Director of Personnel Administration and Ministry of Finance.

**CONTACT INFORMATION**

**Director, Human Resources**

Corner Narsaloo Ramaya Marg Road and Soogrim Street,  
Endeavour, Chaguanas  
Tel.: 220-6253 Ext. 4017

**(8) ENGINEERING DIVISION**

The Engineering Division has the responsibility to facilitate the construction, rehabilitation, repair and maintenance of infrastructure to assist in creating an enabling environment: (1) for the farming communities in the areas of agricultural access roads, and water management in food basket areas; and (2) within the Ministry, for staff and clients in accordance with the Occupational Safety and Health (OSH) Act Chap. 88:08 (2014; amended 2016).

The Division provides support services to the farming communities to facilitate year round agricultural production by:

- (i) Maintaining drainage and irrigation channels in food basket areas (clearing, desilting, etc);
- (ii) Conducting topographical surveys for the construction of roads; pond design and construction; and calculations and design of waterways to facilitate flow for drainage and irrigation channels in food basket; and
- (iii) Testing of soil and materials to facilitate civil engineering works, and quality assurance.

Within the Ministry the Division also provides engineering and professional assistance to other Divisions. The main duties of the Engineering Division's engineers and technical staff are to:

- (i) Conduct field investigations;
- (ii) Collect data;
- (iii) Prepare designs, estimates, proposals;
- (iv) Prepare Tender documents for contracts;
- (v) Execute contracts;
- (vi) Verify quality control;
- (vii) Repair and maintain vehicles and equipment; and
- (viii) Provide transportation services.

**Vision Statement**

To be a world class, people centered, public engineering organization which provides comprehensive sustainable solutions that contributes to making Trinidad and Tobago food and nutrition secure.

**Mission**

To enhance the quality of life of its external customers (farmers and fisher folk), by providing outstanding public service. The Division develops and sustains infrastructure with the skill, pride and responsiveness of its empowered human talent in partnership with other stakeholders.

**Core Values**

The Engineering Division's core values are about customer focus and results orientation; employee empowerment and recognition; and professionalism and integrity.



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

**Functions and Responsibilities**

The Engineering Division consists of various Units:

- (i) Access Roads;
- (ii) Water Management;
- (iii) Structures;
- (iv) Support Services - Soils and Materials Laboratory and Surveys Department;
- (v) Administration; and
- (vi) Operations and Maintenance.

**Access Roads**

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

**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.

**Structures and Environment**

The Structures Section provides assistance to all Divisions of the Ministry of Agriculture, Land and Fisheries to construct, rehabilitate, repair and maintain buildings and structures of the ministry. This Section conducts field investigations, data collection, preparation of designs and engineer's estimates.

**Soils and Materials Laboratory**

The Soil and Materials 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:

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

**Surveys Department**

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:

- (i) Topographical surveys on State agricultural lands for the purpose of pond design and construction.
- (ii) Topographical surveys of roads.
- (iii) Assisting the Soil Laboratory with positioning their test holes on maps which show their position in relation to the project area.
- (iv) 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.
- (v) 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.

**Administration**

To provide Administrative, Accounting and Clerical support to the Directorate and the Heads of Sections of the Engineering Division, in managing the Division's Human Resources, Finances and Goods and Services.

**Operations and Maintenance**

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

- (i) To provide repair and maintenance services to Ministry vehicles and equipment.
- (ii) To provide irrigation and drainage services to farmers.



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

**Operations and Maintenance (cont.)**

- (iii) To provide transportation services to all Divisions in the Ministry of Agriculture, Land and Fisheries.
- (iv) To provide repair and maintenance services to buildings and facilities in the Engineering Division and other Divisions.

**CONTACT INFORMATION****ENGINEERING DIVISION MAIN OFFICE**

Corner Mausica & Caroni North Bank Rd  
Centeno  
Tel: 642-0363, 0267, 646-5231  
Fax: 646-2017

**(9) LAND MANAGEMENT DIVISION**

The Land Management Division (LMD) was created by Cabinet Minute No. 604 of March 2007. It is an amalgamation of the former Land Administration Division (LAD), the Land Acquisition Unit and their management duties previously undertaken by the Director of Surveys. LMD is now headed by the Commissioner of State Lands (COSL).

**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 twin island Republic.

**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 the landlord of State Lands held by the President of the Republic of Trinidad and Tobago under the State Lands Act (Chapter 57:01).

**Functions of the Commissioner of State Lands**

- (i) Manages both field and office staff of the Land Management Division (L.M.D);
- (ii) 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;
- (iii) Hosts monthly meetings of the Cabinet-appointed Land Reclamation Committee to review applications for development in coastal areas (including jetties and reclaimed land), the seabed, and may approve or deny applications accordingly;
- (iv) Serves Legal Notice to acquire private lands for public purposes via Compulsory Acquisition under the Land Acquisition Act Chapter 58:01;
- (v) Liaises with the Coastal Protection Unit, Ministry of Works and Transport, 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;
- (vi) 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;
- (vii) Reviews legislation, regulations and policy related to land and advises on amendments to be made;
- (viii) Attends various Committee Meetings involving State Lands; and
- (ix) Attends Court hearings and provides direction/opinion where required.

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

**Responsibilities of the Land Management Division**

- (i) Processing new leases and agreement, renewal of leases and tenancy agreements for various land uses;
- (ii) Monitoring the use and production of State Lands and serving of advisory notices to tenants or occupants in breach;
- (iii) Conducting Title Searches and Status reports of parcels for further processing of State land matters;
- (iv) Preparing, executing and registering of State Grants;
- (v) Consent to transfers and mortgage of leasehold land;
- (vi) Approval to construct buildings on State Lands;
- (vii) Acquisition of private land for public purposes;
- (viii) Issuing licences and leases for surface use in mines and quarries;
- (ix) Prevention of squatting on, and the removal of squatters, from the State Lands;
- (x) Management of coastal areas including reclaimed land and marine structures;
- (xi) Management of seabed within our internal waters and territorial sea;
- (xii) Updating the inventory of State Lands and of records on an ongoing basis; and
- (xiii) Defending the State's interest in Court.

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

- (i) Caroni Lands (formerly of the Caroni (1975) Limited);
- (ii) Divested Lands;
- (iii) Rent Review;
- (iv) Mapping, Monitoring & Enforcement (MME);
- (v) Corporate & Industrial;
- (vi) Title Clerks;
- (vii) Lease Management;
- (viii) Land Acquisition and Land Reclamation;
- (ix) Residential;
- (x) Land Delivery;
- (xi) Land Settlement Agency Matters;
- (xii) Ombudsman/ Freedom of Information Unit;
- (xiii) Agriculture Land Administration/Land Delivery;
- (xiv) Information Technology/Programming;
- (xv) Geographical Information Systems/Electronic Data Management Systems;
- (xvi) Legal (Sub-Unit of the Legal Department of M.A.L.F.); and
- (xvii) Administration Department comprise of:
  - (a) Human Resources;
  - (b) Accounts/Revenue;
  - (c) Maintenance;
  - (d) Registry/Vault;
  - (e) Drivers;
  - (f) Facilities; and
  - (g) Stores.

**CONTACT INFORMATION**

**LAND MANAGEMENT DIVISION**  
Corner Jattan Trace and El Socorro Road  
San Juan  
Telephones: 226-LAND (5263) ext. 4382 or 4383  
Fax: 638-6594  
Email: registry.lmd@gov.tt

**CARONI**  
Mon Jaloux, Chin Road, Cunupia

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

**ST. GEORGE WEST/EAST****Land Management Division**

Nos. 1 & 2 Corner Jattan Lane  
and El Socorro Road,  
San Juan

**ST. ANDREW/ST. DAVID**

Gomez Street, Sangre Grande

**VICTORIA**

Palms Club, Pointe-a-Pierre Road, San Fernando

**ST. PATRICK WEST**

Reid Road, Point Fortin

**ST. PATRICK EAST**

2nd Floor, Siparia Administrative Building,  
Corner SS Erin Road and Allies Street, Siparia

**NARIVA/MAYARO**

Pond Road, Ecclesville, Rio Claro

**(10) 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:

- (i) Agricultural development;
- (ii) Promoting healthy lifestyles;
- (iii) Supporting new and emerging sectors targeted for development;
- (iv) Land Management;
- (v) Building capability for achieving Vision 2030; and
- (vi) Instilling positive values, attitudes and behaviors 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.



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

**Extension Division**

The Regional Administration North Division comprises of four (4) counties; St. George West, St. George East, St. Andrew/St. David and Caroni. Each county is equipped with extension officers that have the skill and knowledge to disseminate information and transfer technology to the farming community and the general public. Apart from training programs and regulatory advisory visits, extension officers conduct field inspections to ensure that all criteria are met for the Farmers Registration Programme (FRP) and Agriculture Incentive Programme (AIP).

**Farmers Registration Programme**

The County Offices (St. George West, St. George East, St. Andrew/St. David and Caroni) of the Regional Administration North facilitates the registration of farmers and the provision of farmers' identification cards. All farmers must be registered with the Ministry to access the incentives and flooding and natural disaster assistance. Vendors who purchase fruits and vegetable produce from the wholesale markets or farmer's holding can apply for a Traders card for accountability of where they got the produce.

**Agricultural Incentive Programme**

The County Offices of the Regional Administration North facilitates the application for the Agricultural Incentive Programme. The Agricultural Incentive Programme allows qualified farmers to reduce the cost of production through rebates and exemption on goods and services. It serves as an indication of the Ministry's commitment to the fostering of growth and development of various agricultural sub-sectors in a liberalized trading environment. It seeks to encourage farmers to increase production, promote good agricultural practices, encourage the preservation of the environment and the conservation of natural resources as well as promote youth in agriculture.

**Natural Disaster Relief Programme**

The County Offices of the Regional Administration North facilitates the claim for the Natural Disaster Relief Programme. All farmers must be registered with the Ministry to access the natural disaster assistance. The Natural Disaster Relief Programme aims at providing assistance to farmers who have encountered losses after the occurrence of a flood or natural disaster (landslide/wind). It encourages farmers to start over and be able to afford agricultural inputs towards a new crop.

**Extension Training Programs**

Extension Training Programs are carried out in all four (4) counties of the Regional Administration North. These training programs are based on the needs assessment of farmers in each district. Each County comprises of several districts:

**St. George West – 6 districts**

(Aranguez, Arouca, Diego Martin, Maracas/St. Joseph, Santa Cruz, Tacarigua)

**St. George East – 4 districts**

(Blanchisseuse, Talparo, Wallerfield, Tumpuna)

**St. Andrew/St. David – 8 districts**

(Valencia, Guaico Tamana, Fishing Pond, Manzanilla, Plum Mitan, Matura, Toco, Sans Souci/Matelot); and

**Caroni – 11 districts**

(Brasso, Carlsen Field, Caparo, Chaguanas, Couva, Cunupia, Edinburgh, Freeport, Gran Couva, Las Lomas, Longdenville)

**UTT/ECIAF Internship Programme**

A collaborative partnership has been established between the University of Trinidad and Tobago (UTT) Eastern Caribbean Institute of Agriculture and Forestry (ECIAF) and the Ministry of Agriculture, Land and Fisheries (MALF) with the aim of facilitating the smooth transition of final year students into the agriculture sector workforce.

Students were assigned to the county offices to gain experience on the day-to-day operations and services offered by the MALF. They were trained on administrative procedures, process of farmers' registration and agricultural incentive programme, state land matters and veterinary services.

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

**UTT/ECIAF Internship Programme (cont.)**

Extension officers were scheduled to take the students out on the field to grasp first-hand experience on FRP/AIP field inspections, advisory visits, group discussions, training programs and one on one interactions with farmers.

**4H Programme**

The Ministry of Agriculture, Land and Fisheries and 4-H Trinidad and Tobago is a joint partnership whereby voluntary leaders are selected to assist in agricultural projects in Schools across Trinidad and Tobago.

**State Lands Unit**

The Regional Administration North Division comprises of four (4) counties; St. George West, St. George East, St. Andrew/St. David and Caroni. Each county (except for St. George East) has a state lands section that is equipped with officers to deal with state land related matters. The role and function of a state land officer is to conduct field investigations, ensure a minimum of 75% agricultural production is kept, identify breaches, pond recommendations, update progress report on each parcel of state land and facilitate applications for new, renewal, joint tenancy and transfer of state lands.

The main goal and objective of this unit is to maximize the utilization of available state land resources and to prevent further alienation of arable lands and keep the same in productive agriculture.

The State Lands Unit in the Regional Administration North Division is responsible for the management of 8,870 agricultural state land parcels. These parcels are dispersed throughout the 4 counties.

(i)	St. George East / West	-	4,583
(ii)	St. Andrew / St. David	-	2,801
(iii)	Caroni	-	1,486

For each plot of Agricultural State Land there is a “county file” with its own Unique Parcel Reference Number (UPRN) in a comprehensive filing system. The Agricultural Land Administration Unit (ALAU) at the Land Management Division receives information continuously on these parcels through the files from the County Offices, via the AOI State Lands. Draft Notes for Cabinet are prepared at the Land Management Division for further lease processing. The Commissioner of State Lands issues Advisory Notices / Letters and Quit Notices for serving by the Monitoring and Enforcement staff.

**Livestock Unit**

The Regional Administration North Division has one (1) Livestock unit located at Farm Road Curepe. This unit facilitates livestock farmers in all four (4) counties. Services provided by the livestock unit are advisory visits, training programs for both farmers and technical staff of the MALF, outreach sessions to the general public and involvement in 4-H activities.

**Apiculture Unit**

The Regional Administration North Division has one (1) Apiculture unit at Farm Road Curepe and two (2) Bee Abatement teams stationed at St. George West and Caroni. The apiculture unit assists in extension activities in the four (4) counties. They provide training on beekeeping for persons interested in the rearing of Africanized Honey Bees for honey production. Also, for persons wanting to access the agricultural incentive programme, their apiary must be registered by the inspector of apiaries. The Inspector of Apiaries is empowered under the Beekeeping and Bee Products ACT Chapter 67:53 enacted in 1935 with the legal responsibilities to regulate and control beekeeping, the importation or exportation of bees, bee products and bee supplies, and to prevent the introduction and spread of bee diseases.

The Regional Administration North Division has two (2) government apiaries of Africanized Honey Bee colonies managed by the apiarists at El Reposo Demonstration Station. These colonies are used for practical training on the Management of Africanized Bees for Honey production and production of nuclei starter colonies for budding apiarists.

The Bee Abatement team facilitates the capture and control of Africanized Bee swarms from the surroundings of the general public. The process by which this occurs is when someone notices Bee swarms on their property they call the nearest county office and the team will respond with urgency. Bee swarms on T&TEC poles fall under the purview of T&TEC and not the Bee Abatement team at the MALF.



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

### Engineering Unit

The Regional Administration North Division has one (1) Engineering Unit located at Farm Road Curepe. This unit has various sections which are responsible for: infrastructural maintenance and repairs (all buildings/property under the RAN Division and facilitates assistance to other divisions), fleet management of vehicles (repair and maintenance of all vehicles and heavy equipment under the RAN Division), clear and desilt water channels and general earthworks, water management (clearing, desilting and maintenance of ponds, pumps and drains at La Compensation, Carlsen Field and Depot Road Agricultural Projects), technical advice on Pond Construction (Agricultural Incentive Programme (AIP) and State Land Lease Renewal) and submission of applications for permission to abstract raw water at Carlsen Field and La Compensation Agricultural Projects to WASA.

### Planning Unit

The National Development Strategy (NDS) 2016-2030, Vision 2030 and the UN's SDGs emphasize the establishment of a better and more sustainable future for all. Many of the objectives and goals of these independent documents highlight the need for adequate and modernized infrastructure, equipment and facilities. It is believed that once provided it would contribute to the strengthening of the entire agricultural sector as well as the provision of support services to both new and existing agricultural stakeholders.

### Administration Unit

The Administration Unit provides support to all units under its purview including the four (4) Counties in the Regional Administration North Division. The role and function of this unit is to manage staff, procure approvals for employment of daily rated staff, maintain accounting records, complete and submit performance appraisal reports and purchase and acquisition of goods and services for the efficient functioning of all units.

Departmental Reports submitted include: Monthly Recurrent Expenditure, Monthly Revenue Expenditure, Monthly Delegation Report, Monthly Liability Statement, Monthly PSIP Statement, Monthly Return of Personnel, Annual Estimates and Periodic Fleet Card Report when funds are available.

### Section 8

Beekeeping and Bee Products ACT Chapter 67:53 enacted in 1935

### Section 9

N/A

### 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)

#### Country Caroni

Chase Village, Chaguanas  
672-0878, 672- 2875, 672-7732,  
(Vet Office: 672-4411)

**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);

### HEAD OFFICE:

Regional Administration North Division  
St Augustine Nurseries Compound  
Farm Road, Curepe  
663-5531, 663-4774, Fax: 645-9963

## (11) 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.



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

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

- (i) Administration at the Regional Office South and the four Counties respectively;
- (ii) Extension, Regulatory and Training Services;
- (iii) State Land Unit;
- (iv) Livestock Unit and Veterinary services; and
- (v) 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.

**Table 1:**  
**CONTACT INFORMATION FOR THE REGIONAL ADMINISTRATION SOUTH DIVISION**

<b>Regional Office South Main Office (ROS)</b>	Inverness Avenue, San Fernando	<b>Tel:</b> 225-4727; 225-4637 <b>Fax:</b> 225-3289, 225-3290
<b>County Nariva/Mayaro</b> • Poole Agricultural Office • Mayaro Breeding unit	Pond Road, Ecclesville, Rio Claro	<b>Tel:</b> 644-2326 / 2882 <b>Fax:</b> 644-2326
<b>County Victoria</b>	Breeding Unit Trace, Craignish, Princes Town	<b>Tel:</b> 655-3428, 655-5637 <b>Fax:</b> 655-7526
<b>County St. Patrick East</b>	Ramjattan Street, Penal	<b>Tel:</b> 647-8460, 647-1167, 647-4451 <b>Fax:</b> 647-4672
<b>County St. Patrick West</b> Cedros Breeding Unit	Reid Road, Point Fortin	<b>Tel:</b> 648-2384/ 1426 <b>Fax:</b> 648-2384 <b>Tel:</b> 690-1373

**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**

**Administration at the Regional Office South and the four Counties respectively**

- (i) Administration of the RASD role and functions.
- (ii) Providing support services to all Units of the Region with respect to finance/accounting, human resource management, planning, information and property management.
- (iii) Administering the AIP, FRP, Flooding and Natural Disaster Relief Programmes
- (iv) 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.
- (v) Preparing the Divisional Programme of works and reports.
- (vi) Processing of State lands files for transfer to COSL.
- (vii) Generating all reports pertaining to the Division.

**Extension Services and Training**

**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:

- (i) a valid form of identification (electoral ID card, passport, and naturalization certificate);

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

- (ii) proof of land ownership or authorization to use the land;
- (iii) proof of interest in farming the land;
- (iv) must be a citizen of Trinidad and Tobago;
- (v) must be over seventeen (17) years of age; and
- (vi) must be farming at least 1/8th of an acre of land (one lot).

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

**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.

**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 delivered.

**Assisting farmers who suffered losses due to flooding and natural disasters:** All registered farmers of the Ministry have the ability to access financial assistance 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 payments are allotted to affected farmers to assist in replanting efforts. The Disaster Assistance Model for livestock losses is currently being developed to address losses in the livestock industry.

**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 assist in surveillance and sighting of swarms.

**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 have been trained in apiculture production by ministry personnel.

**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.

**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 are also periodically conducted.

**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 arms, field visit reports and any other matters relating to agriculture.



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

**Encouraging 4H'ers/ 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.

**Identification of farmers for distribution 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.

**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.

### State Land Unit

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

- (i) Identifying blocks of State agricultural lands that can be surveyed and sub-divided for distribution.
- (ii) Administering the PSIP F067 – Survey and subdivision of approved blocks of State agricultural lands for distribution for agricultural purposes.
- (iii) Implementation of the Ministry's lease regulation and regularization function.
- (iv) Assisting in the maintenance of the records of approximately 9,000 parcels of State agricultural lands in the South Region.
- (v) Updating records of State agricultural blocks for further processing and action by Land Management Division.
- (vi) Assisting in the control of squatting on Agricultural State Lands by providing information on a timely basis to the Agricultural Land Administration Unit (ALAU).
- (vii) 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.
- (viii) Reporting on stale-dated files and applications for regularization, lease renewal and absolute assignment for the Land Management Division.
- (ix) Providing information on occupants of State Agricultural Lands applying for financing at the ADB.
- (x) Providing technical advice as required to all state land farmers.

### 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 (AP&H):

- (i) Increasing the range and availability of quality breeding stock free from diseases such as Brucellosis and Jhones disease.
- (ii) Facilitating and expanding stud service for farmers wanting to improve their breeding stock.
- (iii) Developing and maintaining forage banks in Mayaro and Cedros Breeding units.
- (iv) Facilitating the demonstration and training of farmers on animal husbandry, animal health and good animal husbandry practices.
- (v) Support the AP&H in the vaccine programme for the management of Rabies disease.
- (vi) Conducting surveillance at the ports of South Trinidad for the illegal importation of animals.
- (vii) Assisting the AP&H with the disposal of illegally imported animals seized in South Trinidad.

### Engineering Unit

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

- (i) Ensuring that channels are cleared using both machinery and manual labour allowing for adequate drainage of farm lands.
- (ii) Maintaining and repairs to Offices and Other Facilities of the Division.
- (iii) Maintaining and repairing the Division fleet of vehicles and equipment.
- (iv) Maintaining the verges on Access roads within State land blocks.
- (v) Formally addressing farmers' concerns as it relates to Engineering matters.



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

**(12) RESEARCH DIVISION****Research Division's Vision**

The Research Division aims to be the leading national agricultural research institution in Trinidad and Tobago, for solving Farmer's problems and providing appropriate client-oriented technological packages for the development of sustainable agricultural systems, with a view towards improved national food security and increased foreign exchange earnings from agricultural exports.

**Strategic Objectives**

The Division also strengthens linkages at local, regional and international levels between MALF and its clients, collaborative partners and NGOs, whilst also contributing to the improvement of the quality of life of our citizenry by reducing the cost of food and horticultural products and improving the nutritional status of the population.

**Roles and Functions**

- (i) Conduct research and development in selected crops;
- (ii) Collect, characterize and conserve germplasm;
- (iii) Recommend selected varieties for specific markets and environmental needs;
- (iv) Prevent the entry of invasive pests of quarantine importance, whilst facilitating trade in plants and plants products;
- (v) Developing protocols for the surveillance, eradication and management of pests;
- (vi) Provision of technical services and advice in soil testing, pest diagnostics, land capability and seed testing to the farming community and other stakeholders;
- (vii) Comply with International Agreements: SPS Agreement, International Plant Genetic Resources for Food and Agriculture, Convention on Biological Diversity and Cartagena Protocol on Living Modified Organisms; and
- (viii) Provision of Library Services.

**Sub-Divisions of the Research Division****Crops**

- (i) Plant Tissue Crop Unit;
- (ii) Biodiversity/Vegetable and Root Crop Research Unit;
- (iii) Bio fertilizer Unit;
- (iv) Fruits Unit;
- (v) Cocoa Research Unit (La Reunion Estate);
- (vi) Coconut Unit;
- (vii) Root and Tubers Crops Unit;
- (viii) Post-Harvest Unit; and
- (ix) Soil and Land Capability Unit

**Plant Tissue Crop 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 comprise 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**

- (i) Conservation of Agricultural Crops (Root Crops; Cassava, Sweet Potato and Yam);
- (ii) Facilitation of the Safe Movement of Germplasm;
- (iii) Multiplication of crop species;
- (iv) Acclimatization and distribution of Agricultural Crops;
- (v) In-vitro Plant Tissue Culture Research;
- (vi) Demonstrations and exhibitions in Plant Tissue Culture Propagation; and
- (vii) Provision of technical support to the clients of the Ministry of Agriculture, Land and Fisheries (farmers and extension Officers).

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

**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 to 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**

- (i) Agronomic research on vegetable crops focusing on resolving problems being faced by vegetable farmers in Trinidad and Tobago.
- (ii) Characterization, purification and stabilization of locally grown vegetable accessions.
- (iii) Collection, evaluation and conservation of native and underutilized vegetable accessions.
- (iv) Provision of planting material (seeds) to Agricultural Services Division for mass multiplication and distribution; and
- (v) Technical Advice and support to the stakeholders in the vegetable industry.

**Bio-fertilizer 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**

- (i) Research evaluation of indigenous mycorrhizal and rhizobium biofertilizer strains;
- (ii) Microscopic identification and prolificacy assessment of indigenous biofertilizers;
- (iii) Collaborations with foreign institutions for technology transfer and the advancement of biofertilizer technology;
- (iv) Demonstrations and exhibitions on the importance of biofertilizer technology and integrated crop nutrition management, and
- (v) 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**

- (i) Conservation of Agro- biodiversity: Maintenance and expansion of Fruit Germplasm;
- (ii) Fruits Agronomic Research; and
- (iii) Technology Transfer/ Services.

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

**Cocoa Research Unit****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.

**Functions**

- (i) Genetic Enhancement through breeding;
- (ii) Agronomy Trials;
- (iii) Cadmium Mitigation; and
- (iv) 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:

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

**Services**

- (i) Setting up of pheromone traps on farmer's holdings.
- (ii) Distribution of pheromones to Coconut growers.
- (iii) Distribution of seedlings to Coconut growers.
- (iv) Provision of Agronomic advice to Coconut growers.
- (v) 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.

**Vision**

To be the leading benefactor of reliable research results that impact with approbation to sustainable food production.



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

**Goals**

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

**Research Activities**

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

**Service and Technology Transfer**

- (i) 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.
- (ii) Technical advice to all root crop stakeholders.

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

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

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

Via Regional Administration Offices or County Offices or Extension Officers

Phone Research Division 646-4335-7

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

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

**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:

**(i) 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. e.g. 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.
- (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.

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

- (ii) **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, for example, through the use of Farmer Field Schools and lectures at various locations throughout Trinidad and Tobago.
- (iii) **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 INFORMATION

#### Postharvest Unit

via Agricultural Extension Offices  
Tel: # (646-4335-7) Ext. 4046.

#### Soil & Land Capability Unit

##### Functions

- (i) 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.
- (ii) Analysis of various type of media include soil, fertilizer, soil amendments, limestone, perlite, etc.
- (iii) As requested, demonstrations, exhibitions and lectures are done on the importance of soil testing and soil conservation.

##### Services

- (i) Diagnostic soil testing services and recommendations on soil ameliorants, fertilizer and land use management.
- (ii) Provision of Land Capability Reports, soil mapping and surveys to Government agencies, researchers, farmers and the general public.
- (iii) Provision of demonstrations, internship programmes and analytical services to researchers and students.
- (iv) Advisory on duty free concession for fertilizer soil amelioration, water adjuvants, growth hormones and soil related products.
- (v) Provision of technical support to the clients of the Ministry of Agriculture, Land and Fisheries (farmers and extension officers).

### CONTACT INFORMATION

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

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

Via Regional Administration Offices or County Offices or Extension Officers

Phone Research Division 646-4335-7

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

#### Crop Protection

- (i) **Plant Protection Unit** - 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).



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

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 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.

**(ii) Pet 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 Experimental Station Centeno

Tel: 646-4334/7 or 642-9217

Email: [pestriskanalysis@gov.tt](mailto:pestriskanalysis@gov.tt) or [pestriskanalysis@hotmail.com](mailto:pestriskanalysis@hotmail.com)

**(iii) 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.

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:

- (a) Surveillance for early detection of exotic fruit flies of plant quarantine importance.
- (b) Compiling the Regulated Pest List for Trinidad and Tobago.
- (c) 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.
- (d) Issuance of plant import permits and phytosanitary certificates.



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

**Contact Information**

**Research Division**

Central Experimental Station, Centeno

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

Fax: 646-1646

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

(iv) **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**

**Research Division**

Central Experimental Station, Centeno

Tel: 646-4334/7 or 646-6284

Fax: 646-1646

Email: [EntomdiagLaboratory@gov.tt](mailto:EntomdiagLaboratory@gov.tt) or [PPdiagLaboratory@gov.tt](mailto:PPdiagLaboratory@gov.tt)

(v) **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.



**Pic.1:** Material used to set up McPhil fruit fly traps



**Pic.2:** Fruit flies collected in McPhil traps

323—Continued

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



Picture 3: Rearing out fruit flies (Insect zoo)

**Contact Information**

**Research Division**

Central Experimental Station

Centeno

Tel: 646-4334/7 or 646-6284

Fax: 646-1646

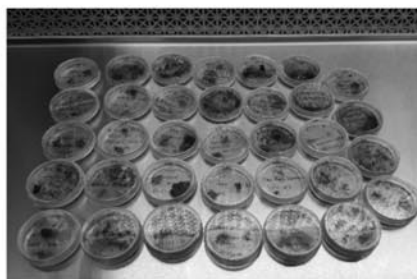
Email: EntodiagLaboratory@gov.tt

(vi) **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.

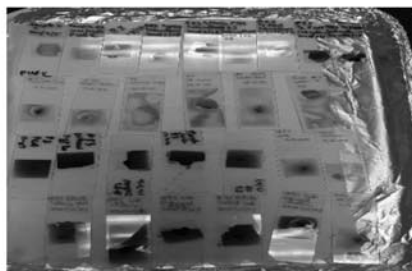
The Unit conducts training in plant pathology and management of plant pathological problems. It also provides a national diagnostic service in Plant Pathology through the processing of samples at its diagnostic laboratory, plant clinics, exhibitions, and farm visits.



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 Experimental Station

Centeno

Tel: 646-4334/7 or 646-1645

Fax: 646-1646

Email: PPdiagLaboratory@gov.tt

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

**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:

- (i) Any sanitary or phytosanitary regulations adopted or proposed within the country;
- (ii) Any control and inspection procedures, production and quarantine treatment, within the country; and
- (iii) 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 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 Experimental Station

Centeno

Tel: 646-4334/7 or 642-9217

Fax: 646-1646

Email: [ttoenquirypoint@hotmail.com](mailto:ttoenquirypoint@hotmail.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:

- (i) 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.
- (ii) 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).
- (iii) Log on to TTBizLink <http://www.ttbizlink.gov.tt> select the e-Import/Permits and Licences link.
- (iv) Apply for the Plant Import Permit along with any supporting documentation.



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

**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**

**Plant Quarantine**

Research Division, Central Experimental Station, Centeno

E-mail: [plantquarantine.centeno@gov.tt](mailto: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](mailto:support.ttbizlink@gov.tt)

**(vii) Support Services Unit (SSU)**

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 Experimental Station. From time to time, the SSU coordinates the provision of services to external divisions. The main areas of functions are as follows:

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

**FLEET MAINTENANCE AND MANAGEMENT**

- (i) Manage the Division's Vehicular fleet.
- (ii) Dispatch drivers/operators and vehicles to assist other divisions when necessary.
- (iii) Supervise drivers.
- (iv) Schedule servicing of vehicles.
- (v) Maintain, Service and Repair the division's vehicles.
- (vi) Arrange for inspection and insurance of vehicles.
- (vii) Maintain all associated records (log books, gas chits, fleet card book and register).

**BUILDING MAINTENANCE AND MANAGEMENT**

- (i) Identify and provide estimates for the repair and maintenance of windows and other fixtures and fittings.
- (ii) Maintain plumbing, electrical and air-condition fixtures and fittings.
- (iii) Conduct general maintenance and repairs to building.

**PROCUREMENT AND INVENTORY MANAGEMENT**

- (i) Prepare requisitions to facilitate request for adhoc releases on a monthly basis through the director's advice and coordination with the Administrative Assistant.
- (ii) Source quotations, prepare and follow-up on requisitions.
- (iii) Purchase goods and services (materials and supplies) on behalf of the Research Division.
- (iv) Maintain ledgers and associated records of items stored.
- (v) Receive, store and monitor stock levels at Main Stores and Sub-stores.
- (vi) 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.
- (vii) Facilitate auditing.

**ENVIRONMENTAL SERVICES**

- (i) Manage Health, Safety and Environmental activities of the Central Experimental Station.
- (ii) Monitor Covid-19 compliance.
- (iii) Maintain and service fire trails.
- (iv) Clean and sanitize buildings on the compound.

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

ENVIRONMENTAL SERVICES Cont.

- (v) Clear bins regularly.
- (vi) Manage recycling project.
- (vii) Clear fields, drains and roadways regularly.
- (viii) Monitor and manage vermin and other pests including roaches and ants.

MANAGEMENT OF DAILY-RATED AND OTHER EMPLOYEES

- (i) Ensure proper succession planning for persons retiring or proceeding on vacation leave.
- (ii) Ensure that acting promotions are done in a fair and timely manner.
- (iii) Ensure that all refusals to accept acting promotions are done in writing.
- (iv) Assess staff at the end of their acting period in order to be considered for future acting.
- (v) Attend to non-crisis issues.
- (vi) Ensure daily work planning meetings are held with daily rated supervisors.
- (vii) Deploy labour to various sections of the division to facilitate core work of the division.
- (viii) Facilitate and monitor service assistance to other divisions (Transport, Electrician, and Air Condition Technician).
- (ix) Facilitate requests from Specialist Officers for assistance with research work.
- (x) Assists the Agricultural Officer I, in the daily management of operations at Central Experimental Station.
- (xi) Facilitate in-house training of daily-rated workers in related activities.
- (xii) Monitor work programme of Construction section, Mechanic section and transport.
- (xiii) Meet with Daily Rated Staff.
- (xiv) Liaise with PIRO III at Head Office on labor issues.
- (xv) Supervise activities at the Bio-Technology Lab St. Augustine Nurseries, El Carmen and other off-station work or service.
- (xvi) 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:

- (i) Security Services - IMJIN Security;
- (ii) Sanitary Bins - LSA sanitary bins company;
- (iii) Management of rodents and other vermin – Rentokil;
- (iv) Construction and Maintenance work; and
- (v) Major electrical, water, internet, telephone works.

REPORTING

- (i) Prepare and submit monthly and other adhoc reports as necessary.
- (ii) Manage and report on PSIP F004 project.
- (iii) Prepare estimates.
- (iv) Coordinate IT issues for the division.
- (v) Coordinate TSTT issues.
- (vi) 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 Experimental Station and other divisions within the Ministry.

CENTRAL EXPERIMENTAL STATION LIBRARY

The core functions of this Unit are:

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



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

**Contact Information**

**Central Experimental Station**

Address: Caroni North Bank Road, Centeno, Arima

Contact Details: 646-1643 or 646-4334/7 ext. 4008

Email: [ceslibrary@gov.tt](mailto:ceslibrary@gov.tt)

**(13) SUPPLEMENTAL ESTATE POLICE**

The Supplemental Police Department situated in Head Office, Ministry of Agriculture, Land and Fisheries, provides a safe and secure working environment for the members of staff, farmers, visitors and other partners affiliated with or to the Ministry whilst policing the Estates. The department also protects the government assets for example, buildings /equipment/ machineries and facilitates escort services for cash deposits to the Treasury Division and the Eric Williams Financial Complex. Further, the Department also provides service to the Office of the Permanent Secretary on special assignments and instructions from the Inspector in Charge.

All powers and duties of the Ministry of Agriculture, Land and Fisheries Estate Constables are found in the Laws of Trinidad and Tobago Act 15:02 14. (1) Estate Police are also called Supplemental Police because they are the only entity that are entitled to supplement by the Trinidad and Tobago Police Service. Officers are trained and precepted by the Trinidad and Tobago Police Service.

Act 15:02 14. (1) States Every estate constable throughout the division in which the estate to which he belongs is situated, and every estate constable employed by the Government while engaged in the performance of his duties shall have all such rights, powers, authorities, privileges and immunities and be liable to all such duties and responsibilities, as any member of the Police Service. Is subject or liable to, or may hereafter have or be subject or liable to either by Common Law or by virtue of any law which now is or may hereafter be in force in Trinidad and Tobago.

**Objective**

To police all the Ministry's Personnel and Infrastructure, while maintaining law and order with pride and professionalism with a force to be reckoned with above the rest, with limited resources.

**Vision**

To Protect and Serve ensuring that the Security establishment of Staff is filled within the Ministry, with an added increase of staff which must be trained right out of Service Commission. Staff must be trained, retrained and upgraded training to truly cover the Ministry Plant, Infrastructures and Personnel, with modern equipment, to suit the modern environment in order to facilitate the Ministry's Programmes and Policies, thus minimizing times within the Ministry of Agriculture, Land and Fisheries.

**Mission Statement**

To provide a professional approach to the Protection, Preservation of Life, and Property through consistent human resource development. Supporting the Ministry's programmes and policies as it seeks to pursue its goals and objectives.

**Core functions of the Estate Police Department**

- (i) Providing a level of security to members of the public when visiting Head Office and various sections of the Ministry;
- (ii) Escort members of the public to relevant sections when required;
- (iii) Communicate effectively with members of the public;
- (iv) Exercise courtesy and understanding to all members of the public;
- (v) Respond to emergencies whenever it may arise; and
- (vi) 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 sixty (60) officers and now we are operating with less than 50% of staff with the same amount of stations to man.



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

Presently at Head Office the staffing is as follows:

- (i) One (1) Inspector;
- (ii) One (1) Area Sergeant;
- (iii) One (1) Corporal (SDO);
- (iv) One (1) Corporal (Ag) Administration; and
- (v) Nine (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 Animal Production and Health, Land Management, St. George East 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 Feeds 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, Craguish 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.

**CONTACT INFORMATION**

**SUPPLEMENTAL ESTATE POLICE DEPARTMENT**

Ministry of Agriculture, Land and Fisheries

Cor. Narsaloo Ramaya Marg Road and Soogrim Street

Chaguanas

Tel./Fax: (868) 220-6253; Inspector Ext. 4157; Sergeant Ext. 4121

Email: [malfestatepolice@gov.tt](mailto:malfestatepolice@gov.tt)

**(14) SURVEYS AND MAPPING DIVISION**

**Mission Statement**

To contribute to the development and economic success of Trinidad and Tobago by adopting new technologies for providing up-to-date and authoritative maps, charts, and land and sea information, in conventional paper and progressively in digital form to meet the needs of Government, the General Public and the Private sector.

The Surveys and Mapping Division continued its pursuit of upgrading operations within the division to ensure the smooth integration of the recent technological upgrades afforded by IADB loans. The Cadastral Management Information system met with slow success as short term contracts were issued for the entry of Survey plans into the survey Register and Parcel map. The 2014 Aerial and LIDAR survey data continued to prove a valuable resource to several State agencies, in fulfilling their mandates from Development Planning for Roads and Housing, National Security to flood mitigation planning and disaster response.

The building which housed the Survey Plan Vault Archive and the Hydrographic Unit, the Survey Labour Yard on Wrightson Road continued limited operations from 8-12noon up to March 2020 when an Engineer's report from the Ministry of Works and Transport recommended that the building be immediately evacuated because of hazardous conditions. With the health and safety of the staff and public as a priority, seventy-six (76) members of Staff were relocated to sections at 118 Frederick Street and to other Divisions in the Ministry. Accommodation for this division is currently being sought through the Property and Real Estate Division.

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

These challenges adversely affected the productivity of the Division and quality of service provided to the public. Nevertheless, we continued to provide the services to the best of our ability under trying circumstances.

The major functions of Surveys and Mapping are:

- (i) To administer, co-ordinate, maintain and extend geodetic control networks, traverses, precise leveling or other precision measurements forming the National Survey Control System;
- (ii) To set standards for the format in which digital data should be presented;
- (iii) To produce and maintain topographic maps, hydrographic charts, photogrammetric data and mapping derived from cadastral and topographic information;
- (iv) To facilitate the co-ordination of aerial photography required for government purposes and capable of being used in the production of maps;
- (v) To promote the integration of mapping geographically based information and land related information with the information system requirements;
- (vi) 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;
- (vii) 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;
- (viii) To authorize and where appropriate, charge for the use or reproduction of survey and mapping information recorded by the Division;
- (ix) To provide surveys, mapping, land information and related services; and
- (x) 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.

**Contact Information**

**SURVEYS AND MAPPING DIVISION**

Ministry of Agriculture, Land and Fisheries

118 Frederick Street, Port of Spain

Tel./Fax: 868 627-9201 Ext. 237

Email: surmaptt@gmail.com

**(15) CENTRAL ADMINISTRATIVE UNIT (CAU)**

**Major Responsibilities of the CAU**

The Central Administrative Unit is responsible for supervising the operations and functions of the under-mentioned Department/Units, of the Ministry of Agriculture, Land and Fisheries and reports directly to the Permanent Secretary:

- (i) Security Unit;
- (ii) Property Management Unit
- (iii) Registry;
- (iv) Praedial Larceny;
- (v) Fleet Management; and
- (vi) Records Management

**Core Functions of the CAU**

Regular supervision of the above Departments/Units necessitates the undermentioned Core

Functions of the CAU:

Prepares Cabinet Notes for the following:

Land Notes:

- (i) Administrative Report;
- (ii) Officers Representing the Government of Trinidad and Tobago (GoRTT) at Regional/International Committees and Organizations;
- (iii) Appointment of members to State Agencies;
- (iv) Appointment of a new Board of Members to Committees/State Enterprises under the Ministry of Agriculture, Land and Fisheries.



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

Prepares Ministerial Notes for the following:

- (i) Overseas Travel;
- (ii) Participation of Technical Officers at Regional/International Conferences (Virtual Meetings);
- (iii) Participation of Technical Officers serving in Working Groups/ Committees of other Ministries; and
- (iv) Request for approval of Additional Funds.
- (v) Prepare responses to Parliamentary Questions and coordinates and prepares Annual Reports for Joint Select Committee of Parliament, for subsequent submission to Cabinet;
- (vi) Prepares Annual Administrative Report, FOIA Public Statement Report and Entity Report;
- (vii) Prepares Memorandum to the Ministry of Foreign and CARICOM Affairs to obtain Renewal/Issue of Official Passports;
- (viii) Prepares Memorandum to the PS Ministry of Foreign and CARICOM Affairs for Airport Escort Screening Courtesies;
- (ix) Prepares Memorandum to the PS Ministry of Foreign and CARICOM Affairs to communicate with Consulates in various countries to provide transit conveniences for Ministerial travel;
- (x) Communicate with the Airports Authority via telephone and email for the provision of Airport Courtesies to the Ministers at the Diplomatic Reception Lounge;
- (xi) Prepare Note to the Permanent Secretary, and provides administrative support to the Office of the Permanent Secretary and other Divisions of the Ministry;
- (xii) Prepare acknowledgements, approvals, responses and Follow ups on all Freedom of Information Act (FOIA) and Ombudsman matters;
- (xiii) Maintain liaison with Regional and International Organizations/Bodies, Institutions and other functional areas with respect to Meetings/ Conferences/ Workshops;
- (xiv) Procure and maintain inventory records of stock, supplies, equipment and machinery;
- (xv) Liaises with the Facilities Coordinator and Fleet Manager with respect to the maintenance of the Ministry's buildings/property and vehicles; and
- (xvi) Monitoring the occupancy and use of Government Quarters.

**Contact Information**

**CENTRAL ADMINISTRATIVE UNIT**

Ministry of Agriculture, Land and Fisheries  
Cor. Narsaloo Ramaya Marg Road and  
Soogrim Street, Chaguanas  
Tel./Fax: (868) 220-6253 Ext. 4012

**Security Unit**

With respect to the Security and Safety of all Employees and Government Property, the Administrative Officer V, CAU reports directly to the Permanent Secretary on any breach of administrative protocols within the Security Unit and also reports on any security concerns/risks which would have occurred within the Ministry.

**Property Management Unit**

The Administrative Officer V, CAU, liaises with the Facilities Coordinator ensuring that the under-mentioned facilities at the Ministry's Head Office are always functional, operative and safe for all members of staff:

- (i) Janitorial services;
- (ii) Air Condition services;
- (iii) Elevator services;
- (iv) Sewage cleaning; and
- (v) Outdoor lighting and fencing.

**FUNCTIONS**

**Hygiene Services:**

- (i) Engaging the Services of companies to provide hygiene services to supply Sanitary Bins for Head Office and Praedial Larceny Units (St Helena, Craguish, Carlsen Field and Cap de Ville).
- (ii) To ensure contracts are up to date for these services.
- (iii) Call companies regarding emptying of bins at its stipulated time and ensure compliance of scope of works.



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

**Internal Stakeholders (Staff):**

- (i) Supervising of the Ministry's Cleaners to ensure the regular cleaning of the washrooms and general cleaning of the building.
- (ii) Provide maid services for meetings to arrange the provision of coffee and tea.
- (iii) Despatching of Drivers for official duties of staff.

**Liaison with Public Utilities (WASA, T&TEC, BMOBILE):**

- (i) To forward bills etc. to the various outstations when received; and
- (ii) Meetings with the various public utilities for updated information.

**Liaise with Suppliers:**

- (i) To liaise with suppliers of photocopiers to ensure the Ministry functions efficiently regarding printing and photocopying of documents.
- (ii) Sourcing items for stores department e.g. Stationery and General suppliers for the functioning of Head office and Praedial Larceny.

**Liaise with Government Printery:**

For the sourcing of file jackets, printed books for Head Office and Outstations

**Maintaining Stores:**

- (i) To ensure stocks are replenished in a timely manner
- (ii) Issuing of stocks to Head Office and Praedial Larceny for the continued functioning of the Ministry.

**External Stakeholders**

- (i) Oversees Janitorial Contract for Building both internal and external.
- (ii) Oversees Pest control for internal and external.

**Fleet Management Unit**

General oversight of the Fleet Management Unit

**Registry**

The Administrative Officer V, CAU in collaboration with the Administrative Officer IV, Records Manager and the Administrative Assistant, monitors the computerization of records throughout the Ministry and ensures that the traversing of all Ministry's files in and out of Registry are appropriately secured and accounted for. The Officers also ensure that the receipt of all correspondence and files are properly managed and maintained.

**Functions**

- (i) The Registry is the Central Mail Room where correspondence is received and despatched daily;
- (ii) Provides clerical support with respect to filed information, both manually and electronically;
- (iii) Search and Make Information available to the Permanent Secretary and relevant Heads of Sections/Units;
- (iv) Provides Messenger Services throughout the Head Office which includes:
  - (a) Delivery and Collection of Mails where and when appropriate, and as requested;
  - (b) Internal movement of Files and Correspondence; and
  - (c) External movement of Files and Correspondence, when needed.

**Praedial Larceny Squad (PLS)**

The Superintendent of the PLS liaises directly with AO V, CAU for advice on Administrative Protocols, Disciplinary Matters, Freedom of Information requests and the issue of all relevant approvals for purchases pertinent to the PLS.

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

The National Praedial Larceny Squad was established by Cabinet and commissioned on 14<sup>th</sup> October, 2013.

**Functions**

- (i) Perform regular foot and mobile patrols with farming communities;
- (ii) Arrest offenders;
- (iii) Settle disputes;
- (iv) Provide farmers and stakeholders with assistance and direction;
- (v) Respond to calls for service with defined Divisions of Trinidad;
- (vi) Participate in special operations such as roadblocks and searches of vehicles;
- (vii) Attend court as a complaint or witness when necessary;
- (viii) Record all reports;
- (ix) Serve summonses;
- (x) Execute warrants;
- (xi) Participate in programmes and activities aimed at praedial larceny awareness;
- (xii) Investigate reports and incidents of praedial larceny;
- (xiii) Conducts preliminary investigations of road traffic accidents pending referral to the Trinidad and Tobago Police Service for further action;
- (xiv) Regularly interfaces with members of the Trinidad and Tobago Police Service, Municipal Police Service and other law enforcement agencies;
- (xv) Interacts regularly with farmers and other stakeholders to share information and provide advice on matters related to praedial larceny;
- (xvi) Provides first aid and support in medical emergencies; and
- (xvii) Performs other duties related to the job which may be assigned from time to time.

With respect to the scope of the PLS, the geographical distribution of the PLS would be as follows:

- (a) **North – East:** Salybia village, Oropouche, Sangre Grande, Manzanilla, Plum Mitán, Ecclesville, Mayaro, Poole and Rio Claro. Cumuto, Heights of Guanapo, Wallerfield, Arima, Trincity, Lopinot, Pasea, Macoya and Caura; and
- (b) **South – West:** Caroni, Las Lomas, Chaguanas, Talparo, Carlsen Field, Todds Road, Caparo, Freeport and Chickland. Tableland, New Grant Princess Town, Penal, Debe, Moruga, Basses Terre, Pt Fortin, Cedros, La Lune and St Croix.

**CONTACT INFORMATION**

- (i) Administrative Office, El Carmen: 669-3566/ 756-4122
- (ii) Northern Division Station, El Carmen: 703-0888
- (iii) Eastern Division Station, El Carmen: 743-3454
- (iv) Central Division Station, El Carmen: 671-7147
- (v) Southern Division Station, Princes Town: 655-9893

**Fleet Management**

**Functions**

- (i) Coordinate, administer and monitor the maintenance, repair, replacement and logistics of the Ministry's serviceable vehicles.
- (ii) Ensure preventative maintenance programs are carried out as per schedule and monitor post repairs performance.
- (iii) Undertake the timely repairs and servicing of damaged vehicles in order to minimise downtime.
- (iv) Conduct analysis of vehicles status and make recommendations for timely replacement including type of vehicle spares in order to improve efficiency.
- (v) Control, transfer and record the movement of vehicles between Divisions.



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

- (vi) To act as the Fleet Card Manager to have oversight of the fleet card system, liaise with First Citizen Bank and Ministry of Finance, Fleet Card Division in the event of loss or expired card renewals, ensure timely consolidation of fuel and oil purchase transactions with counter foil chits and ensure the security of the cards.
- (vii) Ensure all vehicle operations, policies and systems are up to date and enforced.

**Goals**

- (i) To develop and maintain a comprehensive electronic Vehicle Status Depository that would make known the current disposition of all the Ministry's serviceable vehicles and vehicles for disposal. The introduction of this depository is proposed for March 1 2024.
- (ii) To ensure all derelict vehicles under MALF are stowed in one designated area namely El Carmen by July 31 2024.
- (iii) To dispose of all derelict and non-serviceable vehicles which cannot be repaired in accordance with the recently introduced Office of the Procurement Regulation. Disposal is due to commence in March 2024.
- (iv) To ensure all of the Ministry's serviceable vehicles are out fitted with the insignias of the Ministry by December 2023.
- (v) To acquire four (4) new vehicles to replace those which have been identified for disposal.

**Inter-Ministerial Support**

The office of the Fleet Manager MALF, supported the request for transport from various Ministries by providing vehicles to transport delegates who attended symposiums and conferences and field trips as follows, during the course of 2023:

- (i) The Regional Symposium to Address Crime and Violence as a public Health Issue, hosted by Ministry of National Security, 14<sup>th</sup> April to 20<sup>th</sup> April 2023.
- (ii) Organizing and Coordinating transport for the Goldsborough Farmers Association, from the Division of Food Security, Natural Resources, the Environment and Sustainable Development of Tobago House of Assembly, Field Trip from 12<sup>th</sup> - 14<sup>th</sup> May 2023.
- (iii) Organizing and Coordinating transport for a five (5) Member veterinary team from the Division of Food Security, Natural Resources, the Environment and Sustainable Development of Tobago House of Assembly, from 16<sup>th</sup> - 18<sup>th</sup> May 2023.
- (iv) The Regional Convention on Certain Conventional Weapons hosted by the Attorney General and Minister of Legal Affairs to support from the 11<sup>th</sup> - 12<sup>th</sup> July 2024.
- (v) The visit of His Royal Majesty Otumfuo Osei Tutu II, from July 30<sup>th</sup> - August 5<sup>th</sup> 2023 hosted by The Ministry of Foreign and CARICOM Affairs.
- (vi) The 56<sup>th</sup> Caribbean Financial Action Task Force Plenary, from 28<sup>th</sup> May to June 1<sup>st</sup>, 2023, Hosted by the Office of the Attorney General and Ministry of Legal Affairs.
- (vii) The 45th Regular Meeting of the CARICOM Heads of Government from 3<sup>rd</sup> - 5th July 2023, hosted by The Office of the Prime Minister.
- (viii) The Sixty-Fifth Session of the Caribbean Meteorological Council Meetings from 16<sup>th</sup> - 17<sup>th</sup> November 2023, hosted by the Ministry of Public Utilities.

**Records Management**

Records Management is responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about the Ministries' activities and transactions in the form of records.

**Roles/Functions of the Records Management**

- (i) Develops and documents methods, systems and procedures for the proper creation and maintenance of all official documents /records within the Ministry;
- (ii) Reviews existing registry systems and procedures in all Divisions of the Ministry and make recommendations;
- (iii) Develops, implements and ensures the maintenance of systems and procedures for proper storage, and disposal of all official documents/records of both registry and non-registry nature; and
- (iv) Liaises with the Government Archivist and appropriate legal, financial or administrative officials regarding the disposal of non-current records.



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

**(16) COMMUNICATIONS UNIT (CU)**

The 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:

- (i) Strategic Communications Planning;
- (ii) Stakeholder Relationship Management;
- (iii) Image and Reputation Management;
- (iv) Crisis Communications;
- (v) Media Relations;
- (vi) Marketing Initiatives; and
- (vii) Internal and External Communications.

**Mission**

To reliably and effectively inform all stakeholders on the Ministry's ongoing programmes, projects and policies.

**Vision**

To be quintessential provider of reliable, timely and accurate information on the Ministry's activities and achievements.

**Objectives**

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

**(17) FINANCE AND ACCOUNTING UNIT**

The Finance and Accounts Division is headed by the Accounting Executive II and is supported by fifty-seven (57) members of staff, forty-five (45) monthly paid and twelve (12) daily paid officers.

**Goals/Objectives**

The goal of the Finance and Accounting Division is to ensure that the administering of the accounting process is done in a transparent, effective and efficient manner. This includes all transactions must be properly processed, recorded and reported in accordance with Financial Regulations and Financial Institutions Act, 1965, as well as, Circulars/Instructions issued by the Comptroller of Accounts and the Minister of Finance from time to time. It is the only location where the preparation of cheques are effected.

**Role and Functions of the Finance and Accounting Unit**

- (i) 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.
- (ii) Applies for releases of funds and prepares applications for Grants of Credit on the Exchequer Account in order to fund the Ministry's operations.
- (iii) Collate Draft Estimates for recurrent expenditure and revenue for submission to the Budget Division, Ministry of Finance.
- (iv) 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.
- (v) Oversee the collection of revenue and accounting for such collection.
- (vi) Prepare the Annual Draft Estimates of Revenue and Recurrent Expenditure.

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

**Role and Functions of the Finance and Accounting Unit (Cont.)**

- (vii) Prepares payment of salaries and wages for employees of the Ministry.
- (viii) Prepares payment for suppliers of goods and services to the Ministry.
- (ix) Issues completed (TD4's) forms to employees by February 28<sup>th</sup> each year.
- (x) Collects Employees' NIS contributions and remitted to NIB as required by law.

**(18) FACILITIES MANAGEMENT UNIT****Goal**

To provide high quality maintenance in an efficient and professional manner to ensure building safety, comfort and continually improve and ensure satisfaction throughout the various Divisions in the Ministry.

**The functions of the Facilities Management Unit are stated hereunder:**

- (i) Plan, organize, direct and co-ordinate the work of staff engaged in the provision of facilities management services in the Ministry/Department.
- (ii) 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.
- (iii) Direct and co-ordinate the planning and acquisition of accommodation and the utilization of space and facilities consistent with the requirements of organizational efficiency.
- (iv) 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.
- (v) 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.
- (vi) Perform periodic inspections of all facilities, equipment and systems to ensure optimal functioning.
- (vii) Represents the Ministry/Department on committees, meetings and other facilities management and related matters.

**(19) 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**

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

**Main Projects and Programmes**

- (i) Digital Government Quarters Database - Identify the location of Government quarters and related cadastral to assist in improving the Property Management of the Ministry.



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

**Main Projects and Programmes (Cont.)**

- (ii) Electronic Document Management System - Digitally converts land-related files throughout the Ministry to better manage, track and update land files and improve service delivery.
- (iii) Spatial Information Management System - Promote more efficient use of Agriculture, State Land and Fisheries resources through geospatial visualization, analysis and modelling. SIMS is a comprehensive and robust system that ensures access through a secure web connection and accurate spatial data.
- (iv) Mobile Data Collection for Asset Management - To capture field agriculture, fisheries and forestry data using GPS equipment.
- (v) 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 provided**

- (i) Geospatial Analysis (Desktop);
- (ii) GPS Field Investigation (Mobile);
- (iii) Map-Requests;
- (iv) Online GIS Mapping (Web);
- (v) Site Suitability Selection; and
- (vi) Database Development and Management.

**The activities of the GIS Unit are as follows:**

- (i) Development and maintenance of country wide State land parcel data, Agriculture and Fisheries related data;
- (ii) Map reports for all departments of the Ministry and its stakeholder agencies;
- (iii) Data distribution through online data repositories (upon request);
- (iv) Development of new geospatial datasets and mapping services as requested;
- (v) GIS software license administration; and
- (vi) Management and day-to-day maintenance of the Ministry's Enterprise-wide GIS including all hardware and software products including Web applications through our online geoportal.

**Contact Information**

**LAND MANAGEMENT DIVISION**

El Socorro Road, San Juan

Tel: 638-5233 or 675-5547 ext. 232/228/229/230 and

226-LAND (5263) ext 4382 or 4383

Fax: 674-7369

Email addresses: [malfgis@gov.tt](mailto:malfgis@gov.tt) or [gis.malf2016@gmail.com](mailto:gis.malf2016@gmail.com)

**(20) 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.



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

**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**

- (i) Develop in-house software applications to capture, process and deliver cutting edge information to aid in the decision-making process;
- (ii) Creating user guides for software applications;
- (iii) Conduct training sessions for staff that utilize business software systems;
- (iv) Provide infrastructure to support connectivity via phone and computer systems;
- (v) Maintain vendor relations in support of all Service Level Agreements (SLA's);
- (vi) Maintain website content to provide relative and current information to all Stakeholders;
- (vii) Collaborate with Facilities Unit and Property Management Unit to provide and manage camera surveillance systems across multiple locations of the Ministry;
- (viii) Manage collaboration systems that allow digital communication and sharing of information;
- (ix) Provide Helpdesk support to all internal Stakeholders throughout the Ministry;
- (x) Provision and manage Internet connectivity to provide sharing of information, research and training;
- (xi) Managing physical security to key offices and locations via biometric access;
- (xii) Deploying computerized systems to staff to enable a technologically skilled workforce;
- (xiii) Managing Data security systems to protect confidential Ministry information; and
- (xiv) Overseeing Cable TV systems that provide access to Parliament and News channels.

**(21) INTERNAL AUDIT UNIT****Core Functions**

The core function of the Internal Audit is to assist the Accounting Officer in effectively discharging her 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. The Internal Audit Unit has its mandate in the Financial Regulations and Instructions 1965. The Unit also works in compliance with a number of Regulations and Acts administered by Parliament, the latest of which was the Public Procurement and Disposal of Public Property Act 2015.

The Internal Audit Unit ensures that the internal controls instituted by management are adhered to. These controls are derived from the Audit and Exchequer Act, the Financial Instructions, circulars from the Comptroller of Accounts, the Ministry of Finance, the Chief Personnel Officer, Director of Personnel Administration and the Permanent Secretary.

**The goals** of the Unit are to ensure that the internal controls are maintained and that there are proper accounting practices. They are also to identify relevant red flags, make the necessary recommendations and work in harmony with all the divisions to minimize the number of matters of concerns that would be identified by the Auditor General and other monitoring agencies. This in turn ensures accountability and transparency of processes while providing comments and recommendations on the activities reviewed.

In the organizational chart of the Ministry, the Internal Audit Unit reports directly to the Permanent Secretary.

**(22) LEGAL UNIT**

**The Goal** of the Legal Unit is to provide the Ministry of Agriculture, Land and Fisheries with professional legal advice and support of a high standard in furtherance of its mandate and to protect the Ministry from liability

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

The functions of the Legal Unit are to:

- (i) Conduct legal research and provide legal advice and support to the Minister, Permanent Secretary and Directors in relation to their functions and responsibilities.
- (ii) Provide training to Ministry staff on legal practices and procedures affecting their mandate.
- (iii) Draft, review and interpret contracts, memoranda of understanding, licences, leases, Cabinet Notes, and other legal instruments to be entered into by the Ministry.
- (iv) Give legal support in the procurement process for goods and services;
- (v) Review legislation in furtherance of the Ministry's legislative agenda.
- (vi) Manage the Ministry's litigation and prosecutions portfolio and represent the MALF at Court, the Equal Opportunity Tribunal and Disciplinary Tribunals.
- (vii) Liaise with the Offices of the Chief State Solicitor and the Solicitor General on High Court matters and pre-action matters involving the Ministry.
- (viii) Assist in the formulation of Ministry/Government policies.
- (ix) Provide legal advice and support on Cabinet appointed Committees, Ministerial Committees, Ad hoc Committees and Internal Committees and Meetings etc.
- (x) Conduct negotiations on behalf of the Ministry.

**(23) PROCUREMENT UNIT**

The Procurement Unit of the Ministry of Agriculture, Land and Fisheries (MALF) is responsible for the acquisition of goods and services in accordance with the principles of good governance, namely accountability, transparency, integrity and value for money. It is the entity within the Ministry authorized to issue Letters of Invitation to Tender, Request for Proposals, Request for Quotations and the Issuing of Contracts.

The Procurement Unit ensures that the MALF complies with the legal parameters of procurement process and procedures implemented by the Ministry of Finance.

**The functions of the Procurement Unit presently include but is not limited to that which is stated hereunder:**

- (i) Development of the Annual Procurement Plan/ Schedule of Planned Procurement Activities;
- (ii) Coordinates and monitors the procurement function with respect to the Public Sector Investment Programme (PSIP) and Recurrent Expenditure;
- (iii) Provides guidance and advice in the development of Tender documents;
- (iv) Performs some due diligence checks to ensure the suppliers and contractors are in compliance with the required rules and regulations as guided by the Office of Procurement Regulation (OPR);
- (v) Monitors and reviews tender documents;
- (vi) Assists with the pre-qualification of contractors/suppliers in accordance with proper rules, regulations and guidelines of procurement procedures as issued by the Office of Procurement Regulation (OPR);
- (vii) Prepares Invitation to Tender Letters and Letters of Award of Contract;
- (viii) Conducts Pre-Tender Meetings, Site Visits and issues Addendums;
- (ix) Open Tenders and prepare documents/ files for the Ministry's Tenders Evaluation Committee and Procurement and Disposal Advisory Committee (PDAC), whose membership is both approved by the Permanent Secretary;
- (x) Prepares, folio(s) and minute files to the Permanent Secretary for approval and Award of Contract (based on recommendations of the Ministry's Tenders Evaluation Committee(s);
- (xi) Prepares files and documents to be sent to the Legal Unit, (MALF) for preparation of Agreement(s);
- (xii) Periodically updates the OPR's Depository on Procurement Tendering activities;
- (xiii) Frequently liaise with the OPR for additional guidance in accordance with the legislation;
- (xiv) Update an internal monthly management report;
- (xv) Verify prequalified contractors on the OPR's Depository;
- (xvi) Verify mandatory document uploaded by contractors;
- (xvii) Advise Divisions/Units on procurement procedures;
- (xviii) Advise Divisions/Units on prequalified contractors on the Depository;
- (xix) Certify requisitions submitted by various Divisions/Units for the purchase of good and/or services;
- (xx) Prepares and submit Quarterly report as required by the OPR;
- (xxi) Update Depository on the Disposal of real and personal property; and
- (xxii) Guide various Divisions/Units on proper procedures for the disposal of real and personal property.



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

**Procurement Procedures**

- (i) The Ministry of Agriculture Land and Fisheries (MALF) has several Tenders Evaluation Committees (chosen members are approved by the Permanent Secretary) which manage the procurement process for the provision of goods and services. The Evaluation Committee evaluates tenders received for the different projects and submits its recommendation(s) for the award of contract to the Procurement and Disposal Advisory Committee (PDAC) who reviews the tendering process and then submit their recommendation(s) to the Permanent Secretary for approval.
- (ii) The Tender Evaluation Process is to choose the most economically advantageous supplier or contractor using a fair, equitable, consistent and transparent process for the MALF. The composition and mandate of an Evaluation Committee is critical to an effective procurement process. The Evaluation Committee is intended to encompass a core team of evaluators based on specific disciplines and commercial acumen to bring to bear the competences required to evaluate the submissions from the supplier or contractor. The recommended Team's composition of five (5) or seven (7) members, with core members from the MALF's Executive Management (Chair), Accounting and Legal Units respectively and other members from Project Management, Executing Department (Vote Holder), Non-Executive Department and Executive Department (Supervision).
- (iii) Members are required to sign an agreement on how they will conduct themselves to ensure that there are no conflicts of interest and the proposals are kept confidential. The members of all Tenders Evaluation Committees are approved by the Permanent Secretary.
- (iv) The Ministry's Tender Evaluation Report which is prepared and signed by the approved Evaluation Committee is then submitted to the Procurement and Disposal Advisory Committee (PDAC). This committee comprises of three (3) members from the MALF's Executive Management, the Director, Legal Unit (Chair), Accounting Executive II, Accounting and a subject matter expert.
- (v) The MALF utilizes a list of Pre-Qualified Contractors to tender for works under specific "Line of Business" as issued by the OPR.

**The Tendering Process**

The methods that are used for soliciting bids are:

- (i) Open Tendering;
- (ii) Selective Tendering;
- (iii) Sole Selective; and
- (iv) Single Source.

**Open Tendering**

This method involves placing an advertisement and requesting all interested persons to submit a bid.

**Selective Tendering**

The MALF utilizes a list of pre-qualified contractors for projects that are within the Permanent Secretary's limit (in the categories of Construction of Agricultural Access Roads, Building Refurbishment and Construction and Water Management Works) prior to proclamation. Post proclamation of The Public Procurement and Disposal of Public Property Act, 2015, as amended, a list of pre-qualified contractors who are registered for a specified Line item was utilized.

**Sole Selective Tendering**

This is a non-competitive method of procurement where goods, works and services are attained from one supplier or contractor. Usually sole source procurement refers to an engagement where there is only one supplier or contractor that provides the good, work or service. This method is often used where:

- (a) The procurements are only available from a particular supplier or contractor;
- (b) If there is an extremely urgent need or in situations where engaging in any other method of procurement would be impractical because of the time involved in using those methods;
- (c) there is a need for compatibility for existing goods, equipment, technology or services; and
- (d) Also, in efforts to maintain standardization.



UPDATED PUBLIC STATEMENT OF THE  
MINISTRY OF AGRICULTURE, LAND AND FISHERIES—CONTINUED**Single Source Tendering**

Good, works and services are acquired from one supplier or contractor. Single Source method of procurement often refers to engaging one selected supplier or contractor even though there are other suppliers or contractors providing that good, work or service. This method is used in circumstances where:

- (a) The procurements are only available from a particular supplier or contractor;
- (b) If there is an extremely urgent need or in situations where engaging in any other method of procurement would be impractical because of the time involved in using those methods;
- (c) there is a need for compatibility for existing goods, equipment, technology or services.
- (d) Also, in efforts to maintain standardization.

**Procurement Legislation**

The Procurement Unit is governed by The Public Procurement and Disposal of Public Property Act, 2015, which was assented to on January 14<sup>th</sup> 2015, amended by the Public Procurement and Disposal of Public Property (Amendment) Act, 2016 which was assented to on June 17<sup>th</sup> 2016, and will repeal and replace the Central Tenders Board Act, Chapter 71:91. The Public Procurement and Disposal of Property Act was fully proclaimed on April 26, 2023.

**(24) OCCUPATIONAL SAFETY AND HEALTH (OSH) UNIT****Introduction**

The Ministry of Agriculture, Land and Fisheries (MALF) is a relatively large Ministry which currently comprises of twenty-five (25) Divisions/Units with a workforce of approximately 4000 employees. The Ministry is decentralised and employees are accommodated at seventy-five (75) locations across the length and breadth of Trinidad. These locations include:

- (i) Administrative Offices;
- (ii) Crop Farms;
- (iii) Plant Propagation Stations;
- (iv) Apiaries;
- (v) Livestock Farms;
- (vi) Fishing and Aquaculture Facilities;
- (vii) Forest Conservancies; and
- (viii) Laboratories.

At these facilities employees undertake many types of activities and are exposed to various types of hazards which can compromise their safety and health. Employees are either office-based, field-based or combination of both where there is exposure too many types of hazards of varying risk levels which can result in injuries/illnesses and even death.

Injuries/illnesses can occur from slips, trips and fall, manual handling, poorly designed workstations, inadequate ventilation, working at heights, noise and vibrations, asbestos, hazardous chemicals (pesticides, cleaning, laboratory, veterinary) electricity, fire and explosion, dust and fumes, biological agents (zoonosis, fungi, bacteria), handling of animals (wildlife, fisheries, livestock), agricultural tools, equipment and machinery, robbery and violence and exposure to the elements of the weather such as radiation from sunlight, high humidity, lightening and high temperatures.

The Ministry of Agriculture of Land, and Fisheries has a legal obligation to comply with the Occupational Safety and Health (OSH) Act, Chap. 88:08. Part II- General Duties, Section 6 (1) of the Act states:

*“It shall be the duty of every employer to ensure, as far as is reasonably practicable, the safety, health and welfare at work of all his employees”*

Apart from the legal obligation, the Ministry is morally responsible to provide a safe and healthy work environment as part of proper work practice and ethics. Additionally, the cost associated with infringements and incidents in the workplace can be huge and ensuring that risks are properly mitigated can greatly reduce the likelihood of these financial burdens.

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

The Occupational Safety and Health (OSH) Unit assists the Ministry in complying with current health and safety legislation aimed at ensuring that reasonable and adequate measures are taken to protect employees' safety and health and the creation of a safer working environment.

**The main objectives of the Unit are:**

- (i) Develop written policies, procedures and safe systems of work intended to protect the safety, health and well-being of all employees and ensure compliance with the Occupational Safety and Health Act Chapter 88:08 and other relevant laws and regulations;
- (ii) Conduct routine inspections and assessments of facilities and work activities to identify hazards and risks and institute effective control measures to minimise risks to an acceptable level;
- (iii) Report and investigate all incidents that cause injury, ill health and damage to property to prevent reoccurrence;
- (iv) Maintain necessary documentation to demonstrate regulatory compliance and responsible actions in the management of health and safety;
- (v) Work collaboratively with all Divisions/Units to identify health and safety hazards or non-compliance and assist in resolving those issues; and
- (vi) Educate and provide training to employees at all levels of the Ministry to competently discharge their duties and responsibilities in a safe manner.

**CONTACT INFORMATION**

**Occupational Safety and Health (OSH) Unit**

MALF Head Office

Corner Narsaloo Ramaya Marg Road and Soogrim Trace

Endeavour, Chaguanas

Tel: 220-6253 Ext. 4139/4253/4313

Email address: [malfhse@gov.tt](mailto:malfhse@gov.tt)

**Section 7(1) (a) (ii) – CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES**

- (i) Files to provide administrative support and general administrative documents for the operations of the Ministry;
- (ii) Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, deaths, retirement, leave, vacation leave, contract appointments, pension establishment records etc;
- (iii) Files dealing with the accounting and financial management functions of the Ministry;
- (iv) Financial records – cheques, vouchers, vote books, reconciliation records, pay record cards and Kalamazoo records;
- (v) News releases, speeches originating from the Ministry;
- (vi) Policy and Procedure Documents;
- (vii) Internal and external correspondence files;
- (viii) Legislation and Legal instruments;
- (ix) Minutes/Agendas of Meetings;
- (x) Files dealing with circulars, memoranda, notices, bulletins etc.;
- (xi) Reports - Statistical (annual, monthly, quarterly), Audit, Consultants, Technical, Valuation etc.;
- (xii) Books, booklets, leaflets, pamphlets, brochures, posters;
- (xiii) Files relating to official functions, conferences and events hosted by the Ministry;
- (xiv) Files relating to Programmes and Projects of the Ministry of Agriculture, Land and Fisheries;
- (xv) Files relating to organizations (international, regional and local associated with the Ministry);
- (xvi) Files dealing with Ombudsman's matters;
- (xvii) Parcel Index Maps and Paper and Digital Maps;
- (xviii) Cadastral sheets;
- (xix) Survey plans and survey information;
- (xx) Aerial photographs;
- (xxi) Copies of Leases;
- (xxii) Files on tenancies;
- (xxiii) Quarantine records;



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

- (xxiv) Databases - library, plant quarantine, pest and diseases, soil testing services, marine fishery resources; social and economic data;
- (xxv) Quarantine, diagnostic and soils records; and
- (xxvi) 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:

- (i) Brochure on goods and services provided by the Ministry

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

This section is not applicable at this time.

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

**How to request information: General Procedure?**

The Ministry's policy is to answer all requests for information both oral and written. However, in order to have the rights given by the FOIA (for example the right to challenge a decision if a request for information is refused), a request must be made in writing.

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

**Officers Responsible for receipt of Requests and Notices**

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

**Details in the Request**

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

**Requests not handled under the FOIA**

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

**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.



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

### 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:

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

#### The Designated Officer is:

Job Title	:	Administrative Officer IV (Ag.)
Name	:	Mrs. Taramatee Soogrim-Ramdath
Address	:	Ministry of Agriculture, Land and Fisheries Corner Narsaloo Ramaya Marg Road and Soogrim Street Endeavour, Chaguanas
Tel No.	:	220-6253 Ext. 4020
E-mail Address	:	<a href="mailto:tsoogrim-ramdath@gov.tt">tsoogrim-ramdath@gov.tt</a>

#### The Alternate Officer is:

Job Title	:	Records Manager II (Ag.)
Name	:	Ms. Tricia Ramdass-Satram
Address	:	Ministry of Agriculture, Land and Fisheries Corner Narsaloo Ramaya Marg Road and Soogrim Street Endeavour, Chaguanas
Tel No.	:	220-6253 Ext. 4208
E-mail Address	:	<a href="mailto:ramdasstr@gov.tt">ramdasstr@gov.tt</a>

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

Not applicable

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

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

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

- (i) Main Library, Central Experimental Station  
Research Division Library  
Caroni North Bank Road, Centeno  
Hours of Work: 8.00am - 4.00pm, Monday-Friday
- (ii) Fisheries Division Library  
Western Main Road, Chaguaramas  
Hours of Work: 8.00am - 4.00pm, Monday-Friday

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

- (iii) 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) -** A report, or a statement containing the advice or recommendations, of a body or entity established within the MALF:

- (1) Investment Opportunities in Agriculture (2012)

**Section 9 (1) (b) -** A report, or a statement containing the advice or recommendations, of a body or entity established outside of the MALF by or under a written law, or by the Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the MALF:

There are no statements to be published under this section at this time.

**Section 9 (1) (c) -** A report, or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the MALF:

There are no statements to be published under this section at this time.

**Section 9 (1) (d) -** A report, or a statement containing the advice or recommendations, of a committee established within MALF to submit a report, provide advice or make recommendations to the Minister of Agriculture, Land and Fisheries or to another officer of MALF who is not a member committee:

There are no statements to be published under this section at this time.

**Section 9 (1) (e) -** A report (including a report concerning the results of studies, surveys or test) prepared for MALF by a scientific or technical expert, whether employed with the MALF or not, including a report expressing the opinion of such an expert on scientific or technical matters:

There are no statements to be published under this section at this time.

**Section 9 (1) (f) -** A report prepared for MALF by a consultant who was paid for preparing the report:

There are no statements to be published under this section at this time.



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

**Section 9 (1) (g)** - A report prepared within MALF and containing the results of studies, surveys and tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project:

- (1) Evaluation of the Livestock Sector in Trinidad 2018

**Section 9(1) (h)** - Reports on the performance or efficiency of MALF, or of an office, division or branch of MALF, whether the report is of a general nature or concerns a particular policy, programme or project administered by MALF:

- (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)** - A report containing final plans or proposals for the re-organisation of the functions of MALF, the establishment of a new policy, programme or project to be administered by the MALF, whether or not the plans or proposals are subject to approval by an officer of the MALF, another public authority, the responsible Minister of the MALF or Cabinet:

- (1) Strategic Plans – Strategic Action Plans
- (2) Aquaculture Strategic Plan – A framework for Sustainable Development in Trinidad and Tobago 2018-2023
- (3) Vision 2030 NDS
- (4) National Food Safety Policy 2018-2023
- (5) COVID -19 Workplace Infection Prevention and Control Policy

**Section 9 (1) (j)** - A statement prepared within the MALF and containing policy directions for the drafting of legislation:

- (1) Animal Health Policy
- (2) Policy to facilitate the Importation of honey from CARICOM Countries

**Section 9 (1) (k)** - A report of a test carried out within the public authority on a product for the purpose of purchasing equipment:

There are no statements to be published under this section at this time.

**Section 9 (1) (l)** - An environmental impact statement prepared within MALF; and

- (1) National Forest Policy 2011
- (2) National Protected Areas Policy 2011
- (3) National Wetland Policies 2001

**Section 9 (1) (m)** - A valuation report prepared for MALF by a valuator, whether or not the valuator is an officer of MALF.

There are no statements to be published under this section at this time.

# NOTICE

## COLLECTION OF UNCLAIMED FUNDS

Statement of Unclaimed Proceeds on Annuities in payment to be paid to the Central Bank of Trinidad and Tobago for the period ending 31st December, 2024

The person entitled to, the Legal Personal representatives or next of kin for the following persons are required to submit a claim to Guardian Life of The Caribbean Limited on the unclaimed funds on or before **23rd May, 2025**.

Further information may be obtained by contacting Guardian Life of The Caribbean Limited at 226-myGG (6944) or via email at [guardianlife@myguardiangroup.com](mailto:guardianlife@myguardiangroup.com)

FIRST NAME	SURNAME	LAST KNOWN ADDRESS	POLICY NUMBER
MICHAEL	WALCOTT	314 MAYO MAIN ROAD, MAYO VILLAGE, WILLIAMSVILLE	TA10930
WINSTON	SARJEANT	5 MENDEZ DRIVE, ARIMA	TA7818
ANANDABAR	RICHARDSON	17 RITA STREET, ENTERPRISE VILLAGE, CHAGUANAS	TA7985
SURUJDEO	NANAN	46 MOTTOBAR ROAD, CUNJAL, BARRACKPORE	TA7850DA AND TA7850D2
SANJEEV	MOHAN	15 TEMPLE STREET, UQUIRE ROAD, FREEPORT	TA1529
LAWRENCE	LOPEZ	4 SYNE VILLAGE, SIPARIA	TA4786
MYRON	LAWRENCE	1 PAUL TAPPIN, CANTARO, SANTA CRUZ	BW0201
RAWLE	KHAN	45 CAIMAN CIRCLE, ELIZABETH GARDENS, ST JOSEPH	TA5437
SHEILA	KANTA-PERSAD	375 CENTRAL AVENUE, LANGE PARK, CHAGUANAS	TA3042, DA AND D2
HAMID	JUMAN	28 3RD ST, NEW SETTLEMENT, DOW VILLAGE, CALIFORNIA	TA3872DA
PHYLLIS	HERNANDEZ	295 MANDARINE CIRCLE, SANTA ROSA HEIGHTS, ARIMA	TA8166
HELEN	HARRIS	33 BOURNES ROAD, ST JAMES	T11711DA, D2
RAMDASS	GANGADEEN	GANNESINGH STREET, BALMAIN VILLAGE, COUVA	TA4891DA,DS
CAMILIA	DAVIS	30 SINANAN STREET, VISTABELLA, SAN FENANDO	TA3720
SHIRLEY	BELLE	19 FREEDOM STREET, COCORITE, ST JAMES	TA10042
CHARLES	BARNES	202 SANTA MONICA GARDENS, MAUSICA ROAD, D'ABADIE	TA15091
JOSEPH	BABB	15 WARWICK LANE, BELMONT	TA11619



# NOTICE

## COLLECTION OF UNCLAIMED FUNDS

Statement of Unclaimed Proceeds on Death Claims to be paid to the Central Bank of Trinidad and Tobago for the period ending 31st December, 2024.

The person entitled to, the Legal Personal representatives or next of kin for the following persons are required to submit a claim to Guardian Life of The Caribbean Limited on the unclaimed funds on or before **23rd May, 2025**.

Further information may be obtained by contacting Guardian Life of The Caribbean Limited at 226-myGG (6944) or via email at [guardianlife@myguardiangroup.com](mailto:guardianlife@myguardiangroup.com)

FIRST NAME	SURNAME	LAST KNOWN ADDRESS	POLICY NUMBER
KAREN CLAUDIA	ST LOUIS-MERRITT	2 MISTY CRESCENT, SUNRISE PARK, TRINICITY	5001372941
KAREN CLAUDIA	ST LOUIS-MERRITT	2 MISTY CRESCENT, SUNRISE PARK, TRINICITY	8000074001
ANARISA	O'SHAUGHNESSY	69 FORTUNE STREET, EGYPT VILLAGE, POINT FORTIN	5002486908
ANARISA	O'SHAUGHNESSY	69 FORTUNE STREET, EGYPT VILLAGE, POINT FORTIN	8001268071
HARRY	ROSALLES	C/O 35-37 DUNCAN STREET, PORT OF SPAIN	5001841607
VASHTI REANELLE	HEERASINGH	94 C UNION VILLAGE, CLAXTON BAY	5000554388
VASHTI REANELLE	HEERASINGH	94 C UNION VILLAGE, CLAXTON BAY	8000488981
AFEISHA NATASHA	VIRGIL	413 DOVE AVENUE, POINT LISAS GARDENS, COUVA	1000198596
AFEISHA NATASHA	VIRGIL	413 DOVE AVENUE, POINT LISAS GARDENS, COUVA	5002363318
MATTHEW	ALGERNON	7D FONROSE STREET, SAN FERNANDO	5001648840
NIKITA	CADDETT	23 BAYSHORE ROAD EXTENSION, MARABELLA	8001345424
BEVERLEY FRANCES	YORKE	61 ALFREDO STREET, WOODBROOK	8000009480
RONALD O'NEIL	LEWIS	NO 3 HIBISCUS DRIVE, PETIT VALLEY	8000454939
WALLACE	RAMSAWAK	45 SOUTHERN MAIN ROAD, MC BEAN, COUVA	8000488990
SANJEEV	MOHAN	C/O FREEPORT POST OFFICE, UQUIRE ROAD, FREEPORT	GT10020593
TREVOR	CIPRIAN	NO 60 TEMPLE STREET, LA ROMAIN, SAN FERNANDO	8000564734
SUDASH	LATCHMAN	60 TAITT ROAD, UPPER CARAPICHAIMA, FREEPORT	8000941252
ANDY ANDERSON	SAMMY	09 SEALAND DRIVE, GROVE PARK, OTAHEITE	8000881781
CHARMAINE MARIA	GLASGOW	45 OPAL GARDENS, DIAMOND VALE, DIEGO MARTIN	ET60223261
MICHAEL	JAGROOP	44B BALLIHOSEIN TRACE, QUINAM ROAD, SIPARIA	5001367883
ROCHABELLE	HAYNES-ST LOUISE	4 6TH STREET WEST, CANE FARM AVENUE, TRINICITY	8001351271
MICHELLE	NICHOLS	3 ALEXANDER STREET, SIPARIA	8001346111
WINSTON	SIMON	10 NINTH STREET CASSELTON, DINSLEY, TACARIGUA	8000526760
HEMANT	SEECHARAN	60 BHAGGEN TRACE, CHANDERNAGORE VILLAGE, CHAGUANAS	1000205291
HEMANT	SEECHARAN	60 BHAGGEN TRACE, CHANDERNAGORE VILLAGE, CHAGUANAS	5002424511
JOANN ELIZABETH	MAPP	22 WILLIS STREET, BELMONT	5000021665
KAREN SUZETTE	BOYCE	7 COCORITAL ROAD, MATURITA, ARIMA	8000193868
CLIVE GRAHAM	JOHNSON	27 ALFREDO STREET, WOODBROOK, PORT OF SPAIN	ET60217361
KAREN SUZETTE	BOYCE	7 COCORITAL ROAD, MATURITA, ARIMA	5000406419
KABIR	NARINE	LP1454 SOUTHERN MAIN ROAD	5002545319
DWAYNE	CALLENDER	27 JUNE STREET, POINT LISAS GARDENS, COUVA	5002715435
JOSEPH	BABB	21A ROSSLYN STREET, BELMONT, PORT OF SPAIN	8001055841
PAULA-ANN	CLARKE	8 MIDDLE STREET, ST JAMES	8000026813
FRANCIS	DAVID	55 RIGHTEOUS PINTO ROAD, ARIMA	8000926881

# NOTICE

## COLLECTION OF UNCLAIMED FUNDS

Statement of Unclaimed Proceeds to be paid to the Central Bank of Trinidad and Tobago  
for the period ending 31st December, 2024

The person entitled to, the Legal Personal representatives or next of kin for the following persons are required to submit a claim to Guardian Life of The Caribbean Limited on the unclaimed funds on or before **23rd May, 2025**.

Further information may be obtained by contacting Guardian Life of The Caribbean Limited at 226-myGG (6944) or via email at [guardianlife@myguardiangroup.com](mailto:guardianlife@myguardiangroup.com)

FIRST NAME	SURNAME	LAST KNOWN ADDRESS	POLICY NUMBER
RAMESH	RAMCHARAN	LP 52 PARTAP STREET, TACARIGUA	ET60270131
WAYNE	WEATHERHEAD	113 WOODFORD STREET, NEWTOWN	T 00028719
DIANE	MAHADEO	195 COUVA NORTH, PHASE II, OSPREY AVENUE, COUVA	GT10029364
RAMJOHN	ALI	125 SOUTHERN MAIN ROAD, WARRENVILLE, CUNUPIA	8000165732
YASMIN	ALI	LP 65 RAMSARAN STREET, CHAGUANAS	8000004313
DOUGLAS	ARCHER	23 OMIDALE AVENUE, COCOYEA VILLAGE, SAN FERNANDO	DT88876221
PATRICK	BEDISEE	153 LENOX AVENUE, UNIONDALE, HAPSTEAD, LONG ISLAND NY 11553	DT90130143
ANDREW	BARRAS	154 UPPER SEVENTH AVENUE, MALICK	DT88867675
LISA	CHANDLER	49 NUTMEG AVENUE, HALELAND PARK, MARAVAL	8000204525
YVONNE	CRAIG	C/O AMEENA CRAIG, APT 23 ORLEANDA AVE, EDINBURGH 500 SOUTH, CHAGUANAS	8000330105
GERSHWIN	CROSS	C/O PO 81 BEN-LOMOND VILLAGE, WILLIAMSVILLE	DT90099641
MAUREEN	DANIEL-BRAVEBOY	59 CEDAR CIRCULAR DRIVE, RIDGE VIEW HEIGHTS, TACARIGUA	8000242606
PEGGY	DES VIGNES-ASHBY	15 PINE STREET, SAMAAAN GARDENS, TRINCITY	8000292564
JUNIOR	DURANT	FOSTER ROAD, SANGRE GRANDE	8000073331
CHARMAINE	FIFE	2 GABILAN STREET, MORVANT	8000368358
VITRA	HARRIPAUL	10A WATTS STREET, CUREPE	DT88878591
MURALIE	HARRIPERSAD-MASTAY	LOT 23 RAMDASS STREET, SANGRE GRANDE	8000928272
SHARAZ	HASSAN	8 GULF VIEW VILLAS, GULF VIEW, LA ROMAIN	8000128632
LIANE	HENRY	34 CALCUTTA STREET, ST JAMES	8000203448
THAIB	HOSEIN	4 AJODHA ROAD, BEJUCAL, CUNUPIA	8000745666
PATRICK	HOSTEN	20 VITA STREET, SUNSHINE AVENUE, SAN JUAN	8000311330
JUANITA	JONES	TOWNHOUSE 4, CYPRESS AVENUE, COCONUT DRIVE, SAN FERNANDO	8000050374
KEN	JONES	39 FOURTH STREET, BARATARIA	8000727374
FRANKLIN	KHAN	THE HUMAN RESOURCE MANAGER, TRINITY EXPLORATION AND PRODUCTION SERVICES LIMITED, 40-44 SUTTON STREET, SAN FERNANDO	8000126591
TREVOR	LYNCH	LP 5 MANZANILLA ROAD, MAYARO	DT90123491
CATHY ANN	MANZANO	C/O ROYAL CASTLE, SOUTHERN MAIN ROAD, COUVA	8000051371
BARRY	MAYNARD	THE HUMAN RESOURCE MANAGER, BP AMOCO ENERGY COMPANY OF TRINIDAD AND TOBAGO LIMITED P.O. BOX 714, PORT OF SPAIN	8000245043
FRANCIS	MC BARNETTE	OFFICE OF GENERAL SECRETARIAT, PO BOX 123, ST GEORGES GRENADA	DT90015034
MARIO	MERRITT	3 EMERALD DRIVE, TACARIGUA	8000300346
BRENT	MOHOMED	80 CEDAR DRIVE, PLEASANTVILLE	8000026759
SHARON	MOHAMMED	1065 EAST 34TH STREET, BROOKLYN, NEW YORK 11210	8000363496
DAVID	NAMDEO	SEWLAH TRACE, DELHI ROAD, FYZABAD	8000168961
DAVID	NARINE	SISTERS ROAD, HARDBARGAIN, WILLIAMSVILLE	4000000624
BARBARA	NELSON-HEE CHUNG	6 BANANA BOULEVARD, SANTA ROSA HEIGHTS, ARIMA	8000138786
DAVID	PEREIRA	35 SECOND MOON'S AVENUE, MALGRETOUTE ROAD, MANAHAMBRE ROAD, PRINCES TOWN	8000474999
CURTIS	POPPELWELL	C/O 41 DIEGO MARTIN, MAIN ROAD, DIEGO MARTIN	8000208725
VISHNU	RAGBI	C/O SII DYNA DRILL, P.O. BAG 181, SAN FERNANDO	D 00060114
INDARJIT	RAMKISSOON	5 CORONATION STREET, ARANGUEZ, SAN JUAN	8000236079
DONNIE	RAMNATH	192 UNION VILLAGE, CLAXTON BAY	8000480425
ANTONIO	RAMON-FORTUNE	41 SHADDOCK CIRCLE, SANTA ROSA, ARIMA	8000070146
RAMDATH	RAMSUBIR	2 ALI LANE, REFORM VILLAGE, GASPARILLO	8000164710
PETER	RAMSUNDAR	366 JERRY JUNCTION, CARAPICHAIMA	8000539799
DOLLY	RATTAN	106 HIGH STREET, SAN FERNANDO	8000764938
ANTHONY	REYES	THE HUMAN RESOURCE MANAGER, A E R INVESTMENT SERVICES LIMITED, 3 HOLOLO EXTENSION ROAD, SANTA CRUZ	8000285070
KEVIN	ROBERTSON	104 LAVENTILLE ROAD, EAST DRY RIVER, PORT OF SPAIN	8000928094
JUNE	RULLOW-RODRIGUEZ	110 SADDLE ROAD, MARAVAL	8000823926
KENNETH	SEATON	P.O. BOX 4, SAN FERNANDO	8000076004
ANDREW	SEECHARAN	P.O. BOX 4, SAN FERNANDO	8000175681
NADIRA	SHAH	APARTMENT 1C SAVSYN, 22 QUEEN'S PARK WEST, PORT OF SPAIN	DT88884372
BEATRIX	SINGEMAN-THORNE	P.O. BOX 687, GENERAL POST OFFICE, PORT OF SPAIN	8000231557
DEXTER	THOMAS	8 SIXTH STREET, CIRCULAR ROAD, NEW GRANT, PRINCES TOWN	8000568861
HENRY	WILLIAMS	10 MORNE COCO ROAD, WESTMOORINGS NORTH	DT90037389
PHILLIS	WARREN	116 LAVENTILLE ROAD, EAST DRY RIVER, LAVENTILLE	8000893380
HILARY	WILKINS	18 TONCA BEAN GARDENS, VALLEY VIEW	8000584549



# NOTICE

## COLLECTION OF UNCLAIMED FUNDS

Statement of Unclaimed Proceeds on Bancassurance Policies to be paid to the Central Bank of Trinidad and Tobago for the period ending 31st December, 2024

The person entitled to, the Legal Personal representatives or next of kin for the following persons are required to submit a claim to Guardian Life of The Caribbean Limited on the unclaimed funds on or before **23rd May, 2025**.

Further information may be obtained by contacting Guardian Life of The Caribbean Limited at 226-myGG (6944) or via email at [guardianlife@myguardiangroup.com](mailto:guardianlife@myguardiangroup.com)

FIRST NAME	SURNAME	LAST KNOWN ADDRESS	POLICY NUMBER
BRENDA ANN	KONG	LOT 3 MORNE COCO ROAD, PETIT VALLEY	CT20249641



The Architecture Profession Act No. 19 of 1992 is an Act that governs the profession of architecture in Trinidad and Tobago. In order to protect the public interest, the Act establishes the Board of Architecture of Trinidad and Tobago (BoATT), which assesses the qualifications and experience of any person applying to become a Registered Architect, a title protected under the Act.

#### Prohibitions

Section 16 of The Architecture Profession Act, 1992  
16. A person who is not a Registered Architect shall not:  
(a) use any title or description that leads to the belief that he is a Registered Architect.  
(b) advertise himself as a Registered Architect.  
(c) act in a manner so as to create or induce the belief that he is a Registered Architect; or  
(d) sign or stamp any plans, drawings, designs, or specifications, purporting to be acting in the capacity of such Registered Architect.

### REGISTERED ARCHITECTS – 2025

ARCHITECTURE PROFESSION ACT No. 19 of 1992

An Act representing the registration of Architects and otherwise regulating the practice of Architecture.

In accordance with the Architecture Profession Act, 1992, Section 10 Sub Section (2)(d) and Section 24

R.A.#	Registered Architect	R.A.#	Registered Architect	R.A.#	Registered Architect	R.A.#	Registered Architect
006	Mark Franco	086	Rawle Mitchell	121	Orin Hinds	156	David Makhan
007	Michael Bynoe	087	Jenifer Smith	123	Stephen Jameson	158	Jason Mahadeo
009	Terence Wiltshire	088	Robert Blache-Fraser	124	Caroline Yhap	159	Renee D. Bryan
013	Lloyd de Suze	089	Ian P. Marfleet	126	Camille D. Lewis	160	Craig K. Daniel
015	Raul Poon Kong	090	Patrick Forbes	128	Rayudesh Katwaroo	161	Renata Hatt
017	Bernard Mackay	091	Christopher V. Bent	129	Rygel Dowling	162	Ricardo Simmons
026	Jaspal Bhogal	092	Bertrand Doyle	130	Robert Thompson		
028	Rudylynn De Four Roberts	093	Junior C.D. Thompson	131	Simone Ashby		
032	Cheryl Adams	097	Timothy Newton	132	Helena Van Lare		
033	Shirla Murray	098	Korry Barnett	134	Liselle Coker		
036	Joseph Orme Yearwood	099	Marlon Charles	137	Garfield Seaton		
044	Ken Holder	100	Martyn Joab	139	Ronald Ammon		
049	Scott Muiznieks	101	Roger Mohammed	140	Nikisha Powder		
050	Gary Nobie	105	Alison Grosberg	141	Stein Carrington		
056	Jo-Ann Murrell	106	Sharen Bidaisee	142	Raymond Dickson		
058	Sean H. Leonard	107	Gabriella Vidal	143	Kurland Duke		
059	Arthur K. Bowles	108	Paul Moses	144	Stephan Homer		
060	Gerard De Four	109	Khalid Carmichael	145	Andre James		
061	Colin Basso	111	Peter Chandler	146	Laura Narayansingh		
066	Thomas Mc Cartney	112	Colin Manwaring	147	Ricardo Newallo		
070	Damian Nunez	113	Jason Scarlett	148	Kayode Quashie		
072	Dion Wilson	114	Deon Campbell	149	Adam Schiller		
075	Gary Turton	115	Gerren Clarke	151	Luis Muinos		
077	Akindele Looby	116	Roshelle Castro	152	Kimberlyn Bacchus		
078	Darren Brathwaite	117	Ravi Ramkalawan	153	Kenrick Baksh		
079	Gregory Salandy	119	Ruana Evans	154	Adrian Gittens		
084	Monique Muiznieks	120	Sean Spencer	155	Zarah Graham		

#### Board Members

Gary Turton (Chair)  
Jaspal Bhogal (Registrar)  
Colvin Chen  
Sean Spencer  
Keith Thomas  
Tracey Rojas  
Bertrand Doyle

### MILESTONE 50

The Chairman and members of the Board of Architecture of Trinidad and Tobago are pleased to publicly affirm our appreciation of **PETER CHANDLER RA111** for the singular milestone of accomplishing 50 years as a professional. Thank you.

#### WELCOME NEW REGISTRANTS

Having met all the criteria set forth in the Architecture Profession Act No. 19 of 1992, the Chair and members of BoATT are pleased to welcome and introduce:

- RA 159 Renee D. Bryan
- RA 160 Craig K. Daniel
- RA 161 Renata Hatt
- RA 162 Ricardo Simmons

#### Disclaimer

The Register of Architects was last updated February 3, 2025  
If your name is not listed, please contact the Board.

19 Stanmore Avenue, Port of Spain, Trinidad, W.I.  
boat92@gmail.com

[www.boa-tt.org](http://www.boa-tt.org)



## LICENSING SESSIONS

## BOROUGH OF ARIMA

APPLICATIONS for the Licensing Committee's Certificates for New Licences in the Licensing Borough of Arima, under the provisions of the Liquor Licences Act, Chap. 84:10, to be considered at the Licensing Session, which will be held at the Arima District Court on WEDNESDAY THE 12TH DAY OF MARCH, 2025 at 1.00 o' clock in the afternoon.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
<b>Spirit Retailer's</b>			
Nelson Rivas	No. 7 Beacon Avenue Tranquility Heights Signal Hill, Tobago	No. 20 St. Joseph Street Arima	From 1st April, 2025 to 31st March, 2026
<b>Spirit Grocer's</b>			
Neon Seecharan	No. 228 Brazil Main Road, Brazil Village Arima	Shop No. 4, No. 43 Queen Street, Arima	<i>do</i>
Navindra Maharaj	Belle View Avenue Calvary Hill, Arima	No. 25 Hollis Avenue Arima	<i>do</i>

Dated this 20th day of January, 2025.

*Secretary, Licensing Committee  
Borough of Arima*

## CITY OF SAN FERNANDO

RETURN OF Applications for the Licensing Committee's Certificate for Licences in the City of San Fernando under the provisions of the Liquor Licences Act, Chap. 84:10 for the sale of intoxicating Liquor at the Licensing Session to be held at the San Fernando District Court on WEDNESDAY THE 12TH DAY OF MARCH, 2025 at 9.30 a.m.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
<b>Spirit Retailer's</b>			
Yue Hui Cui	No. 18 Tarouba Road Marabella	No. 18 Tarouba Road Marabella	From 1st April, 2025 to 31st March, 2026
Goberdhan Ramsaran	54, Mucurapo Street San Fernando	4-4A, Johnstone Street San Fernando	<i>do.</i>
<b>Wine Retailer's</b>			
Joel John	2, Guaracara Street Gasparillo	Gulf City Mall Gulf City	<i>do.</i>

Dated this 24th day of February, 2025.

*Deputy Chairman, Licensing Committee  
City of San Fernando*

## LICENSING SESSION

## MUNICIPALITY OF TOBAGO

RETURN OF Applications for the Licensing Committee's Certificates for New Licences in the Municipality of Tobago—Licensing Area under the provisions of the Liquor Licences Act, Chap. 84:10, to be considered at the Licensing Session to be held at the Scarborough District Court on TUESDAY THE 11TH DAY OF MARCH, 2025 at 1.00 o'clock in the afternoon.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
<b>Spirit Retailer's</b>			
Trevor Campbell	... 29, Oil Field Crown Trace Lowlands, Tobago	Lucy Vale, Speyside Tobago	For the period ending 31st March, 2026
Daniel Marcelle	... No. 7 Kilgwyn Bay Road Bon Accord, Tobago	Shaw Park, Scarborough Tobago	<i>do.</i>
<b>Special Restaurant</b>			
Trevor Henry Trim	... Light Pole LV2, Mentor Drive Signal Hill	Light Pole LV2, Mentor Drive Signal Hill	<i>do.</i>
Collin James	... Arnos Vale Road Plymouth, Tobago	North Street, Plymouth Tobago	<i>do.</i>
Ronnie Ryan	... Store Bay Local Road Tobago	Store Bay Local Road (Next to yellow Apt. Bldg.)	<i>do.</i>
Liang Yian	... 41A, Wilson Road Scarborough, Tobago	41A, Wilson Road Scarborough, Tobago	<i>do.</i>
Shannon Skeete	... 17A, Buccoo Road Junction Buccoo, Tobago	17A, Buccoo Road Junction Buccoo, Tobago	<i>do.</i>
Richarda Gaston-Junction	No. 74 Milford Road, Bon Accord Canaan, Tobago	No. 74 Milford Road, Bon Accord Canaan, Tobago	<i>do.</i>
<b>Spirit Grocer's</b>			
Alison Toney	... Store Bay Local Road Bon Accord, Tobago	Main Road Mt. St. George	<i>do.</i>
Bandele Charles	... No. 113 Windward Road Argyle, Tobago	No. 23 Carrington Street Scarborough, Tobago	<i>do.</i>
Caiel Stevens	... Cemetery Street Lambeau, Tobago	Corner Sandy Hill Trace and Cemetery Street Lambeau, Tobago	<i>do.</i>

Dated this 21st day of February, 2025.

*Secretary  
Licensing Committee  
for the Municipality of Tobago*

329

## REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CHAP. 81:01

[Pursuant to section 406(1) of the Companies Act]

In the Matter of

SOUTHSIDE PROPERTY ACQUISITION COMPANY LTD.  
COMPANY NUMBER C2022012606685

(Hereafter referred to as the 'Company')

NOTICE OF SPECIAL RESOLUTION TO WIND-UP  
COMPANY AND APPOINTMENT OF A LIQUIDATOR

PURSUANT to section 132(1) of the Companies Act, Chap 81:01, the following unanimous written resolution in *lieu* of a meeting was passed by the shareholders of the company, on the 21st day of February, 2025:

"That the Company be wound up voluntarily; that John Aboud of 34, Collens Road, Maraval, Trinidad, be appointed liquidator for the purposes of such winding up and that he shall have the power to act in the winding up for the purpose of exercising any of the powers vested in a liquidator by virtue of this appointment and for any other purposes connected within the winding up; and that the liquidator be empowered to divide amongst the members in *specie* or kind all or any part of the assets of the Company".

Dated the 21st day of February, 2025.

By Order of the Board

JOHN ABOUD  
*Director*

330

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

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

Name	Policy Number
JOSHUA JOSEPH ... ..	3435023
JAHANNA GITTENS ... ..	3510723
RAMONA DE CLOU ... ..	3490143
RAMONA DE CLOU ... ..	3490142
SHERMAN LA CAILLE ... ..	3368466
KRYSTLE DIXON ... ..	3430896
SHELDON CHARLES ... ..	3473478
SHELDON CHARLES ... ..	6841073
MONTGOMERY BROWN ... ..	3431659
JEAN-CHRISTOPHE BRANCHE ... ..	3420809
XAVIANNE BRANCHE ... ..	3442594
ANTHONY BAIN ... ..	3520762

JOH-EL MENDOZA ... ..	3505051
SHARON JOHN ... ..	4731295
SHARON JOHN ... ..	3315598
MIA THOMAS ... ..	3517153
SANDRA BOODOOSINGH-CHAN CHOW	3534407
ESTHER VALDEZ ... ..	3507463
SHEILA ALI ... ..	3400808
DEONATH MAHARAJ ... ..	4731610
AMANDA-SUE HOSEIN ... ..	3441980
DON BROWN ... ..	3464441
RIA BALA ... ..	3326728
RIANN BALA ... ..	3374890
KATHRINA RAMPERSAD ... ..	3418018
SAFRAZ HASAN ... ..	3524243

PAN-AMERICAN LIFE INSURANCE  
OF TRINIDAD AND TOBAGO91–93, St. Vincent Street  
Port-of-Spain.

331

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

Name	Policy Number
ARLENE JAMES-EUIN ... ..	6736774
ARLENE JAMES-EUIN ... ..	3324288
ANTHONY CHARLES ... ..	6841388
BERNICE BURKE ... ..	3421371
SIMON BARRAN ... ..	3450495
SIMON BARRAN ... ..	3450494
SIMON BARRAN ... ..	3424815
SIMON BARRAN ... ..	3417943
CARLA PHILLIPS ... ..	3537834
HARIRAM PREETAM ... ..	4150511
COLLIN HUGGINS ... ..	3399127
SHENIKIA JOSEPH ... ..	3491829
KESHON DEAN ... ..	3443578
EMILY DEAN ... ..	3443579
ANIKA FORDE ... ..	3551648
CHRISANN MC KENZIE ... ..	3537750
ELFREDA SMITH ... ..	3538758
HUDSON ALEXANDER ... ..	3320763

PAN-AMERICAN LIFE INSURANCE  
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