GENERAL INFORMATION ON ALL DIVISIONS AND UNITS IN THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), Chap. 22:02, the Ministry of Agriculture, Land and Fisheries is required by law to publish a statement which lists the documents and information generally available to the public.

The Act gives members of the public:

1. a legal right to access information held by the Ministry of Agriculture, Land and Fisheries;
2. a legal right to have official information relating to himself/herself amended where incomplete, incorrect, misleading, or not relevant to the purpose for which the document is held;
3. a legal right to obtain reasons for adverse decisions made regarding an applicant’s request for information under the FOIA; and
4. a legal right to complain to the Office of the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the Freedom of Information Act.

The following information is published by the Ministry of Agriculture, Land and Fisheries with the approval of the Minister of Agriculture, Land and Fisheries:

**Section 7 statements**

**Section 7(1) (a) (i) - Function and Structure of the Ministry of Agriculture, Land and Fisheries**

**Mission**

“The Ministry of Agriculture, Land and Fisheries will be the driving force in the sustainable development of food production, agriculture, and aquaculture in Trinidad and Tobago by ensuring the delivery of a range of agricultural services consistent with state policy and the expectations of all stakeholders through the use of modern technology.”
**Vision**

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

**Mandate**

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

**Location**

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

Telephone No: 220-6253

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

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

- Agricultural Entrepreneurship among Youth;
- Agricultural Extension Services;
- Agricultural Finance and Credit (Policy);
- Agricultural Infrastructure;
- Agricultural Land Development, Distribution and Regularization;
- Agricultural Marketing;
- Agricultural Policy and Planning;
- Agricultural Research;
- Animal Production and Health;
- Apiculture;
- Aquaculture;
- Botanic Gardens;
- Crop Production (Food and Fibre);
- Estate Security Services;
- Food Security;
- Forestry, National Parks and Wildlife;
- Horticulture;
- Hydrographic Surveys;
- Land Management;
Livestock Production;
Management and Standardization of Agricultural Products (new);
Marine Fisheries;
Parks and Recreation Grounds Policy;
Plant Health and Protection;
Praedial Larceny;
Queen’s Park Savannah;
Surveys and Mapping;
Unemployment Relief Programme (Agriculture);
Youth Apprenticeship Programme in Agriculture (YAPA); and
Zoos

Statutory Boards and Other Bodies
Agricultural Society of Trinidad and Tobago
Caribbean Agricultural Research and Development Institute (CARDI)
Caribbean Fisheries Training and Development Institute (CFTDI)
Land Survey Board of Trinidad and Tobago
Livestock and Livestock Products Board
Zoological Society of Trinidad and Tobago (ZSTT)

Wholly Owned Enterprises
Caroni (1975) Limited
Cocoa Development Company of Trinidad and Tobago Limited
Community Based Environmental Protection and Enhancement Programme (Agriculture)
Estate Management and Business Development Company Limited (EMBD)
National Agricultural Marketing and Development Corporation (NAMDEVCO)
Palo Seco Agricultural Enterprises Limited (PSAEL)

Majority-owned Enterprises
Agricultural Development Bank (ADB)

Minority-owned Enterprises
Caribbean Food Corporation

Programmes
National Reafforestation and Watershed Rehabilitation Programme

The Ministry’s major functions include:-

- promoting the efficient production, processing and marketing of food and non-food farm products of the nation;
• managing the nation’s marine renewable resources and the land and water resources devoted to farming in a sustainable manner;
• formulating and implementing policy measures that will further develop the sector;
• providing support to farms on good agricultural practices; and
• strengthening the organizational capacity and human capital to fulfill the goals and objectives of the Ministry.

The Ministry of Agriculture, Land and Fisheries comprises of the following Divisions/Units:-

**General Administration**

- Agricultural Planning;
- Agricultural Services;
- Animal Production and Health;
- Engineering;
- Extension Training and Information Services;
- Fisheries;
- Forestry;
- Horticultural Services;
- Human Resource Management;
- Land Management;
- Research;
- Regional Administration North;
- Regional Administration South;
- Supplemental (Estate) Police; and
- Surveys and Mapping.

**Units:-**

- Central Administrative Services;
- Communications;
- Finance and Accounting;
- Geographic Information Systems;
- Information and Communication Technology;
- Internal Audit;
- Legal;
- People Issues Resolutions Coordinating; and
- Praedial Larceny
Organizational Structure of the Ministry of Agriculture, Land and Fisheries

MINISTER

PERMANENT SECRETARY

CHIEF TECHNICAL OFFICER

DEPUTY PERMANENT SECRETARY

Finance and Accounting Unit
Legal Unit
Engineering Division
Central Administration Unit

DEPUTY PERMANENT SECRETARY

Internal Audit Unit
Human Resource Management Division

Communication Unit
Geographic Information Systems Unit (GIS)

People Issues Resolutions Coordinating Unit

Agricultural Services Division

Agricultural Planning Division
Forestry Division

Fisheries Division

Regional Administration North Division
Regional Administration South Division

Statutory Boards/State Enterprises and Other Bodies
- Agricultural Development Bank (ADB)
- Agricultural Society of Trinidad and Tobago
- Caribbean Agricultural Research and Development Institute (CARDI)
- Caribbean Fisheries Training and Development Institute (CFTDI)
- Caribbean Food Corporation
- Caroni (1975) Limited
- Cocoa Development Company of Trinidad & Tobago Limited
- Community Based Environmental Protection and Enhancement Programme (Agriculture)
- Estate Management and Business Development Company Limited (EMBD)
- Land Survey Board of Trinidad and Tobago
- Livestock and Livestock Products Board
- National Agricultural Marketing and Development Corporation (NAMDEVCO)
- Palo Seco Agricultural Enterprises Limited (PSAEL)
- Seafood Industry Development Company Limited (SIDC) (In liquidation)
- Zoological Society of Trinidad and Tobago (ZSTT)

Cultural Services Division

Horticultural Services Division

Surveys and Mapping Division
Supplemental (Estate) Police Division
Praedial Larceny Unit
Land Management Division

Research Division
Extension Training & Information Division
Animal Production & Health Division

Regional Administration South Division

Central Administration Unit

Engineering Division

Internal Audit Unit

Statutory Boards/State Enterprises and Other Bodies
- Agricultural Development Bank (ADB)
- Agricultural Society of Trinidad and Tobago
- Caribbean Agricultural Research and Development Institute (CARDI)
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- Seafood Industry Development Company Limited (SIDC) (In liquidation)
- Zoological Society of Trinidad and Tobago (ZSTT)
PARTICULARS OF THE ORGANIZATION AND FUNCTIONS OF THE MINISTRY OF AGRICULTURE, LAND AND FISHERIES:

Agricultural Planning Division

The core functions of this Division are to:-

1. Coordinate and oversee the determination of a consistent set of goals and objectives for the development of the agricultural sector;

2. Analyze policies and projects at the sectoral and national levels;

3. Formulate, monitor and evaluate policies, plans, programmes and projects;

4. Facilitate agricultural trade negotiations at the bi-lateral and multi-lateral levels;

5. Coordinate and manage the annual planning process, as well as, the programming and evaluation of the Ministry’s Development Work Programme and Budget, and the management of the Ministry’s Technical Assistance portfolio; and

6. Collect, collate, store, analyze and disseminate economic and social statistical data and information.

Agricultural Services Division

The core functions of this Division are to:-

1. Produce high quality, planting material of selected commodities (food and fruit) for sale to the farming community and the general public thereby contributing to improving national food and nutrition security;

2. 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

3. Provide technical advisory services/support to farmers/public on various aspects of plant propagation and production through the Division’s outreach programme which includes participation in exhibitions, field days, station tours, lectures and method demonstrations.
Animal Production and Health Division

The core functions of this Division are to:-

1. Contribute to the formulation and implementation of appropriate and clearly defined policies, plans and integrated programmes for the livestock sub-sector;

2. The improvement of the genetic capability/configuration and performance of various classes of livestock e.g. cattle, sheep and goats;

3. Developing research programmes which assist in and stimulate efficiency and competitiveness in the livestock sector;

4. Assisting the livestock sub-sector in achieving greater efficiency of production and improved product quality by providing cost effective veterinary health and livestock production programmes; and

5. Collaboration with public and private sector organizations on relevant aspects of human health and to assist in protecting the human population from diseases transmitted through animals and unwholesome animal products.

Engineering Division

The core functions of this Division are:-

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

2. Water Management
   - The Water Management Section seeks to identify and make available to the farmers, at various State lands projects, suitable irrigation water and to provide some measure of flood control.

3. Structures and Environment
   - The Structures Section provides assistance upon request from all divisions of the Ministry of Agriculture Land and Fisheries to construct, rehabilitate, repair and maintain buildings and structures to ministry buildings. This Section conducts field investigations, data collection, preparation of designs and engineer’s estimates.
4. The Soils Laboratory

- The Soils Laboratory is involved in soil investigations and materials testing which is an essential preliminary step in the conduct of all Civil engineering works. The purposes of such investigations are to:-
  - assess the general suitability of the site for the proposed works;
  - enable the engineers of the Engineering Division to prepare appropriate designs;
  - To foresee and prevent problems which may arise during construction due to ground and other local conditions; and
  - perform on-going relevant field tests during the construction phase to achieve the specifications/quality of works required by the Engineering Division.

5. Surveys

- The primary role of the Surveys Section is to provide technical assistance to access roads, the Soils Laboratory and the Water Management Programme. This technical assistance may include:-
  - topographical surveys of state agricultural lands for the purpose of pond design and construction;
  - topographical surveys of roads;
  - assisting the Soils Laboratory with accurately positioning their test holes using maps which show their position in relation to the project area;
  - monitoring of levels for Road Construction thereby ensuring that the various thickness for the sub-base, base and sealing layers as detailed in the contract document are executed on site by the contractors; and
  - engineering levels on irrigation channels in order to provide data to determine the drainage flow and capacity of channels for the purchase of pumps and the design of drainage flow and capacity of channels for the purchase of pumps and the design of sluice gates.

6. Divisional Administration

- To provide administrative, accounting and clerical support to the Directorate and the Heads of Section of the Engineering Division, in managing the Division’s human resources, finances and goods and services.

7. Operations and Maintenance

- This Section is comprised of four sub-sections: Central Workshop, Facilities Maintenance and Pumps. The role and core functions are to:-
- provide repair and maintenance services to the Division’s vehicles and equipment, also to the rest of the Ministry;
- provide irrigation and drainage services to farmers Departments, Subdivisions Unit Services
- facilitate transportation services to all Divisions in the Ministry of Agriculture, Land and Fisheries; and
- provide general repair and maintenance services to building and facilities in the Engineering Division.

Departments Subdivisions and Units

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

Extension Training and Information Division

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

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

The core functions of this Division are to:-

1. 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 problems by providing appropriate learning opportunities. The eventual aim is to increase efficiency of production leading to increased profitability of the enterprise and improved livelihoods of clients;

2. Support the Regional based extension service by reviewing extension programmes (when required) and providing supporting technical materials
including techpacks, factsheets, manuals, other printed material and audio-visual material;

3. Conduct staff training for Divisional, Regional and other Extension staff;

4. Plan and conduct programmes in support of the overall policy objectives and the Action Plan of the Ministry; and

5. Represent the Ministry by participating in exhibitions, field days and other activities as requested.

6. To develop educational material (fact sheet, audio visual material, advertisements and posters) for staff and the public.

**Fisheries Division**

The core functions of this Division are to:-

1. Assess, manage and conserve the marine fisheries resources of Trinidad and Tobago;

2. Manage and develop aquaculture;

3. Provide specialized information services;

4. Provide administrative and extension services to the fisheries and aquaculture sector;

5. Provide training to fishers, persons involved in fish processing and marketing and aquaculturalists (fish farmers) in collaboration with the Caribbean Fisheries Training and Development Institute;

6. Administer marine fisheries and aquaculture incentive programmes;

7. Administer and enforce fisheries legislation;

8. The inspection of consignments of imports and exports of live fish for commercial, personal and scientific purposes;
9. The strengthening of fishers organizations to promote community empowerment, business development and other opportunities for growth in the sector;

10. The implementation of state obligations under regional and international fisheries and fisheries-related conventions and agreement; and

11. Participation in the EMA’s process for granting of Certificates of Environmental Clearance.

Forestry Division

Vision

Trinidad and Tobago embraces a vision of national development in which forests are abundant, ecologically healthy, biologically diverse and contributing to the wellbeing of all people and to the national economy in current and future generations.

Mission

To fulfil this vision, forests will be sustainably managed; the people of Trinidad and Tobago will have a good understanding and appreciation of the forests and their values; the economic and the intrinsic; ecological, social, cultural and spiritual/religious values of forests will be considered in national development and physical planning and will be included in national accounting; and there will be effective management of forests, with an efficient use of resources with equitable participation of stakeholders.

Goal

The goal of the policy is the sustainable management of the forest resources of Trinidad and Tobago to provide for the social, economic, ecological, cultural and spiritual needs of present and future generations; contribute to the sustainable development of the country; enhance the quality of human life, while at the same time protecting biological diversity and ecological processes.

The Forestry Division’s Contributions to National Development

There are three major National Policies that support the functions of the Forestry Division, they are as follows:-

(i) The National Forest Policy (2011);
(ii) The National Protected Areas Policy (2011) and;
(iii) The National Wildlife Policy.

The new legislative support for these policies is a work in progress.
The core functions of this Division are to:-

- Ensure sustainable Timber and Non-timber Production;
- Promote Wildlife and Biodiversity Conservation;
- Facilitate Recreation and Ecotourism;
- Improve Watershed Management;
- Protect Watersheds for Environmental Services and Climate Change Mitigation;
- Conduct Environmental Education Programmes;
- Execute Community and Urban Forestry Projects;
- Enhanced Food and Nutrition Security; and
- Participate in Multilateral Environmental Agreements

The Forestry Division has been organized in subsections in order to optimize its human capital to execute the above stated functions. All units are interrelated and contribute to the overall efficiency of the Division. These subdivisions include:-

1. **The Forest Resource Inventory and Management (F.R.I.M.) Section**
   This unit generates the evidence that informs decision making with respect to the overall management of the Forest Resources. Activities such as resource mapping, forest inventorying, regulating sale of timber and implementing forest research projects are all conducted by this unit. Data collection, compilation and analysis form significant components of the operations of FRIM. This section collaborates with global entities such as the Food and Agriculture Organization (FAO), International Tropical Timber Organization (ITTO), and United Nations Forum on Forests (UNFF).

2. **Wildlife Section**
   The Wildlife Section has the responsibility for executing wildlife monitoring, research and conservation programmes. This unit is also tasked with upholding international conventions such as the Ramsar Convention on Wetlands of International Importance, Convention on International Trade in Endangered Species of Flora and Fauna (CITES), and the Convention on Biodiversity.

3. **Forest Fire Protection Unit**
   The Forest Fire Protection Unit continues to monitor and coordinate the Forestry Division’s Fire Protection Programme. The major components of this programme are planning, publicity/education, fire detection and suppression, and fire investigation and report.

4. **National Parks Section**
The National Parks Section of the Forestry Division manages ten (10) park areas including six (6) Natural areas and four (4) Historic Sites. The Section focuses on routine maintenance and upkeep of the Parks and dissemination of Education and Interpretative Programmes. There is a current Global Environment Facility (GEF) project concerning the Improved Management of Protected Areas that is geared at implementing international best practice in the management processes in these sites.

5. **Community-Based Forestry and Agroforestry Incentive Programme**
   This project was implemented to assist in arresting and reversing the cycle of deforestation and land degradation on private lands. In this programme, incentives for forestry operations were included. These incentives have increased the interest in and implementation of forestry-related activities on private lands. The Forestry Division assists in the following ways:
   - provision of technical assistance to farmers, community groups and other organizations;
   - processes incentives to assist farmers in establishing and maintaining plots;
   - monitors and assess projects; and
   - conducts basic training in forestry and Agro-forestry practices.

6. **Forestry Information Unit**
   The main areas of work for the Forestry Information Unit (F.I.U.) are Educational Lectures, the Forest Fire Prevention Campaign, Exhibitions, Seminars/Workshops and Newsletter Production.

7. **Conservancies**
   There are six conservancies in Trinidad, namely South East, South Central, South West, North East, North Central and North West. Some of the main functions and services of the conservancies are:
   - sale of forest produce on State lands and Forest Reserves;
   - nursery operation for seedling production for Divisional use and sale to the public;
   - establish forest plantations and reforestation activities;
   - patrol and protect Forest Reserves from encroachment; enforce Forest Laws;
   - provide technical advice regarding proper land use practices; and
   - issue removal permits for logs on private lands;

8. **National Reforestation and Watershed Rehabilitation Programme (NRWRP)**
   This entity is now managed by the Forestry Division. By a process of open tendering community organizations and groups are being contracted to conduct reforestation work on denuded lands. This programme is currently being
restructured and is geared at poverty alleviation and forest restoration in rural areas.

**SERVICE DELIVERY PROJECTS/PROGRAMMES OF THE FORESTRY DIVISION**

**Timber Resources**

<table>
<thead>
<tr>
<th>Existing Service</th>
<th>Beneficiary</th>
<th>Impact</th>
<th>New Service</th>
<th>Beneficiary</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply Teak and Pine Trees</td>
<td>Sawmillers/woodworkers/furniture shops</td>
<td>Reduce the country's importation bill for timber. Stimulate downstream or value adding output in the furniture and other sectors. Employment creation.</td>
<td>E 014 National Reforestation Programme</td>
<td>National Benefit preserving Forest Sustainability</td>
<td>Increase in Timber Resources, employment, Climate Amelioration Carbon Sequestration, Increase the aesthetic of the landscape.</td>
</tr>
<tr>
<td>Supply mixed Tropical Timber from Reserves</td>
<td>Timber Licences/Sawmillers</td>
<td>Increase outputs of timber from local species to supply downstream industries</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Private Timber Management</td>
<td>Regulate and monitor harvesting</td>
<td>Increase local raw material availability for downstream industry.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Forest Nursery</td>
<td>Forest Farmers/Gardeners/Landscape Practitioners</td>
<td>Increase reforestation goals Revenue generation (goes to Consolidated Fund).</td>
<td>E 014 National Reforestation Programme</td>
<td>Reforestation Groups (NGO's and Local Communities)</td>
<td>Improve seedling availability for planting projects</td>
</tr>
</tbody>
</table>

**Watershed and Wetland Management**

<table>
<thead>
<tr>
<th>Existing Service</th>
<th>Beneficiary</th>
<th>Impact</th>
<th>New Service</th>
<th>Beneficiary</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reforestation, construction of check dams to minimize soil loss on hillsides.</td>
<td>Hillside and low-lying communities and WASA</td>
<td>Improve Soil and Water Conservation</td>
<td>Rehabilitation of Fire Burnt Areas and Degraded Quarry Sites</td>
<td>National Community</td>
<td>Improved Resilience to Climate Change</td>
</tr>
</tbody>
</table>
### National Parks, Forest Recreation and Protected Area Management

<table>
<thead>
<tr>
<th>Existing Service</th>
<th>Beneficiary</th>
<th>Impact</th>
<th>New Service</th>
<th>Beneficiary</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development and maintenance of visitor and forest recreation facilities.</td>
<td>Local Public and Tourists</td>
<td>Improved delivery of tourism products and services.</td>
<td>Management of Protected Areas</td>
<td>Surrounding Communities of Four (4) Pilot Sites in Trinidad (Nariva Swamp, Trinity Hills, Mathura and Caroni Swamp). The Main Ridge and Buccoo / Bon Accord Wetlands in Tobago.</td>
<td>Provision of Goods and Services for improved livelihoods; improved ecosystem stability and environmental quality</td>
</tr>
</tbody>
</table>

### Wildlife Management

<table>
<thead>
<tr>
<th>Existing Service</th>
<th>Beneficiary</th>
<th>Impact</th>
<th>New Service</th>
<th>Beneficiary</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulation of hunting and enforcement of related Laws</td>
<td>Hunters, Rural poor, Ecotourism enthusiasts</td>
<td>Revenue Generation; Sustainable Harvesting; Reduced Poaching</td>
<td>Increase in the cost of Hunting Permits</td>
<td>The State</td>
<td>Increased Revenue Generation</td>
</tr>
<tr>
<td>Monitor wildlife population and habitat</td>
<td>Research Institutions</td>
<td>Improved maintenance of sustainable populations and habitat</td>
<td>Population Census of Game Species</td>
<td>Wildlife Stakeholders</td>
<td>Improved maintenance of sustainable populations and habitat</td>
</tr>
<tr>
<td>Turtle Conservation through issuing viewing permits</td>
<td>Domestic and Foreign Tourists; Rural communities; C.B.O.’s; and Research Institutions</td>
<td>Maintenance of sustainable populations; Habitat improvement Sustainable Tourism; Improved livelihoods</td>
<td>Research on Turtle Distribution; Management of new nesting sites</td>
<td>Local Communities</td>
<td>Expanded Tourism Potential</td>
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</tbody>
</table>

### Management of Natural Forests

<table>
<thead>
<tr>
<th>Existing Service</th>
<th>Beneficiary</th>
<th>Impact</th>
<th>New Service</th>
<th>Beneficiary</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forest inventory, silvicultural operations</td>
<td>Forest Sector</td>
<td>Timber Security, Sustainable Forest Management</td>
<td>Reduced Impact Logging</td>
<td>Woodworking Industry</td>
<td>Sustainable Supply of High Quality Timber</td>
</tr>
<tr>
<td>Clearing and maintenance of reserve lines</td>
<td>Forest Sector</td>
<td>Define and Preserve Forest Reserves</td>
<td>Land Degradation Neutrality Targets</td>
<td>National Community</td>
<td>Ecosystem Restoration</td>
</tr>
<tr>
<td>Sale of non-timber forest produce (Carrat Palm and Ryania).</td>
<td>National Community; the State</td>
<td>Raw material availability for cottage industries; Revenue Generation</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Forest Protection

<table>
<thead>
<tr>
<th>Existing Service</th>
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<th>New Service</th>
<th>Beneficiary</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire protection and law enforcement</td>
<td>National Community</td>
<td>Protection of National Resources; Regulatory compliance</td>
<td>Capacity Building</td>
<td>Forest Officers</td>
<td>Improved efficiency and effectiveness</td>
</tr>
</tbody>
</table>

### Infrastructure Development and Maintenance
### Existing Service | Beneficiary | Impact | New Service | Beneficiary | Impact
--- | --- | --- | --- | --- | ---
Maintenance of Forestry Division Buildings and forest access roads. | Forestry Sector and rural communities | Improved access to resources and services. | N/A | N/A | N/A

### Outreach and Awareness

<table>
<thead>
<tr>
<th>Existing Service</th>
<th>Beneficiary</th>
<th>Impact</th>
<th>New Service</th>
<th>Beneficiary</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>School lectures, exhibitions</td>
<td>Students and General Public</td>
<td>Environmental Awareness</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Commemoration of significant days established by international conventions</td>
<td>National Community</td>
<td>Improve Social responsibility and environmental consciousness</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Forest information and library services</td>
<td>National Community</td>
<td>Education and Public Awareness</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Private and Community Forestry

<table>
<thead>
<tr>
<th>Existing Service</th>
<th>Beneficiary</th>
<th>Impact</th>
<th>New Service</th>
<th>Beneficiary</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension services and Incentive Programme to Private Forest Farmers</td>
<td>Public and Private Investors in the Forest Industry</td>
<td>Land Restoration and Reforestation, Income Generation</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Horticultural Services Division

The core functions of this Division are to:-

1. Maintain and ensure the ex-situ conservation, protection and survival of the plant biodiversity of Trinidad and Tobago inclusive of propagation production and distribution of plants that are rare, endangered, threatened and endemic;

2. Provide extensive public awareness, educational and training programmes which target both the youths and adults in our society to conserve and sustainably use botanic landscapes and plant diversity resources;

3. Facilitate an integrated programme of recreational and ecological resource management;
4. Restore and rehabilitate degraded landscapes where practical and required, inclusive of the conduct of monitoring programmes for ecosystems, plant species and their populations that are currently at risk or vulnerable;

5. Improve and enhance the plant biogenetic pool base of Trinidad and Tobago by the introduction of non-invasive plant species;

6. Conduct scientific research with emphasis on the evaluation of species of ecological importance with economic, medicinal and other potential;

7. Produce floral displays and manage the indoor/outdoor aesthetics for state functions, state compounds and selected high profile residence, e.g. Prime Minister's residence and President's House;

8. Provide arboricultural works on all areas under the purview of the Division, as well as, on all government compounds and State lands throughout Trinidad and emergency circumstances that may arise; and

9. Discharge administrative, managerial and developmental responsibilities for the Queen’s Park Savannah and Royal Botanic Gardens to facilitate active and passive recreational opportunities for the wider population.

**Human Resource Management Division**

The core functions of this Division are to:-

1. Provide the Human Resource with the competencies required for the effective functioning of the Ministry;

2. Implement Training and Development Programmes to improve/develop the Human Resource of the Ministry.

3. Implement policies and programmes which will improve and maintain good Employee Relations;

4. Implement an effective Performance Management System; and

5. Process Pension and Leave records for pension purposes

6. Revisit policies and programmes in an effort to enhance the Human Resource Management Division.
Land Management Division

The core functions of this Division are to:-

1. Manage both field and office staff of the Land Management Division (LMD);
2. 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;
3. Host monthly meetings of the Cabinet-appointed Land Reclamation Committee to review applications for development in coastal areas (including jetties and reclaimed land); and on the seabed; and may approve or deny applications accordingly;
4. Serve Legal Notices to acquire private lands for public purposes via Compulsory Acquisition under the Land Acquisition Act Chapter 58:01;
5. Liaise with the Surveys and Mapping Division to update Lease and parcel records for State Land;
6. Remove illegal structures on State Lands through litigation or other means;
7. Liaise with the Conservator of Forests, Environmental Management Authority, Institute of Marine Affairs and other bodies with reference to encroachment on State Lands and within Environmentally Sensitive Areas;
8. Execute (sign) 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;
9. Review legislation, regulations and policy related to land and advises on amendments to be made;
10. Attend various Committee Meetings involving State Lands; and
11. Attend Court Matters and provides direction/opinion where required.

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Research Division

The core functions of this Division are to:-

1. Conduct applied agricultural research towards the sustainable development of an efficient and productive agricultural sector for domestic food security and a competitive agricultural export industry;

2. Collect, characterize and conserve plant genetic resources for food and agriculture as foundational material for a sustainable agricultural sector;
3. Provide the following services to farmers and related stakeholders:

- Soil testing on physical and chemical properties of soil and recommendations for amelioration and improved soil management;
- Soil mapping and Land capability recommendations;
- Technical advice on Crop husbandry, Post-Harvest management and Plant Protection;
- Analytical Analyses- Plant tissue, Water, Fertilizer, Compost;
- Seed Testing for viability and seed purity;
- Pest and Disease diagnoses – Pest and disease identification and advice on management with emphasis on integrated Crop Management strategies; and
- Operation of Pest Risk Analysis Unit, SPS Inquiry Point, Plant Quarantine Service and National Plant Protection Organization for Issuance of Import permits, Phytosanitary Certificates.

4. Provide technical advice to the political directorate, planners, extensionists and stakeholders of the Ministry of Agriculture, Land and Fisheries on matters related to the development of the agricultural sector, international treaties and trade in plant and plant products.

**Regional Administration North and Regional Administration South Divisions**

The core functions of these Divisions are to:

1. Develop and improve the capabilities of agricultural producers (crop and livestock), beekeepers and home gardeners;

2. Provide regulatory services in a number of areas which include processing of farmer registration applications and farm reports for firearm and law enforcement;

3. Manage and execute the Agricultural Incentives Programme and Natural Disaster Assistance Programme;

4. Conduct the abatement of Africanized bee swarms;

5. Channel the ideas/concerns/responses and suggestions of the farming community to the appropriate organization/agencies;

6. Manage agricultural state land re: regularization, transfers, renewal, disputes and monitor the survey and sub-division of state lands for security of tenure;

7. Assist with the development and maintenance of physical infrastructure and water management, including agriculture access roads in support of agricultural enterprises;
8. Implement programmes developed specifically for the youth: Youth Apprenticeship Programme in Agriculture (YAPA) and 4H;

9. Provide veterinary services to livestock farmers;

10. Provide support services to the fishing community re: boat registration and transfer; Fisherman ID’s, fuel rebates and VAT exemptions;

11. Assist in the interpretation and implementation of national and sectorial agricultural policies through programmes and policies;

12. Facilitate interactions/interventions with other community organizations for the enhancement of food security; and

13. Facilitate interactions/interventions with other Divisions of the Ministry for the enhancement of food security.

Regional Administration South (only)

- To manage the Cedros and Moruga Locust for food security.

Supplemental (Estate) Police Division

The core functions of this Division are to:-

1. Hoist and lower the Trinidad and Tobago National Flag on the Ministry’s compound;

2. Protect and secure all the Ministry’s properties;

3. Protect all civilian personnel while on duty or visiting the Ministry;

4. Search all personnel or vehicles entering or leaving the compound;

5. Obtain search warrant(s) to search person’s homes along with an officer attached to the Trinidad and Tobago Police Service in the event of an investigation into an alleged criminal offence;

6. Provide Armed Escort Service to the following:-
   - The Honourable Minister;
   - Officer or Officers giving Evidence in court;
   - Deposit of Revenue;
- Officers delivering Quit Notices.

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

**Surveys and Mapping Division**

The core functions of the Division are to:-

1. Administer, co-ordinate, maintain and extend geodetic control networks, traverses, precise leveling or other precision measurements forming the National Survey Control System;

2. Set standards for the format in which digital data should be presented;

3. Produce and maintain topographic maps, hydrographic charts, photogrammetric data and mapping derived from cadastral and topographic information;

4. Facilitate the co-ordination of aerial photography required for government purposes and capable of being used in the production of maps;

5. Promote the integration of mapping geographically based information and land related information with the information system requirements;

6. Specify requirements for and where appropriate, arrange surveys for the issue of title or affecting tenure or disposition of State land;

7. Receive, hold, distribute, reproduce and sell topographic, cadastral and derived maps, aerial photographs and other survey and mapping documents required for government or public use;

8. Authorize and where appropriate, charge for the use or reproduction of survey and mapping information recorded by the Division;

9. Provide surveys, mapping, land information and related services; and

10. Act as the custodian of a Survey Register and appropriate index of survey plans in which any survey made by a Trinidad and Tobago Land Surveyor shall be registered.

**Central Administration Unit**

The core functions of the Unit are to:-

1. Prepare Cabinet and Ministerial Notes and follow-up action on decisions taken;
2. Prepare responses to Parliamentary Questions and coordinates and prepares Annual Reports for Joint Select Committee of Parliament and for submission to Cabinet;

3. Provide administrative support to the Office of the Permanent Secretary and other Divisions of the Ministry;

4. Follow up on all FOIA and Ombudsman matters;

5. Maintain liaison with Regional and International Organizations/Bodies Institutions and other functional areas with respect to Meetings/Conferences/Workshops and Training;

6. Procure and maintain inventory records of stock, supplies, equipment and machinery;

7. Maintain buildings and vehicles of the Ministry;

8. Monitor the computerization of records throughout the Ministry;

9. Manage file movements in and out of Registry; and

10. Manage receipt and filing of correspondence and general maintenance of files.

**Communications Unit**

The core functions of the Unit are to:-

1. Lead in the coordination of Outreach activities;

2. Provide protocol services to the Ministry’s Executive, Management and other Senior Staff;

3. Provide event management support and co-ordination;

4. Prepare and issue media invitations, media releases, public notices, and internal electronic broadcasts / announcements;

5. Provide relevant public relations support at all Ministry-related activities and engagements;

6. Manage the Ministry’s social media and online platforms;
7. Provide guidance, advice and execution in respect to Ministry publications, advertisements and campaigns;

8. Ensure continuous dissemination of relevant information regarding the work of the Ministry to its stakeholders and the national public;

9. Represent the Unit / Ministry on various communications-related Committees;

10. Review and provide guidance and recommendations to the Ministry's Internal/Employee Relations Programme(s);

11. Maintain and regularly updates a detailed calendar of events for the Ministry/CCU;

12. Prepare and issue an appropriate response to any adverse publicity suffered by the Ministry;

13. Foster and maintain relationships with all Ministry stakeholders; and

14. Conduct continuous research on current communications and marketing trends so as to advance the Ministry's ongoing promotional strategies;

**Finance and Accounting Unit**

The core functions of this Unit are to:-


2. Gives advice and where appropriate, issues instructions on general financial and accounting matters to Sub-Accounting Unit to ensure compliance to relevant regulations.

3. Applies for releases of fund and prepares applications for Grants of Credit on the Exchequer Account in order to fund the Ministry’s operations (the related activities in respect of Development Programme is handled by the Planning Division).
4. Collate Draft Estimates for recurrent expenditure and revenue for submission to the Budget Division, Ministry of Finance.

5. Prepares payment of salaries and wages for employees of the Ministry.

6. Process payments for suppliers of goods and services to the Ministry.

7. Finalizes reconciliation of Ministry’s accounts with the books of the Treasury and prepares the Appropriation Account, Statement of Receipts and Disbursements and other financial accounts.

8. Attends to matters relating to the collection of revenue and accounting for such collection.

9. Attends to the preservation and storage of revenue and payment documents and other financial records in compliance with the relevant regulations.


11. Facilitate staff development and management.

12. Issues completed (TD4’s) forms to employees by February 28th each year.

13. Collects Employees’ NIS contributions and remitted to NIB as required by law.

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

1. Issuing of cheques for services rendered or goods supplied.

2. Issuing of TD4 slips and payslips.

3. Completion of relevant forms for transactions to be done with other institutions.
4. Issuing and delivering of cheques for salaries and wages to banks and other financial institutions.

**Geographic Information Systems Unit (GIS)**

The core functions of the Unit are to:-

1. Development and maintenance of country wide State land parcel data.
2. Ad-hoc map creation for all departments of the Ministry and its stakeholder agencies.
3. Data Distribution through online data repositories.
4. Web application development and support for Ministry Departments through our online geoportal.
5. Development of new geospatial datasets and mapping services.
6. GIS software license administration.
7. Management and day-to-day maintenance of the Ministry’s Enterprise-wide GIS including all hardware and software products.
9. GIS and GPS training to relevant Departments.
10. GPS field data collection and solution applications.

**Information and Communication Technology (ICT)**

The core functions of this Unit are to:-

1. The delivery of ICT resources to all Divisions and departments of the Ministry. Provision of ICT support services to staff, deployment, installation, operation and maintenance of ICT related infrastructure and ancillary equipment. Most importantly designing and building computerized workflow business application systems to capture, process, archive and deploy for the use of external
stakeholders, services that are beneficial, relevant and enhances the overall interaction of all stakeholder with the Ministry.

2. Business applications built in-house allow for simplified farmer registration and card deployment, granting of hunting licenses, tracking and capturing soil samples, capturing incentive data and disaster claim data as well as the agriculture incentive index.

3. External support is provided through the Ministry’s website portal which offers varied information that kept current through continuous updates and maintained by the ICT Division.

**Internal Audit Unit**

The core function of this Unit is to:-

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

**Activities of this unit include:**

- Appraising the soundness and application of accounting, financial and operating controls;
- Ascertaining the extent of compliance with established policies and procedures; and
- Appraising the quality of performance in carrying out assigned responsibilities.

**Legal Unit**

The functions of this Unit are to:-

1. Conduct legal research and provide legal advice and support to the Minister, Permanent Secretary and Directors in relation to their functions and responsibilities;

2. Provide advice on regional and international agreements and treaties;
3. Draft, review and interpret contracts, memoranda of understanding, licences, leases and other legal instruments to be entered into by the Ministry;

4. Attend Court and Disciplinary Tribunal hearings on behalf of the Ministry;

5. Review and develop legislation in furtherance of the Ministry’s legislative agenda; and

6. Assist in the formulation of Ministry/Government policies.

**Praedial Larceny Unit**

The functions of this Unit are to:-

1. Perform regular foot and mobile patrols within farming communities;

2. Arrest offenders;

3. Assist in settling farm related disputes;

4. Provide farmers and stakeholders with assistance and direction on praedial larceny and police matters;

5. Respond to calls for service within defined Divisions of Trinidad and Tobago;

6. Participate in special operations such as roadblocks and searches of vehicles in agricultural land, as well as, on assignments with the Trinidad and Tobago Police Service;

7. Attend court as a complainant or witness when necessary;

8. Record all reports;

9. Serve summonses;

10. Execute warrants;

11. Participate in programmes and activities aimed at praedial larceny awareness;

12. Investigate reports and incidents of praedial larceny;

13. Conduct preliminary investigations of road traffic accidents pending referral to the Trinidad and Tobago Police Service for further action;

14. Regularly interfaces with members of the Trinidad and Tobago Police Service, Municipal Police Service and other law enforcements agencies;
15. Interact regularly with farmers and other stakeholders to share information and provide advice on matters related to praedial larceny;

16. Provide first aid and support in medical emergencies;

17. Perform other duties related to the job which may be assigned from time to time in accordance with S.R.P Act 15:03 and Police Service Act 15:01; and

18. Provide Police Service functions within the Ministry of Agriculture, Land and Fisheries.

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

1. Files to provide administrative support and general administrative documents for the operations of the Ministry;

2. Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, deaths, retirement, leave, vacation leave, contract appointments, pension establishment records etc;

3. Files dealing with the accounting and financial management functions of the Ministry;

4. Financial records – cheques, vouchers, vote books, reconciliation records, pay record cards and Kalamazoo records;

5. News releases, speeches originating from the Ministry;

6. Policy and Procedure Documents;

7. Internal and external correspondence files;

8. Legislation and Legal instruments;

9. Minutes/Agendas of Meetings;

10. Files dealing with circulars, memoranda, notices, bulletins etc.;

11. Reports - Statistical (annual, monthly, quarterly), Audit, Consultants, Technical, Valuation etc.;

12. Books, booklets, leaflets, pamphlets, brochures, posters;

13. Files relating to official functions, conferences and events hosted by the Ministry;
14. Files relating to Programmes and Projects of the Ministry of Agriculture, Land and Fisheries;

15. Files relating to organizations (international, regional and local associated with the Ministry);

16. Files dealing with Ombudsman’s matters;

17. Parcel Index Maps;

18. Paper and Digital Maps;

19. Cadastral sheets;

20. Survey plans and survey information;

21. Aerial photographs;

22. Copies of Leases;

23. Files on tenancies;

24. Quarantine records;

25. Databases - library, plant quarantine, pest and diseases, soil testing services, marine fishery resources; social and economic data

26. Quarantine, diagnostic and soils records; and

27. Soils maps.

Section 7(1) (a) (iii) – Material prepared by the Divisions/Units of the Ministry of Agriculture, Land and Fisheries and where they can be inspected or obtained

The Ministry of Agriculture, Land and Fisheries prepares a host of documents including Action Plans of the Ministry, Strategic Plans of the Ministry, Commodity and Livestock Profiles and the Agricultural Incentives Programme.

The public may inspect and/or obtain copies of the following material between the hours of 8:00 a.m. to 4:15 p.m. from Monday – Thursday and 8:00 a.m. to 4:00 p.m. on Fridays at the Head Office of the Ministry of Agriculture, Land and Fisheries, Corner Narsaloo Ramaya Marg Road and Soogrim Trace, Chaguanas:-

- Brochure on goods and services provided by the Ministry

Section 7(1) (a) (vi) – Listing of Literature Available by way of Subscription
This section is not applicable at this time.

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

How to request information: General Procedure

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

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

Officers Responsible for receipt of Requests and Notices

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

Details in the Request

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

Requests not handled under the FOIA

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

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 centre, it will be retrieved in order to process the applicant’s request.

Furnishing Documents

(i) The Ministry is required to furnish copies of information in its possession, custody or power. The Ministry is not compelled to create new documents.
For example, it is not required to write a new programme to enable a computer to print information in the format preferred by the applicant;

(ii) The Ministry is not required to perform research for the person requesting the information;

(iii) Only one copy of a document is required to be furnished; and

(iv) If a legible copy of a document to be released is unavailable there will be no attempt to reconstruct the document. Instead, the best copy possible will be provided and its quality noted in the reply.

Time Limits

General

The FOIA sets a time limit of thirty (30) days after the day on which the request was made (as stated in section 15 of the FOIA) for determination of the applicant’s request for access to documents. If the deadline is not met, the FOIA allows the right to proceed as if the request has been denied. The Ministry will try diligently to comply with the time limit, but if it appears that processing a request may take longer than the statutory limit, an acknowledgement of the request and advice will be provided on its status. Since there is a possibility that requests may be misaddressed or misrouted, the applicant may wish to call or write to confirm that the Ministry has received the request and to ascertain its status.

Time allowed

An early determination whether to grant a request for access to information as soon as practicable but no later than thirty (30) days after the day on which the request was made as required by section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

Section 7(1) (a) (vi) – Officers in the Ministry of Agriculture, Land and Fisheries are responsible for:-

(1) The initial receipt of and action upon notices under section 10;

(2) Requests for access to documents under section 13 and;

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

The Designated Officer is:

Job Title : Acting Administrative Officer V
Name : Mr. Rawle Chase
The Alternate Officer is:
Job Title: Acting Administrative Officer II
Name: Ms. Sharon Ali
Address: Ministry of Agriculture, Land and Fisheries
Corner Narsaloo Ramaya Marg Road and Soogrim Trace, Chaguanas
Tel No.: 220-6253 Ext 4207
E-mail Address: sharonali@gov.tt

Section 7(1) (a) (vii) - Advisory Boards, Councils, Committees and other bodies whose meetings are open to the public.
Not applicable

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

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

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

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

2. Fisheries Division Library
   Western Main Road
   Chaguaramas
   Hours of Work: 8.00am - 4.00pm
   Monday-Friday

3. Forestry Division Library
   Long Circular Road
   St James
   Hours of Work: 7.30am - 3.30 pm
   Monday-Friday
Section 8(1) (a) (i) - Documents containing interpretations or particulars of written laws or schemes administered by the Ministry of Agriculture, Land and Fisheries:

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

Section 8(1) (a) (ii)

1. Strategic Plan of the Ministry of Agriculture, Land and Fisheries; and
2. Food and Agriculture Policy.

Section 8(1) (b)

1. Guidelines for requesting subvention/financial assistance; and
2. Strategic Review

Section 9 Statements

Section 9 (1), (a), (b), (c), (d), (e), (f), (g), (j), (k), (l), (m)

At this time no documents that fall within the meaning of this section of the Act are lodged at the Ministry of Agriculture, Land and Fisheries.

Section 9(1) (h)

1. Audit Reports are prepared, available and lodged at the Ministry of Agriculture, Land and Fisheries;
2. Quarterly Status Reports on the Ministry’s Policy Implementation Initiatives;
3. Quarterly Status Reports on the Ministry’s Social and Economic Policy;
4. End of Fiscal Year Development Programme Status Report; and
5. Annual Record of the Ministry’s Achievements.
Section 9(1) (i)

1. Strategic Plans – Strategic Action Plans