

**PUBLIC STATEMENT OF THE COCOA DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO**

FREEDOM OF INFORMATION ACT (FOIA), CHAPTER 22:02

**In Compliance with sections 7, 8 and 9 of the Freedom of Information Act ('FOIA'),
Chapter 22:02**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 ('FOIA') of the Laws of the Republic of Trinidad and Tobago, the Cocoa Development Company of Trinidad and Tobago (CDCTTL) is required to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- 1) A legal right for each person to access information held by CDCTTL.
- 2) A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading.
- 3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- 4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Organisation, Function and Structure

Organisation:

The Cocoa Development Company of Trinidad and Tobago Limited (CDCTTL) is a special purpose state enterprise, incorporated under the Company's Act, Chap 81:01, on 23 December 2013. CDCTTL replaced the Cocoa and Coffee Industry Board, (CCIB, 1962 – 2014), a statutory body created by the Cocoa and Coffee Industry Act, Chapter 64:20, which was repealed in June, 2014.

- *Mission Statement:*

To empower stakeholders to be efficient and innovative, to increase production while ensuring adherence to international standards of quality, leading to improved value and a globally recognised brand.

- *Vision Statement:*

To be the premier institution promoting and co-ordinating the development of the fine/flavour cocoa industry of Trinidad and Tobago.

Function:

CDCTTL was created as the vehicle to make cocoa production in Trinidad and Tobago a financially viable activity, contributing to economic diversification and growth of the economy, by integration and sustainable development of the cocoa value chain. Accordingly, CDCTTL's remit extends beyond primary processing and includes development of the broader cocoa industry, embracing all activities along the cocoa value chain. CDCTTL's mandate is to facilitate a free market mode of operations within the local fine/flavour cocoa sector and its key objectives are:

1. Supporting increased cocoa production and productivity
2. Stimulating the domestic economy through development of cocoa value-added products
3. Ensuring all cocoa products adhere to international standards of quality and food safety
4. Creating a globally recognizable, premium quality TT Brand
5. Facilitating access to new markets, locally and globally to expand the sector
6. Fostering an enabling environment for investment into the sector
7. Providing, collecting, and sharing data for strategic decision-making and modernising the sector

Structure:

CDCTTL is a wholly owned state enterprise. Its direct Line Ministry is the Ministry of Agriculture, Land and Fisheries and its shareholder is Corporation Sole of the Ministry of Finance. CDCTTL's functions are structured as follows:

- *Board of Directors* – policy and strategy formulation, monitoring of programme implementation, governance, support and monitoring of executive management
- *Executive Management* - strategic and wider sector related matters, general operations support, financial reporting, governance matters
- *Production & Quality* – supporting production of cocoa and cocoa based products, monitoring compliance with quality standards, certification, farmer and processor training
- *Marketing, Business Development and Communication* – facilitating business linkages for stakeholders across the cocoa value chain, acquiring and disseminating market intelligence, supporting stakeholder communication and public outreach.
- *Administration* – Finance, Human Resources, General Administration – managing daily operational activities, providing general support services to stakeholders

Section 7 (1) (a) (ii)

Categories of Documents in the Possession of the Company

List as appropriate:

- Administrative files used in the daily operations of the Company;
- Documentation related to the accounting and financial management function of the Company;
- Financial records;
- Documentation relating to the procurement of supplies, services and equipment;
- Personnel records containing information on job specifications, job applications, staff appointments, promotions, transfers, applications for vacation leave, resignations, retirements and death;
- Minutes and Agendas of meetings;
- Policy Documents;
- Procedural Guidelines and Manuals;
- Maps/Charts/Photographs/Compact Discs/Diskettes/Abstracts/Tapes/Catalogues;
- Circulars, Memoranda, Notices and Bulletins;

Section 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

The public may inspect/obtain copies the Company's published audited financial statements by contacting:

The Administration Department
Cocoa Development Company of Trinidad and Tobago Limited
16 Mulchan Seuchan Road, Chaguanas
Phone: (868) 671-1001
Email: info@cdctl.co.tt

Section 7 (1) (a) (iv)

Literature Available by Subscription

No material is available under this section at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Company

A comprehensive procedure is to be developed and approved. In the interim all requests should be made on the prescribed form and forwarded to:

The Chief Executive Officer (Ag)
Cocoa Development Company of Trinidad and Tobago Limited
16 Mulchan Seuchan Road, Chaguanas
Phone: (868) 671-1001
Email: info@cdctl.co.tt

Requests will be acknowledged as official when made on the prescribed form. Applicants will be notified within 30 days or before whether or not the request is approved.

Section 7 (1) (a) (vi)

Officer in the Company responsible for addressing all matters relating to FOIA:

Ms Mala Partap
Chief Executive Officer (Ag)
Cocoa Development Company of Trinidad and Tobago Limited
16 Mulchan Seuchan Road, Chaguanas
Phone: (868) 671-1001
Email: mala.partap@cdctl.co.tt

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (where minutes/meetings are open to the public).

At this time, there are no bodies in the Company that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

At this time, this facility does not exist in the Company

SECTION 8 STATEMENTS

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices

This section is not applicable to the Company at this time.

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

This section is not applicable to the Company at this time.

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 public authority.

This section is not applicable to the Company at this time.

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, of a body or entity established outside the public authority by or under a written law, or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that public authority.

This section is not applicable to the Company at this time.

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an Interdepartmental Committee whose membership includes an officer of the Judiciary.

This section is not applicable to the Company at this time.

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a Committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of the public authority who is not a member of the committee.

This section is not applicable to the Company at this time.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the public authority by a scientific or technical expert, whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.

This section is not applicable to the Company at this time.