



MINISTRY OF AGRICULTURE, LAND AND MARINE RESOURCES

# ADMINISTRATIVE REPORT 2008/2009



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# ADMINISTRATIVE REPORT 2008/2009

## MINISTRY OF AGRICULTURE, LAND AND MARINE RESOURCES

### INTRODUCTION

The continuing instability of the global food market due to climate change, high energy prices and worldwide food shortages, have resulted in soaring world food prices. In order to meet the rising domestic demand in Trinidad and Tobago, there has been a sharp and steady increase in food imports at escalating international market prices. The Government of the Republic of Trinidad and Tobago in 2008 embarked on a Transformational Plan for the Agricultural Sector, so as to ensure the rapid development and transformation of the Sector to improve the Nation's Food Security.

Given the constraints for the period 2008-2009, the Ministry of Agriculture, Land and Marine Resources persevered to accomplish its goal of transforming the Agricultural Sector by implementing its Transformational Plan: **From Agriculture to Agri-Business**. Agriculture must therefore become competitive, resilient, adaptive, technological in focus and market driven in order to address the threats to this Nation's Food and Nutrition Security as well as to achieve and maintain international competitiveness in the Agricultural Sector.

#### 1.0.0 MISSION, POLICY AND STRATEGIC PLAN

In keeping with Government's vision of an agricultural sector that is competitive, whilst possessing the capacity to sustain its competitiveness by becoming resilient, adaptive, technology focused and market driven by the year 2020, the Ministry of Agriculture, Land and Marine Resources (MALMR) developed a Transformation Plan. This plan seeks to transform the Agriculture Sector into one that ensures food security and food safety, promote economic diversification and expansion, support rural development, and also support our tourism strategy through product differentiation and poverty alleviation.

Specifically, through the work of its various Agencies, Divisions, and Units the MALMR focused on accomplishing the following goals:-

1. Repositioning the Sector – by viewing agriculture in the broader context of agri-business instead of the traditional narrow context. This means we fully embrace the concept that the sector includes agricultural production, agro-processing, food manufacturing, special and unique culinary cuisine, culinary arts, food service and agri-entertainment/agro-tourism.
2. Restructuring the Sector – by encouraging and assisting the large numbers of small farmers and other small agri-entrepreneurs to organize themselves into industry associations and other forms of business organizations, providing them with a range of support services, including contract

production and marketing services. Simultaneously, the Ministry of Agriculture, Land and Marine Resources will promote the establishment of large technology driven farms and other large scale agri-business alongside existing small family farms.

3. Supporting the expansion of the Sector – by focusing heavily on agro-processing, food manufacturing, food services and agro-tourism/entertainment.

The Ministry employed the following strategies to ensure that the aforementioned goals/objectives were attained in the most efficient and cost effective manner possible:

- i. Releasing significant amounts of unused arable lands for food production, approximately 20% over existing requirements;
- ii. Providing adequate infrastructure for large and small farms in particular; Access Roads, Drainage and Irrigation;
- iii. Building marketing and processing capacity among farmers and other agri-entrepreneurs and entities;
- iv. Expanding entrepreneurship and commercialization of agricultural operations by encouraging formation of Co-operatives to operate farms and other agri-businesses;
- v. Facilitating the lowering of input costs and increasing the adoption of new technologies through incentives and subsidies;
- vi. Improving marketing information systems and agricultural markets Infrastructure;
- vii. Facilitating the reduction and control of praedial larceny through new implementation strategies;
- viii. Restructuring research and development to allow for greater output, productivity and product development; and
- ix. Proactive provision of extension and training services and support for contract production and marketing, including the transfer of new technologies.

## **2.0.0 ORGANIZATIONAL STRUCTURE**

### **2.1.0 Corporate Structure**

The Ministry of Agriculture, Land and Marine Resources comprise eighteen (18) Divisions/Units dispersed throughout Trinidad and are ably supported by the Ministry's Head Office located at St. Clair, Port-of-Spain. These Divisions/Units are:-

- i. Agricultural Planning Division
- ii. Agricultural Services Division
- iii. Animal Production and Health Division
- iv. Extension Training and Information Services Division
- v. Finance and Accounts Division
- vi. Fisheries Division
- vii. Forestry Division
- viii. Horticultural Division
- ix. Human Resource Management Division
- x. Information Systems Management Unit
- xi. Internal Audit Unit
- xii. Land Management Division
- xiii. Lands and Surveys Division
- xiv. Land and Water Development Division
- xv. Legal Unit
- xvi. Regional Administration North
- xvii. Regional Administration South
- xviii. Research Division

The Organizational Structure of the Ministry of Agriculture, Land and Marine Resources is attached at **Appendix A**.

### **2.2.0 Services Provided**

The goods and services provided by the Ministry of Agriculture, Land and Marine Resources include but is not limited to the following:-

- i. Sale of Bees, Starter Colonies and Honey.
- ii. Sale of plants, seeds, animals and other produce to the farming communities and the general public.
- iii. Animals/Laboratory Diagnostic tests.
- iv. Necropsy of Animals.
- v. Animal Health and Production/Advisory Services to Farmers.
- vi. Animal Inspection.
- vii. Preventive Medicine Programmes for Animals.
- viii. Prevention and Control of Bovine Tuberculosis.
- ix. Monitoring of Equine Quarantine Station.
- x. Livestock Clinical Care and Treatment.
- xi. Rabies Vaccination of Livestock.
- xii. Farm surveillance.

- xiii. Control of Vampire Bats against the transmission of Paralytic Rabies in Livestock.
- xiv. Diagnosis, treatment and control of Poultry Disease.
- xv. Advice on Poultry Husbandry and Farm Management.
- xvi. Artificial Insemination of Cattle.
- xvii. Technical advice, information and training on crop and livestock production.
- xviii. Extension training.
- xix. Registration and transfers of fishing vessels/engines.
- xx. Training in maritime navigation, safety, firefighting and first aid as well as boat and engine repair and seafood technology.
- xxi. Granting approval for fish import and export licenses.
- xxii. Information and statistics on Fisheries catch.
- xxiii. Granting of Duty Free Concessions and Vat Exemptions on Agricultural and Fisheries machinery and equipment.
- xxiv. Agricultural incentives to the farming and fishing communities.
- xxv. Provision of Subsidy on fishing vessels and fuel.
- xxvi. Assistance in sourcing fingerlings for fish farming.
- xxvii. Granting of permits for the import/export of frozen seafood for domestic purposes.
- xxviii. Fisheries monitoring, surveillance and enforcement services to facilitate export and compliance with fisheries regulations.
- xxix. Technical review of aquaculture proposals submitted for ADB funding.
- xxx. Extension services to fisher folk and fish farmers.
- xxxi. Registration of Farmers/ Fisher folks.
- xxxii. Provision of Agricultural access roads.
- xxxiii. Extension Advisory and Teaching Services.
- xxxiv. Information on Leasing State Land/Advice.
- xxxv. Apiary/Bee Abatement Services.
- xxxvi. Monitor and Control of destructive pests/diseases.
- xxxvii. Land Capability Reports and Mapping services.
- xxxviii. Sale of Maps.
- xxxix. Plant Analysis/Diseases of vegetables.
- xl. Provide information on Post-harvest technology.

### **3.0.0 PERFORMANCE ACCOMPLISHMENTS VERSUS GOALS AND OBJECTIVES**

Details of the Ministry's accomplishments over the fiscal period 2008/2009 as presented by Divisions/Units are as follows:

#### **3.1.0 AGRICULTURAL PLANNING DIVISION**

##### **3.1.1 Introduction**

The Agricultural Planning Division assists in the determination of a consistent set of goals and objectives for the development of the agricultural sector while achieving excellence in the formulation, evaluation and implementation of policies, plans, programmes and

projects. To this end, the Division co-ordinates 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. A necessary adjunct to this is the collection, collation, interpretation and analysis of data and information including areas of international trade, as well as the maintenance of an up-to-date data base.

### **3.1.2 Goals of Objectives**

The scope of responsibilities of the Agricultural Planning Division includes:-

- ◆ Formulating a consistent set of plans, policies, programmes and projects for the agricultural sector at the national and sectoral levels and advising on policy issues
- ◆ Monitoring, evaluating and controlling plans and programmes in the various sub-sectors for determination of their impact.

### **3.1.3 Challenges**

- ◆ Tardiness in putting in place administrative arrangements to facilitate attendance at the World Trade Organization (WTO) Meetings.
- ◆ Accessing required sub-sector data from the Central Statistical Office (CSO) continues to be a challenge in delivering accurate and relevant information in a timely manner.
- ◆ The sometimes fast pace of WTO negotiations and time constraints in providing timely feedback.

### **3.1.4 Administrative Support Staff – Agricultural Planning Division**

#### **(i) Introduction – Background of Unit/Division**

The Administrative Unit of the Agricultural Planning Division is responsible for the provision and co-ordination of the administrative function and assistance to the technical staff of the Division.

The Unit consists of Administrative, Clerical, Secretariat and Manipulative Staff who co-ordinates the Administration of the Division.

#### **(ii) Goals and Objectives**

To co-ordinate and provide support to the Technical Staff, so as to assist with the development and implementation of the policies and programmes of the Agricultural Planning Division.



(iii) **Challenges**

- ◆ Accessing basic necessities from the relevant Section in order to facilitate the provision of supplies and services to staff; and
- ◆ Staff performance and punctuality.

(iv) **Accomplishments**

Provided services to officers of the Agricultural Planning Division in their efforts to reach their goals and objectives.

**3.1.5 Reporting Period 2008/2009**

<b>Principal Responsibilities/Products/ Services</b>	<b>Achievements</b>	<b>Constraints/Remarks</b>
<p><b>1. Policy and Planning</b> Preparation of Policy Brief Document</p> <p>Transformation Plan for the Ministry</p> <p>Question to the House of Representatives from the member for Caroni Central on the Chaguaramas Tucker Valley Farm</p>	<p>A policy brief on the profit margins of farmers and the initiatives being undertaken by the MALMR to reduce cost and increase revenue of agricultural enterprises was prepared.</p> <p>Assisted with the review, printing and distribution of the Transformation Plan</p> <p>Prepared a Response to the Parliament on expenditures and revenues derived from the sale of produce on the farm. The response highlighted the type of investments undertaken, Infrastructural facilities developed and the labour employed on the farm.</p>	<p>The Transformation Plan was presented to all Directors and Heads of Divisions of the Ministry. A second phase of the process is to develop an operational plan.</p>



Principal Responsibilities/Products/ Services	Achievements	Constraints/Remarks
<p><b>Project Implementation (cont'd)</b></p>	<p><b>(iv) Large farm projects</b></p> <p>Assisted with the finalisation of the Request for Proposals (RFP) for eight (8) large farms. Invitations were done through international bidding where bidders from other countries were invited to make submissions for consideration of the large farms. All submissions were reviewed by a technical committee and the farms were allocated.</p> <p><b>(v) Cunupia Farmers Association(CFA)</b></p> <p>The CFA is a group of farmers consisting of over 150 members. Cabinet agreed to allocate a parcel of land consisting of 500 acres to the CFA in the southern part of the Orange Grove Estate to grow a range of vegetable and root crops.</p> <p><b>(vi) Agricultural Ranger Squad (ARS)</b></p> <p>The ARS was set up to undertake policing activities in <b>hot spot</b> areas of Trinidad and Tobago. A roll-out phase of the project started in County Caroni. The head office of the ARS is at No. 8 Sevilla, Brechin Castle in Couva.</p>	<p>Eight (8) sites were developed for allocation to private operators. The sites developed were:</p> <ul style="list-style-type: none"> <li>• La Gloria I &amp; II</li> <li>• Picton II, III, IV and V</li> <li>• Jerningham</li> <li>• Orange Grove</li> </ul> <p>Four (4) of these farms have been allocated.</p> <p>A number of approvals from external agencies have to be given before the CFA could be provided with a Lease to operate on the land.</p> <p>There is need to amend the current legislation to give the ARS autonomy to execute their function independently of the Police Service.</p>

Principal Responsibilities/Products/ Services	Achievements	Constraints/Remarks
c. Project Evaluation	<p>The role of the ARS is to conduct surveillance on a 24 hour basis in farming communities.</p> <p>Evaluation was completed for the DP Project J412 Agricultural Access Roads. The main deficiency highlighted was the absence of a parallel programme to maintain the roads that are already built.</p>	<p>Evaluation Report submitted.</p>
<p><b>4. <u>Technical Co-operation</u></b></p> <ul style="list-style-type: none"> <li>◆ Government of Mexico</li> <li>◆ Government of Uganda</li> </ul>	<p><b>Monitoring and Control of two (2) initiatives for assistance from Donor Nations.</b></p> <p>The Biofertilizer Technology and Application to Agriculture in Trinidad and Tobago Project involved the conduct of joint Research and Development activities, validation and dissemination of results, training of personnel, consultancies and technology transfer.</p> <p>The MALMR expressed interest in an offer of technical cooperation in a Research Programme to Enhance Banana Productivity and Utilization.</p>	<p>A Status Report on this Project was submitted.</p> <p>Recommendations on the modality of the assistance were submitted.</p>

Principal Responsibilities/Products/ Services	Achievements	Constraints/Remarks
<p data-bbox="191 296 561 327">Institutional Organisations</p> <p data-bbox="240 405 537 474">Food and Agriculture Organization (FAO)</p> <p data-bbox="191 953 561 1022">FAO in collaboration with the CARICOM Secretariat</p> <p data-bbox="191 1318 594 1388">Preparation of Briefs on Technical Cooperation</p>	<p data-bbox="646 296 1037 401">Monitoring and control activities related to two projects:-</p> <p data-bbox="634 443 1032 617">(i) <b>Excellence in Extension Service Delivery</b>-The proposal for this FAO Project was reviewed.</p> <p data-bbox="626 1026 1032 1423">(ii) Promoting CARICOM / CARIFORUM Food Security (Phase 2) - The Caribbean Agri-Food Value Chain <b>Kick Off</b> Workshop was held in May 2009 under this Project. The speech for the Honourable Minister for the Workshop was drafted.</p> <p data-bbox="646 1465 1037 1535">The following Briefs were prepared:</p> <p data-bbox="646 1577 1000 1864">(i) Brief on Forum for Leaders in Agriculture organized by the Inter-American Institute for Cooperation on Agriculture (IICA).</p>	<p data-bbox="1063 443 1463 989">A gap analysis of the performance of the current extension system was planned. This was expected to be used to set parameters for excellence in service delivery, benchmarked against accepted international best practices of extension delivery systems. The Project also involved training staff in extension programme planning methodology.</p> <p data-bbox="1063 1577 1446 1829">The Forum was designed by IICA to provide an opportunity for the Honourable Minister to develop a new cooperation agenda on agriculture with the Institute.</p>

Principal Responsibilities/Products/ Services	Achievements	Constraints/Remarks
Preparation of Briefs on Technical Cooperation (cont'd)	<ul style="list-style-type: none"> <li>(ii) Brief on the Common Fund for Commodities (CFC).</li> <li>(iii) Brief on the High Level Panel of Experts on Food Security (HLPE) being established by the FAO.</li> <li>(iv) Brief on the Technical Cooperation Programme Facility (TCPF) of the FAO.</li> <li>(v) Brief on Technical Cooperation with the Government of Cameroon.</li> <li>(vi) Brief on Election of the Director General of IICA.</li> <li>(vii) Brief on the International Fund for Agricultural Development (IFAD).</li> </ul>	<p>The CFC is an autonomous intergovernmental financial institution established within the framework of the United Nations.</p> <p>This brief focused on a joint CFC Project between Trinidad and the Cameroon in Cocoa Productivity and Quality Improvement.</p> <p>IFAD is a specialized agency of the United Nations.</p>
<p><b>5. <u>Institutional Strengthening</u></b></p> <p>Service on Committees</p> <ul style="list-style-type: none"> <li>• Ministerial Performance Management Framework (MPMF) Implementation Team</li> </ul>	<p>The MPMF Implementation Team collected and analysed information, and developed a performance improvement plan. A set of broad recommendations were developed to strengthen the Ministry's performance and overall capacity to plan for the future.</p>	

### 3.1.6 Agricultural Data and Information Unit (ADIU)

#### Staff

The Director oversees the Agricultural Data and Information Unit. There are three (3) posts currently utilized in the section:

- 1 Statistician
- 1 Statistical Officer III
- 1 Statistical Officer II

### 3.1.7 Work Programme 2008/2009

Activities	Schedule	Justification
<b>DATA AND GATHERING INFORMATION</b>		
Annual Statistical Digest Revise and update the Statistical Digest	Quarterly	The Digest will provide data internally and externally to interested parties.
Farmers' Data Capture Survey	This is conducted within the second quarter of the financial year	Survey required for providing a single source of farmers' core information which will give a comprehensive view on the farming sector.
Population Census	Ongoing	Focal persons for the Technical Advisory Committee for the Population Census
<b>STAFF DEVELOPMENT AND MANAGEMENT</b>		
Periodic Performance Appraisals	Quarterly	Aid in the annual staff appraisal and improve performance of staff where necessary
Exploit opportunities for training	Ongoing	Opportunities in training will lead to the efficient management of the Unit
<b>MISCELLANEOUS</b>		
Completion of questionnaires for International and other Organizations	Ongoing	

Undertook the input of Data the flood disaster claims on an Excel Spreadsheet	Ongoing	Data needed for representation on a Geographical Information System.
Provide data to Officers of this and other Ministries as well as members of the public	Ongoing	
Gather data for officers as requested	Ongoing	

### 3.2.0 AGRICULTURAL SERVICES DIVISION

#### 3.2.1 Introduction

The Agricultural Services Division is comprised of two (2) sub-divisions - Horticulture and Crop Production.

The Horticulture Sub-Division consists of three (3) propagation stations:

- (i) **St. Augustine Nurseries (SAN)** – located at Farm Road, Curepe, with the mandate to produce mainly Citrus planting material, but also Mango, Avocado, Assorted Fruits, Herbs and Spices and Mixed Ornamentals for the farming community and general public.
- (ii) **La Reunion Plant Propagation Station** – located at Carapo, Centeno, with the mandate to produce specifically Cocoa planting material (seedlings, clones and grafted plants) for the cocoa farmers. Breadfruit planting material is also done on a small scale.
- (iii) **Marper Farm** – located at Upper Plum Mitan, with the mandate to maintain cocoa germplasm of Trinidad Select Hybrid (TSH) varieties in conjunction with the Cocoa Research Unit (CRU) at University of the West Indies (UWI) and the Research Division of the Ministry of Agriculture, Land and Marine Resources (MALMR).

The sub-division of Crop Production has the mandate for producing high quality, locally adapted seed material such as Ochro, Bodi, Corn, Pigeon Pea, Melongene, Cucumber, Pumpkin, Hot Pepper for the farming community and the householder. These seed types are not sold in local garden shops and there are no local private seed producers producing or so inclined to produce these seeds, presumably because of economies to scale.



Additionally, this sub-division produces root crop planting material such as Cassava, Sweet Potato, Yam, Eddoes and Dasheen. These planting materials are produced to satisfy a demand for locally adapted varieties, thus contributing to improved food security for the country and by extension the householder. (Please note that these operations have now been relocated from Chaguaramas to the El Carmen Station).

### **3.2.2 Goals and objectives**

The major functions of the Division are:

- (i) To promote national food and nutrition security by providing to the farming community and the householder, disease free planting material of locally improved varieties.
- (ii) Increase competitiveness in export and domestic market by conserving plant genetic resources of agricultural crops of economic importance for future generations

### **3.2.3 Challenges**

The Division's major challenges were at the Crop Production sub-division's El Carmen Station:

- ◆ Extensive Land preparation due to poor quality soils;
- ◆ Limited labour;
- ◆ Machinery and equipment not effective for land preparation;
- ◆ Inadequate land available for yield requested;
- ◆ Seeds sown and crops grown by SAN in St. Augustine on behalf of El Carmen station was set back by diseases;
- ◆ Harvesting of crops- pigeon peas, sorrel were affected by rains and diseases;
- ◆ Required Inputs stored at other stations (SAN and La Reunion);
- ◆ Poor logistics in processing activities from El Carmen to Chaguaramas;
- ◆ Poor communication between Management and Technical staff;
- ◆ Lack of potable water;
- ◆ Breakdown of cold storage facility at Chaguaramas;
- ◆ Theft of chemicals at El Carmen Station and stores at Chaguaramas;
- ◆ Inadequate facilities for workers; and
- ◆ OSHA issues.

### 3.2.4 Accomplishments

#### 1. St. Augustine Nurseries

##### ◆ Plant Production

Plant Type	Target	Production	Achievement (%)	Remarks
Citrus	40,000	29,987	75 %	Citrus budwood collection was halted during the Citrus Tristeza Virus testing exercise, since Technical staff was required to conduct the Direct Tissue Blot Immunoassay laboratory procedure at the Research Division.
Mango	12,000	13,756	114.6 %	
Avocado	12,000	10,722	89%	Poor seed germination
Other Fruits	12,000	12,000	100 %	
Herbs & Spices	5,000	2,453	49 %	Given the low demand for herbs and spices, resources were shifted from this area.
Ornamental	10,000	28,290	282.9 %	
<b>Total</b>	<b>91,000</b>	<b>97,209</b>		

- ◆ Fortnightly spray regime was followed in each section to control specific pests and diseases as well as to protect plants from infection. Specific attention was given to control of citrus leaf miner, snow scale, brown citrus aphids, mites and citrus black fly in the citrus production areas and mango seed weevil in the Orchard Section.
- ◆ Procurement of potting media includes 600m<sup>3</sup> top soil, 200m<sup>3</sup> manure; 200m<sup>3</sup> overburden sand and 800m<sup>3</sup> soil mix preparation.
- ◆ **Maintenance of Germplasm Fields** - All germplasm fields (orchard crops and ornamentals) were maintained in satisfactory conditions, mainly through the combined use of mechanical and chemical weed control measures. Approximately 14 hectares are under cultivation while, 4.1 hectares are utilized for office buildings, plant houses etc.
- ◆ Five (5) km of roads and drains were maintained.

- ◆ Two saran sheds repaired in Orchard Section and the construction of a garage near the administrative building.
- ◆ Twenty nine (29) lectures and demonstrations in plant propagation methods were conducted by Technical Officers of the St. Augustine Nurseries for fourteen (14) organizations. In addition two (2) eight week practical training exercises were conducted for YAPA trainees, and five (5) students from two (2) tertiary institutions benefited from On-the-Job practical training in plant propagation techniques during the summer vacation period.
- ◆ Construction of two (2) screen houses: Screen house 1 – 85% completed and Screen house 2 – 40% completed.
- ◆ Car park was paved.

## 2. La Reunion Plant Propagation Station

### ◆ Plant Production and Sales

<b>Crop</b>	<b>Target</b>	<b>Production</b>	<b>Achievement (%)</b>
Cocoa Clones			
Cuttings	80,000	69,383	86.7%
Grafted	100,000	92,100	92.1%
Cocoa Seedlings	220,000	115,000	98.5%
Cutback seedlings (Cocoa Plants transferred)		101,880 6,930	
Breadfruit (Breadfruit Plants transferred)	5,000	7,158 332	143%
Coffee	2,000	2,000	100%
<b>TOTAL</b>	<b>407,000</b>	<b>387,521</b>	

### ◆ Plant and Infrastructure Maintenance

- (i) Maintenance of approximately 7.00 hectares of station compound.
- (ii) Sanitation of buildings.

- (iii) Maintenance of 7 kilometres of roadways/drains and car park area.
- (iv) Ongoing repairs to the irrigation system and installation of bat proofing around ceiling of main building.
- (v) The rehabilitation of cocoa germplasm consisted of the refurbishment of two (2) saran sheds and three glass houses along with the stockpiling of 1200m<sup>3</sup> of top soil.
- (vi) Installation of surveillance system around the station, the administrative building, garage and the stores. In addition, the security lighting around the station was improved.
- (vii) Administrative Building and Technical Officers Building was refurbished.
- (viii) Toilet Facilities were constructed.

◆ **Crop Production**

Commercial Production (kg)

Crop Type	Target (Kg)	Production (Kg)
Corn (7728)	5000	2662
Pigeon Peas (Tobago)	4000	158
Hot Pepper (Faria)	6	-
Bodi (Los Banos)	800	144.5
Melongene (Long Purple)	20	-
Pumpkin	200	-
Sorrel (Early Red)	200	85
Ochro (White)	60	23
Siem (6 weeks)	25	

◆ **Seed Sales**

Seed Type	Weight (Kg)	Value (\$)
Bodi (Los Banos)	44	220.00
Corn (7728)	541	2,164.00
Hot Pepper (West Indian Red and yellow)	8	1,440.00
Melongene (Long Purple)	8	320.00
Ochro (Puerto Rican Dwarf)	27	1,080.00
Pigeon Peas (Tobago)	165	825.00
Sorrel (Early Red)	53	318.00

◆ **Root Crop Production**

Programme Area	Proposed/Planned Activities	Achievement
Legume and Root Crop	Plot establishment	The plots were established and maintained in good condition:
	Sweet Potato - 54 accessions	100%
	Cassava - 43 accessions	100%
	Yam - 31 accessions	100%
	Topi tambo - 1 accession	100%
	Eddoe - 1 accession	100%
	Tannia - 1 accession	100%
	Caraili - 1 accession	100%

### **3.3.0 ANIMAL PRODUCTION AND HEALTH DIVISION**

#### **3.3.1 Introduction**

The Animal Production and Health Division provides goods and services aimed at the support and encouragement of a sustainable and competitive livestock sub-sector and also the prevention, control and eradication of animal and zoonotic diseases.

#### **3.3.2 Goals and Objectives**

The goals and objectives of the Animal Production and Health Division can be outlined as follows:-

- i. To improve livestock production in Trinidad and Tobago through the multiplication and distribution of Livestock.
- ii. To provide a national insemination service to the livestock farming community.
- iii. Development of a Livestock Database Management System.
- iv. Enhancement of the Artificial Breeding Services.
- v. Enhancement of the Small Ruminants Unit at the Centeno Livestock Station.
- vi. Provision of Veterinary Laboratory diagnostic services.
- vii. Prevention and control of vampire bat transmitted paralytic rabies by vaccination of livestock and the control of the vector.
- viii. Prevention of the introduction of Canine Rabies and other dog/cat infectious diseases through the quarantining of dogs and cats.
- ix. Prevention of the introduction of equine diseases.
- x. Control of brucellosis and tuberculosis in livestock by testing and slaughter policy.
- xi. Provision of veterinary ambulatory services to livestock producers.
- xii. Provision of surveillance for poultry diseases and management and husbandry advice to the poultry industry.
- xiii. Prevention of the introduction of exotic diseases and diseases of economic importance into the country.

#### **3.3.3 Challenges**

The following challenges were faced by the Division over the Reporting period.

- ◆ Inadequate training for staff.
- ◆ Non-computerization of the Field Veterinary Services.
- ◆ Inadequate funding (Recurrent Expenditure).
- ◆ Staff shortages.
- ◆ Funding was not always available on a timely manner.
- ◆ The Human Resource Division did not respond in a timely manner on pertinent issues.

### **3.3.4 Accomplishments**

The Division accomplished the under mentioned goals notwithstanding the above challenges:

- ◆ 246 poultry farms were registered and geo-referenced;
- ◆ Zoonotic and other Diseases;
  - (i) 1,001 tests conducted for tuberculosis;
  - (ii) 2,339 ruminants were vaccinated for rabies; and
  - (iii) 13 cases of brucellosis were confirmed in cattle from Counties Victoria and Caroni.
- ◆ The country's first Avian Influenza simulation exercise was conducted;
- ◆ Official recognition and provision of funds for the Stray Dog and Animal Welfare Programme;
- ◆ Potential inclusion of Trinidad in a Regional Veterinary Epidemiology Programme;
- ◆ Commencement of the country's first Import Risk Analysis;
- ◆ Development of a plan to eradicate Brucellosis from water buffalo in Trinidad;
- ◆ Inclusion of an Animal Health representative on the Expert CARICOM Team for Sanitary and Phytosanitary Measures;
- ◆ Participation in the development of a single Inter-Ministerial and Inter-Agency electronic window to expedite and improve import permit issuance and customer services;
- ◆ Collaboration with the University of the West Indies in providing training of Government Veterinarians in the field of Epidemiology;
- ◆ Establishment of an Animal Welfare Working Group (AWWG) Google Group where members can share information and keep in contact between meetings via the internet.

### **3.4.0 EXTENSION TRAINING AND INFORMATION SERVICES DIVISION**

#### **3.4.1 Introduction**

The vision of the Extension, Training and Information Services is to be the premier learning agency of choice for agricultural development and growth. During the year 2008/2009 this was achieved by the training of 3,097 participants in 165 courses conducted at the Farmers' Training Centre (FTC) in Centeno and outreach venues at Penal, Point Fortin, Rio Claro, Sangre Grande, Macoya and Caroni. Courses conducted included Food Crops, Seasoning Herbs, Citrus and Tropical Fruit/Tree Crops, Vegetable Production, Basic Skills, Livestock Production and Farm/Agribusiness Management. Attendances at these courses averaged 19 persons per course.

The functions of the Division are implemented by staff in the Professional, Publications, Audio-Visual and Administrative Units. These Units are housed at two (2) locations within the Centeno area - Mausica Road and Caroni North Bank Road. There are forty-one (41) monthly and ten (10) daily paid staff who implement the programmes of the Division.

Training courses were delivered by 16 staff members. The shift in focus to **farmer learning** rather than **farmer training** which was introduced in the previous year was maintained in 2008/2009. This was supported by staff training and continuous review of teaching methods and materials.

The Division continued to work on implementing its original mandate of providing technical support to extension services in the Regional Divisions- North and South.

### **3.4.2 Goals and Objectives**

- (i) To provide farmers, potential farmers, communities, youth and other interested persons (clients) with information on aspects of agriculture and related issues.
- (ii) To support the Regional based extension services by providing audio-visual learning material and conduct of staff training.

### **3.4.3 Challenges**

The lack of replacement staff for vacant posts as well as for leave relief, negatively affected the number of programmes which could have been delivered.

### **3.4.4 Accomplishments**

- ◆ 3,097 participants were trained in the 165 sessions conducted at the Farmers' Training Centre in Centeno, and outreach venues at Penal, Rio Claro, Point Fortin, Macoya, Sangre Grande and Caroni.
- ◆ Outreach via the Mobile Training Unit – 177
- ◆ Outreach Courses conducted for Youth and Community Groups – 177 participants.
- ◆ Staff sensitization and training in Identification of Indigenous Natural Enemies; Irrigation Systems Design and Implementation; and Shade house Production Technology.
- ◆ **Production of Manuals in full colour**
  - (i) Papaya Production – 1000 copies
  - (ii) Pumpkin Production – 1000 copies
  - (iii) Cocoa Production – 1000 copies



### **3.5.0 FINANCE AND ACCOUNTS DIVISION**

#### **3.5.1 Introduction**

The Finance and Accounts Division is responsible for ensuring the adherence to all financial regulations and instructions in the management of the financial resources of the Ministry. The Division also ensures that all employees, suppliers and organizations receive timely and accurate payments, and that accounting records/reports are submitted as required to the relevant authorities.

#### **3.5.2 Goals and Objectives**

The following are the goals and objectives of the Finance and Accounts Division.

1. The efficient management of the Recurrent Revenue and Expenditure Budgets of the Ministry;
2. Accurate preparation and timely submission of Appropriation Accounts;
3. Accurate and timely issue of TD4 statements to all officers and employees; and
4. Collation and timely submission of Draft Estimates of Revenue and Expenditure of the Ministry including Statutory Boards and Similar Bodies to the Ministry of Finance.

#### **3.5.3 Challenges**

The following challenges confronted the Division during the period.

- ◆ Adjustments to the 2009 Budget. (Budget cut by \$110,657,600) Cabinet Minute No. 3341/2008;
- ◆ Release of funds by the Budget Division, was not always timely;
- ◆ Insufficient Allocation of Funds;
- ◆ Poorly prepared, incomplete and untimely submission of vouchers for processing;
- ◆ Inadequate and untrained staff compounded by frequent staff turnover hinders the efficiency of the Division; and
- ◆ Poor accommodation and storage facilities.

### **3.5.4 Accomplishments**

The Division was able to accomplish the under mentioned goals notwithstanding the above challenges:

- ◆ Printed and issued approximately ninety-three thousand (93,000) cheques;
- ◆ Payment of vouchers in the sum:
  - (a) \$689,790,606.20 - under Recurrent and Development Expenditure
  - (b) \$53,678,390.00 - under Infrastructure Development Fund (Head 701)
  - (c) \$43,967,114.63 - under Unemployment Fund (Head 150)
- ◆ Computerization of Integrated Global Payroll on system - 90% complete;
- ◆ Monthly Paid Payroll is 90% computerized on the IHRIS System and payments were made on time;
- ◆ Appropriation of Accounts was submitted within the statutory deadline; and
- ◆ Submission of Draft Estimates of Revenue and Expenditure were done within the given time frame.

## **3.6.0 FISHERIES DIVISION**

### **3.6.1 Background**

The Fisheries Division of the Ministry of Food Production, Land and Marine Affairs, is charged with the responsibility to oversee all matters related to the sustainable development of the fisheries sub-sector.

The Fisheries Division's work programme covers:

- ◆ extension work;
- ◆ communications;
- ◆ administration of fisheries and aquaculture subsidies;
- ◆ research and development;
- ◆ monitoring, surveillance and enforcement;
- ◆ provision of information services;
- ◆ trade matters;
- ◆ Integrated Coastal Zone Management, which involves substantial participation in the CEC process;
- ◆ provision of infrastructure;
- ◆ fisher training (Caribbean Fisheries Training and Development Institute);and
- ◆ farmer training.

The Division comprises five (5) Units:

- (i) Administration;
- (ii) Extension;
- (iii) Aquaculture;
- (iv) Fisheries Monitoring, Surveillance and Enforcement (FMSEU); and
- (v) Marine Fishery Analysis Unit (MFAU), which is responsible for research.

The first four (4) Units are based at No. 35 Cipriani Boulevard, Port of Spain while the MFAU, which also accommodates the Division's Library and Information Services, is based at the Caribbean Fisheries Training and Development Institute (CFTDI) at Chaguaramas.

### **3.6.2 Goals and Objectives**

1. The assessment, management and conservation of the marine fisheries resources of Trinidad and Tobago.
2. Provision of specialized information services on marine fisheries of Trinidad and Tobago.
3. Provision of administrative and extension services to the fishing and aquaculture industries.
4. 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 Caribbean Fisheries Training and Development Institute).
5. Administering and enforcing the fisheries regulations, in accordance with the existing laws.
6. Implementing state obligations under regional and international conventions concerning fisheries or related matters.

### **3.6.3 Challenges**

The major challenges faced by the Division in meeting its objectives were as follows:

- ◆ Outdated Institutional Structure;
- ◆ Limited Staffing;
- ◆ Poor Linkage with the Information Technology Unit of the MALMR; and
- ◆ Lack of proper security at fishing centres and vandalism of property.

### **3.6.4 Accomplishments**

- ◆ Refurbishment of 118 fishing centres at a cost of \$422,885.00;
- ◆ Maintenance of 8 vehicles at a cost of \$250,480.00;
- ◆ Division's Occupation, Safety and Health (OSH) Committee was established;

- ◆ 861 fisherfolk were registered of which 395 were first issues and 466 were renewals;
- ◆ Extension staff participated in a 'learning through listening' pilot project, **Podcasting in Your Nets** during the period October to December 2008;
- ◆ Consultancy for the Design and Construction Supervision for the Breakwater and Moorings/Jetties at Las Cuevas by ADI Novaport International Consultants Limited was implemented and Stage 1: Stakeholder Consultations and Preliminary Design Brief, bathymetric/topographic and hydrographic surveys and an Ocean Engineering – Wind and Wave Analysis (Stage 2A) were completed at a cost of TT\$1,623,707.00;
- ◆ Construction of a net/vessel repair shed at Sans Souci at a cost of \$55,632.00 and \$44,343.00 was utilized for- electrical, mechanical and plumbing works at the Salybia, Toco, Matelot, Blanchisseuse, Cocorite and San Fernando fishing centres;
- ◆ Upgrading/construction of fishing facilities at 8 fish landing sites in three (3) phases, these sites include: Phase I - San Fernando, Cumana, Alcan Bay, Phase II – Erin, Orange Valley and Matelot and Phase III – Ortoire, Fullerton / Cedros. Preparatory works in this regard are expected to commence in 2010;
- ◆ Monitoring trips were made to the National Fisheries Company (NFC), Sea Lots, for the purpose of observing transshipment operations and recording relevant information such as vessel identification and description of offloading operations. A total of 1,363,146.36 kg of fish was transshipped by sixty-six (66) vessels;
- ◆ 26 visits were made to landing sites around Trinidad for the purposes of assessing sanitary and phyto-sanitary conditions relating to the landing and sale of fish and to determine the quantity of debris accumulated due to the abandonment of nets and vessels. Eight (8) visits were made to conduct cleanup exercises at landing sites and signs were erected for ten (10) Fishing Centres;
- ◆ Implementation of the Division's Gillnet Replacement Program which seeks to replace the 3.75" stretched mesh gillnets being used in the artisanal multi-gear fishery with 4.25" stretched mesh gillnets by net builders in Mayaro, Claxton Bay and Erin. Two (2) 20ft containers were purchased for storage of the nets; and
- ◆ Forty-two (42) inspections were conducted in accordance with the International Commission for the Conservation of Atlantic Tuna (ICCAT) Statistical Document Program (SDP). This Program requires exports of swordfish and big-eye tuna to be certified by the exporting country in order to enter ICCAT Party markets.

### **3.7.0 FORESTRY DIVISION**

#### **3.7.1 Introduction**

The Forestry Division has been entrusted with the responsibility of being the custodian of the State's forests, wildlife and national park resources. The Division is in charge of 192,000 hectares of forest, distributed within 35 forest reserves, 11 game sanctuaries and other State lands. Forest management is guided by a National Forest Policy with its legal mandate drawn from the Forests, Sawmill and Conservation of Wildlife Acts. The role of the Division is to properly 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.

Trinidad is sub-divided into six (6) main forest administration districts referred to as Conservancies. These Conservancies are mainly responsible for the implementation of forest management and protection arrangements. Each Conservancy is further sub-divided into management units referred to as Ranges.

The work of the Conservancies is supported by specialized units. These units are:

- (i) Forest Resource Inventory and Management (FRIM) and includes forest research;
- (ii) National Parks;
- (iii) Wildlife;
- (iv) Forestry Information;
- (v) Private Forestry and Incentive Programme;
- (vi) Community Forestry;
- (vii) Fire Coordination;
- (viii) Management Information System; and
- (ix) Administration.

#### **MANDATE OF FORESTRY DIVISION**

- ◆ To pay greater attention to the preservation and protection of the natural environment;
- ◆ To develop and implement integrated programmes emphasizing watershed and wetlands management, and biodiversity conservation;
- ◆ To direct greater resources to the use of the forest for recreation and eco-tourism;
- ◆ To optimize the socio-economic potential of natural forests and timber plantations;
- ◆ To update and enforce legislation and regulations to guard against deforestation and species depletion; and

- ◆ To provide incentives and support to empower landowners and communities to participate in the identification, formulation and implementation of various forest management programmes.

### **3.7.2 Goals and Objectives**

The goals of the Division are to:

- ◆ develop programmes which seek to optimize the use of forest products;
- ◆ maximize production;
- ◆ protect biodiversity;
- ◆ conserve important ecosystems and provide recreation; and
- ◆ aesthetic, scientific and educational benefits for the public.

Emphasis is placed on the sustainable management of the forestry, national parks and wildlife resources.

### **3.7.3 Challenges**

Accomplishment of the goals of the Forestry Division was constrained by various challenges throughout the fiscal year ending 2009. These limitations can be reduced significantly so as to increase productivity within the Division. The following are some of the major limitations that were faced:

#### **◆ Legislation**

There is urgent need to revise and update the Forests, Sawmills and Conservation of Wild Life Acts since the current legislations are outdated and provide loopholes so that offenders can escape easily. Legislation governing National Parks and Protected Areas needs to be established. There is also a critical need to provide the necessary manpower to improve the law enforcement capabilities of the Division.

#### **◆ Staffing**

Implementation of new programmes in private and community forestry utilized the existing staff, which left other areas of the Division deficient in resource personnel. Also, expansion in existing programmes such as Parks, Wildlife, Access Roads, Watershed Management and Wetlands Management took place without the requisite staffing arrangements. Added to this, several positions approved by Cabinet in 2001, are yet to be filled. This has resulted in the Division being under resourced in key programme areas such as forest management planning and watershed research.

#### **◆ Hours of Work**

The Division experienced numerous setbacks because of unsatisfactory arrangements to compensate officers for work outside of the normal working hours. For this reason park areas were critically understaffed on weekends and public holidays when visitor use was the highest.

#### ◆ **Squatting**

Squatting is considered the most serious threat to our forest including our critical water catchments and rich biodiversity. Over the last 25 years, large numbers of squatters have been invading forest reserves, chopping down trees, burning forested areas and clearing land to grow food and construct dwellings. Squatting is the major contributor to increase in our deforestation rate, which is estimated at 170 hectares per annum.

#### ◆ **Forest Fires**

Each dry season, the incidences of forest and bush fires bare and blacken our landscape and pollute our atmosphere with smoke and dust. These fires not only strip critical watersheds of their protective cover and disrupt timber harvests, but also threaten our rich biodiversity and endanger lives and property.

#### ◆ **Illegal Logging**

On weekends and under the cover of darkness, illegal loggers take full advantage of outdated regulations, which restrict forest officers to normal Public Service hours of work, to ferry their illicit cargo of timber stolen from forest reserve and state lands to sawmills and other locations. At these venues, the timber is swiftly sawn into lumber, further reducing the chances of detection and apprehension.

#### ◆ **Illegal Hunting**

Driven by high prices which wild meat fetches, illegal hunting continues to pose a major threat to our wildlife populations. Poachers take not only the more popular game species, but also animals which are protected under the Conservation of Wildlife Act. The situation is further compounded by the use of trap guns, which put patrol officers at serious risk of injury or loss of life.

#### ◆ **Public Indifference**

In spite of an increase in the environmental consciousness in the population, a disturbing level of public indifference on the values and benefits of our forest resources and on the grave consequences of the forest degradation still exists. This represents the greatest challenge facing the Forestry Division – that is, to bring about a major change in the way we perceive and value our forests. There is growing evidence that in many instances the total value of the goods and services of a parcel of forest exceed what can be obtained from converting that forest to some other use. All strata of society must realize that development and conservation are not mutually exclusive competing interests but are more complimentary in nature.

### **3.7.4 Accomplishments**

The activities of the Forestry Division are carried out under the Recurrent Programme and the Public Sector Investment Programme. The Forestry Division in fiscal 2009 was allocated \$86,093,925 for its Recurrent Programme. Under the Development Programme, the Division was allocated \$16,171,000.00. The following, highlights the accomplishment of the Forestry Division for the fiscal year 2009 under various programme areas.

#### **◆ Forest Regeneration**

The objectives of forestry regeneration programme are to reforest denuded lands for protection purposes and to establish commercial timber plantations, which provide raw material for the sawmilling and wood-working sector.

The Division established 86 hectares of new plantations consisting mainly of pine and mixed species (cedar, mahogany & apamate). At its three nurseries, 225,000 seedlings were produced to facilitate the Forestry Regeneration Programme, the National Reforestation and Watershed Rehabilitation Programme and the private sector. Maintenance operations were conducted on 104 hectares of pine, teak and mixed species plots.

#### **◆ Forest Management**

The objective of forest management is to improve species composition and output of forest products from natural forests, while protecting biodiversity and enhancing wildlife habitat.

Thirty-five (35) Forest Reserves and eleven (11) Wildlife Sanctuaries were managed for optimum benefits. Silvicultural markings and improvements were conducted in 230 hectares of mixed natural forests. Silvicultural research has been conducted in 15 hectares of teak.

The Division commenced the preparation of a new forest cover map to ensure the continued sustainable management of the country's forest resources. A national forest inventory of Trinidad and Tobago was continued in 2009 to determine species composition and distribution for the preparation of management plans for the various forest resources.

#### **◆ Forest Protection**

The objectives are to protect the State's forests and wildlife resources and to reduce losses due to forest fires.

With the use of special units such as the Combined Patrols, the Wildlife Patrols and through patrols of officers within the Conservancies, the Forestry Division continued to protect 35 Forest Reserves and 11 Wildlife Sanctuaries. Eight hundred (800) individual and group patrols were conducted throughout the forest reserves and



other protected areas to prevent and deter theft of forest produce and wildlife offences.

Additionally, 287 km of external fire traces were cleared for protection against destruction by fire. During the fire season 10,000 man days of patrols were conducted to protect the forest estate. Twenty (20) wildlife offences as well as 32 forest offences were discovered.

#### ◆ **Utilization and Forest Industry Development**

The objective is to promote and facilitate the optimal use of forest produce and products by sawmilling and wood working industries.

In 2009, sales were limited to the Teak and Pine plantations of the Division and these were only offered for sale to saw-millers and other registered licensees. A total of 84 units of Teak and Pine were advertised for sale to saw millers. Of these units 33 saw -millers were awarded contracts to harvest Teak or Pine in 2009.

A total of 395,224.72 Hoppus Ft. were harvested from 173.8 hectares earning revenue of \$4,520,503.95. The Division monitored 86 sawmills and 125 furniture shops through monthly and quarterly inspections, reports and the annual issue of licenses. Officers issued and monitored private removal permits for the removal of logs from private lands.

#### ◆ **National Parks and Other Protected Areas**

The objectives are to identify and manage the country's natural heritage sites and to provide educational and eco-tourism opportunities.

Recreational, educational and interpretative services were provided for the benefit of both local and foreign visitors. The Historical Sites and Recreation Parks accommodated an estimated 500,000 visitors. Attention was placed on overall upgrade of park facilities designed to improve visitor experience for both local and international visitors. Restoration works continued at the Compte de Lopinot House. Work on interpretative displays is ongoing for Cleaver Woods and San Fernando Hill.

#### ◆ **Wildlife Management**

The objectives of wildlife management are to encourage and promote the wise use of wildlife resources.

Turtle permits were issued at five centres and a total of 3,092 permits were sold with revenue of \$97,773.00.

Wetland Inventory Studies were done to determine the status of wetland systems and waterfowl at eight (8) sites. Monitoring studies at Nariva Swamp were also done. Research and assessments of wildlife habitats and resources were

conducted in collaboration with University of the West Indies (UWI). The Wildlife Section continued to issue import and export permits under the Convention of International Trade for Endangered Species.

#### ◆ **Watershed Management**

The objectives are to manage selected watersheds and undertake studies in hydrology and soil conservation.

As a measure to control erosion on the Northern Range, 9,000 new check dams were constructed and a further 4,000 maintained. Watershed assessment and preparation of management plans for the Northern Range were done. Measures for erosion control and trial plots were also established. Hydrological research of the watersheds was also carried out in 2009 where 180 river water samples and 287 soil loss samples were collected and analyzed.

#### ◆ **Forest Engineering**

The objectives are to provide a proper and improved working environment and support facilities and infrastructure.

To facilitate the harvesting of teak and pine, the Division upgraded 1.8 km of forest access roads. In addition 30 km of forest roads were maintained and two bridges constructed to provide access to forest resources for harvesting and protection measures. Facilities were upgraded at San Fernando Hill, St. Michael Hillside Station, St. Joseph compound, Melajo and the Rio Claro sub-office. The Catshill Plantation office is 80% completed.

#### ◆ **Forest Research**

The objectives are to conduct research to improve species composition and output from natural forests.

New research trials were established for Mora, Silk Cotton and Cajuca. Maintenance was done on 20 hectares of trial plots and these will be assessed for growth parameters. Silvicultural research was conducted on 10 hectares of teak.

#### ◆ **Private Forestry, Agro Forestry & Forestry Assistance**

The objectives are to provide support to farmers and civil society groups in forest related projects.

Assistance was provided to private forest farmers:

- ◆ 120 field inspections on farmer's holdings.
- ◆ 6 seminars were conducted for farmers on forest pests, disease, fire protection, agro forestry practices, plot establishment and soil and water conservation.

- ◆ 2 demonstration plots were maintained at Rio Claro and Talparo together with three (3) Agro forestry stations at Maracas, Caura and St Michael.
- ◆ A database of 1,624 registered farmers was maintained and updated to enhance the Divisions' ability to deliver assistance in a timely manner.
- ◆ 124 new farmers were registered for fiscal year 2009.
- ◆ Registered farmers submitted 150 applications for the incentive programme at a total value of \$285,972.82 for the 2009 period.
- ◆ An estimated 100 hectares of private reforestation plots were established with the assistance from the Forestry Incentive Programme.
- ◆ 35 schools were visited and 2 community group meetings were held in an effort to continue public awareness in forestry.

#### ◆ **Forestry Training**

The overall objective is to provide training for the Forestry Division's staff at all levels so that the Division could effectively and efficiently execute its functions.

Forest fire suppression and safety training was conducted at the North and South Conservancies together with the Nariva Field Station. The Ministry of Public Administration awarded nine (9) scholarships to pursue studies for the BSc and MSc in Forestry studies.

#### ◆ **Outreach and Awareness**

The objective of outreach and awareness is to sensitize the public on values and benefits of forest resources.

The Division participated in planned and ad-hoc exhibitions in the fiscal year 2009. The Forestry Exhibition Centre at San Fernando received approximately 500 visitors in fiscal 2009. The Division facilitated visits from 55 schools and 8 groups and continued to provide information to the public as requested.

### **3.8.0 HORTICULTURAL SERVICES DIVISION**

#### **3.8.1 Introduction**

Biological Diversity is basic to both ecological and food security. Plants and their products are utilized worldwide by human societies for a variety of practical and commercial uses, including food, health, clothing and shelter. Unfortunately, many species in the wild are being threatened with extinction or reduction, mainly because of the unscrupulous activities of man. During the reported period 2008/2009, the Horticultural Services Division played an integral role in ensuring the survival of these species in Trinidad and Tobago.

The vision of the Horticultural Services Division is being empowered to facilitate, support, promote and provide horticultural services of an international standard, for the sustainable growth and development of our clientele, while conserving national and global plant biodiversity and their integral landscapes.

The Division comprises the following Units:

(i) **Botanic Gardens Unit**

The responsibilities of this Unit are:

- ◆ Public Education, Interpretation, Training and Publications;
- ◆ Guided Tours, Exhibitions and Displays;
- ◆ Servicing requests for Information;
- ◆ Visitor/user special event and use management; and
- ◆ Maintenance and development of the Botanic Gardens of Trinidad and Tobago and the Wildflower Park.

(ii) **Landscape Management Unit**

The responsibilities of this Unit are:

- ◆ Landscaping advisories for indoors and outdoors and landscaping for State functions;
- ◆ The production of floristry and foliar displays;
- ◆ Maintenance and development of the grounds of the Ministry of Agriculture, Land and Marine Resources as well as its Programme Coordinating Unit, the President's Playfield, supervision of the maintenance of the Queen's Park Savannah, the development of the Queen's Park Savannah, and coordination of special events; and
- ◆ Tree maintenance works on all State compounds with Disaster Management, Preparedness and mitigation responsibilities.

(iii) **Research and Development Unit**

The responsibilities of this Unit are:

- ◆ Collection and maintenance of living repositories of native, naturalized and introduced plant diversity;

- ◆ Introduction of appropriate new horticultural plant varieties e.g. through the Index Seminum Programme; and
- ◆ Evaluation of species of ecological importance, of potential aesthetic and amenity value, of scientific or conservation significance or for use in bio- remediation.

(iv) **Floriculture Unit**

The responsibilities of this Unit are:

- ◆ Propagation, production, maintenance and sales of native, naturalized and introduced plant diversity to the public for indoor and outdoor landscaping;
- ◆ Production and sale of plants of economic importance to support Food Security efforts and to alleviate environmental degradation;
- ◆ Multiplication and introduction of plant diversity of potential value to facilitate development of the local Horticulture and Floriculture Industries; and
- ◆ Distribution of plant diversity for indoor and outdoor landscaping to Non-Governmental Organizations, Community Based Organizations, Faith Based Organizations and State Agencies.

The Division is also responsible for all activities at the Queen's Park Savannah except the Grand Stand, the recently paved areas and refurbished surrounding buildings.

**3.8.2 Goals and Objectives**

1. To provide for natural and introduced plant diversity conservation.
2. To promote public awareness, education and training in horticulture, plant diversity, conservation and related environmental issues.
3. To facilitate sustainable integrated recreational and landscape resource management in the Royal Botanic Gardens of Trinidad and Tobago, Wild Flower Park and the Queens Park Savannah.
4. To support the rehabilitation and restoration of degraded landscapes with the provision of appropriate planting material.
5. To widen and deepen our plant diversity pool through the evaluation and introduction of non-invasive plants.

### **3.8.3 Challenges**

The Horticultural Services Division faced the following challenges during the reporting period:

- ◆ Unresolved matters regarding the Permanent Establishment for the La Pastora Plant Propagating Station.
- ◆ Tardy Submission of Performance Appraisal forms for completion.
- ◆ Inadequate number of permanent display boards.
- ◆ Insufficient and untimely release of funds.
- ◆ Residence time for interns is inadequate.
- ◆ Insufficient training opportunities for Technical and Daily Rated staff.
- ◆ Nonpayment of overtime wages to daily paid employees on a timely basis.
- ◆ Insufficient Technical and Daily rated staff.
- ◆ Tardy execution of contract by the Contractor hired to construct New Security Booth and Toilet Facility.

### **3.8.4 Accomplishments**

#### **(i) Education and Special Projects**

- ◆ Prepared and presented to the Ministry of Local Government, a PowerPoint presentation for national beautification re: 5<sup>th</sup> Summit of the Americas and Commonwealth Heads of Government Meeting (CHOGM) 2009;
- ◆ Prepared and submitted, to Regional Administration North, the brief for the construction of the new Divisional Administrative Complex;
- ◆ Performed outdoor landscaping décor re: The Second Roundtable Meeting for a Sustainable Cocoa Economy (RSCE2);
- ◆ Reviewed GENIVAR landscaping proposal for Port of Spain;
- ◆ Reviewed proposal, to British Gas of Trinidad and Tobago for Botanic Garden Conservation International of the United Kingdom;
- ◆ Reviewed proposal for the supply of Enviro bins in the Queens Park Savannah;
- ◆ Coordinated completion of the Public Service Reform questionnaires;

- ◆ Submitted to the National Highways Beautification Committee, a Progress Report on the St. Clair Round-a-Bout;
- ◆ Granted approval to the Film Class of the School of Business and Computer Studies, for use of the Botanic Gardens of Trinidad and Tobago, the Queen's Park Savannah and the Wildflower Park;
- ◆ Initiated discussions with the Chinese Bicentennial Limited for a commemorative planting in the Nursery of the Royal Botanic Gardens of Trinidad and Tobago;
- ◆ Approved the short term loan of plants to the Eternal Light Community;
- ◆ Approved the use of the Visitor Orientation Centre of the Royal Botanic Gardens of Trinidad and Tobago by the Agricultural Planning Division of the Ministry of Agriculture, Land and Marine Resources;
- ◆ Participated in Regional Administration North Seminar re: the National Agricultural Information Systems; and
- ◆ Submitted recommendations to the Ministry of Agriculture, Land and Marine Resources for staff training at the Business Development Company and Arthur Lok Jack Graduate School of Business.

(ii) **Research and Development Unit**

- ◆ Propagation, by seed, of 1000 *Washingtonia*, 400 *Melicocca bijugata*, 49 *Eperua falcata*, 50 *Clitoria ternatea* (white), 50 *Tecoma stans*, 50 *Tabebuia rosea*, 80 *Pterocarpus indicus*, and 5 *Plectranthus* species cuttings (variegated white);
- ◆ Collected seeds, plants and cuttings of Sweet broom, Butterfly pea, Chinese Tamarind, Spanish thyme, "Sugar plant", Geritout and "Jump up and kiss me;"
- ◆ Evaluation of *Cocoloba uvifera* - pruning and fertilizer application;
- ◆ Hosted a display in the Visitor Orientation Centre at the Botanic Gardens of Trinidad and Tobago of - *Crescentia latifolia*, *Delonix regia*, *Pandanus veitchii*, *Garcinia tinctoria*, *Morinda citrifolia*, *Blighia sapida*, *Eperua falcata* and Ylang Ylang;
- ◆ Eight (8) species were collected and put in storage: Ylang Ylang, *Cassia fistula*, *Cassia alata*, *Cassia occidentalis*, *Gompherna globosa*, *Blighia sapida*, *Garcinia tinctoria* and *Crescentia latifolia*; and
- ◆ The following species were planted out in the Herb Garden: *Scoparia dulcis*, Rosemary, Geritout, "Sugar Plant" and "Jump up and kiss me". In addition, three (3) rustic benches were fabricated and installed.

(iii) **Felling and Pruning of Trees**

Trees were pruned and felled in the Queen's Park Savannah, the Royal Botanic Gardens of Trinidad and Tobago, the Wildflower Park, the compound of the Head Office of the Ministry of Agriculture, Land and Marine Resources, the Port of Spain General Hospital and the Head Office of the Forestry Division.

(iv) **Tree Management Advisories**

Site visits were conducted and reports submitted for Arbor No. 8 Alexandra Street St. Clair, the North West Regional Health Authority and residences at risk at Simeon Road, Petit Valley.

(v) **Repairs and Maintenance of Vehicles and Equipment**

- ◆ Preparation of vehicles for annual inspection; and received a new tractor and dump truck.

(vi) **Royal Botanic Gardens of Trinidad and Tobago**

- ◆ Routine landscape including trees and shrubs, maintenance and development of the President's playfield, Wildflower Park, the compound of the Ministry of Agriculture, Land and Marine Resources, the Hollows area of the Queen's Park Savannah and the St. Ann's and St. Clair Round-a-Bouts;
- ◆ Re-grassing of the landscape surrounding the new Toilet Facility in the Queen's Park Savannah; and
- ◆ Concreting of peripheral pavement (60m x 3m x 0.01m) around the Royal Botanic Gardens of Trinidad and Tobago.

(vii) **Public Sector Investment Programme**

- ◆ **Under Vote 25/09/004/13B/001** Rehabilitation of Facilities in the Botanic Gardens
  1. Completed refurbishment of the Interpretive Centre (56m<sup>2</sup> ceiling, .32m of electrics, 92m<sup>2</sup> of wall and 60m of handrails painted).
  2. Procured all roofing and ceiling material to refurbish 200m<sup>2</sup> of the ceiling and roof in the Visitor Orientation Centre.
- ◆ **Under Vote 25/09/004/13B/005-** Development of the Queen's Park Savannah

Completed installation of 1,220m of 2 strand (2.54cm solid squares), 1m high railings through columns (12m apart) and intermediates (2m apart), from Maraval Road to Chancery Lane.



◆ **Under Vote 25/09/004/13B/009-** Provision of Physical Facilities for the Horticultural Services Division:

1. Completed construction, painting and outfitting of 112m<sup>2</sup> of an employee facility in the Royal Botanic Gardens of Trinidad and Tobago.
2. 90% completion of the conversion of 168m<sup>2</sup> of paved floor space into a secure, painted and fully wired storeroom and tool room at the Royal Botanic Gardens of Trinidad and Tobago.

### **3.9. HUMAN RESOURCE MANAGEMENT DIVISION**

#### **3.9.1 Human Resource Development Plan**

(i) **Succession Planning**

A Succession Plan is currently being formulated to address the shortage of properly trained and experienced Managers of the Ministry's Technical and Administrative Support Divisions, as a result of the retirement process. The plan spans the next ten (10) years in the first instance and is based on the pillars of the age of the employee, performance rating and the specific training required so as to ensure that the Ministry's Management Cadre is fully equipped to efficiently and effectively perform its managerial mandate for the next ten (10) years.

(ii) **Career Path Systems**

A Career Path System does not exist in the Ministry. It is a contentious issue where public officers feel there is no formal career path defined. Clear policy guidelines regarding the implementation of such a system have to be addressed by the Employer, i.e. the Chief Personnel Officer.

However, the Ministry's incipient moves towards succession planning together with in-depth discussions with and suasion of key senior employees could have a kick-start effort with regard to the career path initiative, notwithstanding the necessary consultations with the Chief Personnel Officer, mentioned above.

(iii) **Performance Measurement Tools**

With regard to performance measurement tools the Chief Personnel Officer by Circular Memorandum PD (HRMS) 2/4/5 dated November 21<sup>st</sup> 2001, has mandated all Ministries and Departments to implement the Performance Management and Appraisal System.

The Human Resource Management Division is the driving force behind the implementation of the Performance Management and Appraisal System in the Ministry. Within recent times efforts have been doubled to ensure widespread compliance with the system, especially, since the Director of Personnel

Administration has indicated that no consideration will be given to recommendations for officers' acting or promotional appointments if their Performance Appraisal Reports are not up to date.

(iv) **Promotion – Selection Procedures**

The Human Resource Management Division has clear guidelines re the selection procedures with regard to promotion in accordance with the Public Service Commission Regulations of 1996 – Nos.18, 19 and 20.

The Human Resource Management Division, however, continues to bear its responsibilities for Employee Development and Training and Human Resource Planning so as to ensure that the promotion process gives fuller and more relevant meaning to Regulations 18, 19 and 20 of the Public Service Regulations 1996.

### 3.9.2 Goals and Objectives

- (i) To fulfill the Division's role in the re-structuring of the Ministry of Agriculture, Land and Marine Resources.
- (ii) To attain an Information Technology driven span of operations in terms of Human Resource Planning, Performance Management, Employee Relations and Benefits.
- (iii) The filling of existing vacancies on the Establishment.
- (iv) Authorisation for the extension of Temporary positions.
- (v) The training and Development of the Ministry's human resources on the basis of organizational goals and on-going Information Technology engendered Training Needs Analyses.
- (vi) To facilitate the full implementation of the Performance Management System.
- (vii) To adopt the **best practices** approach to employee relations and the timely and effective delivery of employee benefits.
- (viii) To facilitate a culture of personal Health and Wellness in the Ministry.
- (ix) To facilitate approved Health and Safety practices in the various workplaces throughout the Ministry.
- (x) To streamline and integrate the Management of the Employee Assistance Programme (EAP) into the Ministry's operations.

### 3.9.3 Challenges

- ◆ Shortage of Critical Information Technology professionals in the Information Technology Unit to develop and implement relevant Information Technology programme/solutions
- ◆ Non-availability of relevant information from the Performance Management sub-unit and justifications from the Heads of Divisions, within required timeframes.

- ◆ The submission of Performance Appraisal Reports by Heads of Divisions in an untimely manner.
- ◆ Shortage of trained and experienced Human Resource practitioners in the Human Resource Management Division
- ◆ The low priority given to the agriculture sector by Agencies concerned with Scholarship and Advanced Training in the Public Services.

#### 3.9.4 Accomplishments

POST	NO. OF VACANCIES FILLED IN 2009
Administrative Officer IV (Rg. 54D)	1
Hydrographic Surveyor (Rg. 53)	1
Agricultural Officer I (Rg. 46)	8
Agricultural Assistant II (Rg. 40G)	6
Agricultural Assistant II (Rg. 36)	11
Lithographer III (Rg. 34E)	1
Estate Sergeant (Rg. 31C)	2
Clerk IV (Rg. 30C)	2
Draughtsman II (Rg. 30F)	1
Lithographer I (Rg. 28A)	1
Clerk III (Rg. 24E)	2
Agricultural Extension Aide (Rg. 23)	21
Clerk I (Rg. 14)	5
Messenger II (Rg. 14D)	1
Patrolman (Rg. 9)	1
Maid (Rg 4)	2
<b>TOTAL</b>	<b>66</b>

- ◆ Training of employees for the period 2009.
- ◆ Lessening of the time for payment of employee allowances and benefits.
- ◆ Establishment and operation of the One-Man Tribunal with 'minor' disciplinary infractions.
- ◆ Strengthening of the systems in place to treat with employee grievances at every stage of the Grievance Procedure in respect of both monthly paid and daily rated employees.
- ◆ Decrease in the back-log of Pension and Leave matters and more timely payment of employees' separation benefits.

### **3.10.0 LAND MANAGEMENT DIVISION**

#### **3.10.1 Introduction**

The Office of the Commissioner of State Lands is charged with the overall management, distribution and allocation of State lands. Also, this Division has responsibilities for the acquisition of private land for public purposes.

#### **3.10.2 Goals and Objectives**

The main responsibilities and functions during the period under review were as follows:-

1. Distribution and allocation of State land to identified and contracted users.
2. Management of State Land.
3. Location and mapping of land under management.
4. Acquisition of private land for public purposes.
5. Reserve land for designated purposes.

#### **3.10.3 Challenges**

In light of the foregoing, this Division continued to perform and gain progress in many of its activities, but continued to experience severe shortage of staff. A greater effort was placed on acquiring suitable office space for the accommodation of all units of the Division; however, this issue remained outstanding and is one of our greatest concerns.

The Division was faced with the following constraints regarding the State Agricultural Land Information System (SALIS) project:-

- ◆ Inadequate and late approval of funds for hiring of staff;

- ◆ Upgrading to new software package SQL took much longer than anticipated;
- ◆ A rapid turnover of enumerators due to short term contracts given;
- ◆ Inadequate accommodation facilities for staff; and
- ◆ Late releases of funds for the proper functioning of the activities of the Division.

#### **3.10.4 ACCOMPLISHMENTS**

The Office of the Commissioner of State Lands continued throughout the financial period September 2008 – October 2009 with the following developments:-

#### **3.10.5 Development of the Division**

- (i) The Division continued its normal day to day operations with the combination of public servants and contract staff. No new officers were hired or contracted for the Division;
- (ii) There was an influx of On the Job Training (OJT) personnel, during the last quarter, who assisted officers with overwhelming workloads; and
- (iii) The Division, in its attempt to locate suitable office space for the accommodation of all the departments, considered the appropriateness of seven (7) buildings, six (6) of which had been declined since the necessary approvals for the buildings were not obtained by the Landlords. One (1) of the buildings has been found suitable. The issue of acquiring an appropriate building is being addressed in conjunction with the Property and Real Estate and Services Division of the Ministry of Public Administration.

#### **3.10.6 Distribution of State Lands**

Given the Division's mandate regarding inter alia the distribution of State lands, which is done in accordance with the State's Policy for the distribution of same, twenty-eight (28) parcels of State agricultural land of acreages ranging between 1.0 – 15 Hectares and situate in seven (7) different locations were advertised in the three (3) daily newspapers on the 22<sup>nd</sup>, 23<sup>rd</sup> and 26<sup>th</sup> November, 2008. This exercise resulted in the selection of twenty – seven (27) suitably qualified applicants and the recommendation of one (1) applicant for regularization.

#### **3.10.7 Distribution of Agricultural Leases to Ex- Employees of Caroni (1975) Ltd:**

- (i) No new estates were engaged during the period 2008 - 2009 by the Division since a cutoff date, for the preparation and distribution of leases to the ex-employees of Caroni (1975) Limited, of June 30<sup>th</sup>, 2009 had been mutually established by all State agencies involved in the process;

- (ii) With respect to estates that were previously engaged, a notice was placed in the three (3) daily newspapers to get those former employees who did not respond to the State's invitation to accept the two (2) – acre parcels in the Caroni and Orange Grove Estates, to visit the Division to complete the necessary forms and pay the requisite processing fee;
- (iii) The Division commenced with the preparation for the transfer of agricultural lands to the Estate Management Business Development Company (EMBDC) in keeping with the directives of Cabinet's decision by Minute No. 1343 of 2008 with the transfer of already distributed estates of Caroni (1975) Limited VSEP programme;
- (iv) For the period 2008 – 2009, a total of 971 instructions were sent to the Chief State Solicitor's Office for the preparation of leases; and
- (v) The Division held two (2) Lease distribution ceremonies during this period. The First ceremony was held on 29<sup>th</sup> October, 2008 and the second on 11<sup>th</sup> March, 2009. A total of three hundred and thirty-six (336) Leases were distributed at these ceremonies by the Honourable Minister of Agriculture, Land and Marine Resources.

The under mentioned is a tabulation of all the leases distributed at the ceremonies:

<b>NO.</b>	<b>ESTATES</b>	<b>DATE OF CEREMONY</b>	<b>NO. OF RECIPIENTS</b>
1	Jerningham Junction	29 <sup>th</sup> October, 2008	121
2	Caroni	11 <sup>th</sup> March, 2009	109
3	Edinburgh	11 <sup>th</sup> March, 2009	106
<b>TOTAL</b>			<b>336</b>

### **3.10.8 Management of State Lands**

The Division produced the following figures which represents its performance over the period in the area of State Land Management:-

#### **(i) Land Acquisition**

\$21,611,000.00 was allocated under the PSIP. However, \$21,608,238.57 was released and was the amount expended as at 30<sup>th</sup> September, 2008;

- ◆ Five (5) claims were settled;
- ◆ Six (6) Draft Notes to Cabinet regarding Acquisition matters were sent to the Ministry of Agriculture, Land and Marine Resources for transmission to Cabinet; and
- ◆ Twenty –three (23) Title Searches were completed.

## (ii) Reclamation

Progress was made in the area of Land Reclamation with the under mentioned activities being accomplished:-

- ◆ Creation of a Land Reclamation Policy titled **Proposed Coastal Land Reclamation for Trinidad and Tobago** which was reviewed by the Land Reclamation Committee and other Stakeholders and revised was submitted to Permanent Secretary in October, 2009;
- ◆ One (1) License had been granted to Atlantic LNG for protection works at Guapo beach;
- ◆ Two (2) Licenses had been prepared at the Chief Solicitor's office for Crews Inn and Towers Marina respectively;
- ◆ Four (4) applications for land reclamations and the construction of Coastal Structures had been received and are being processed; and
- ◆ Two (2) instances of illegal land reclamations are currently before the High Court and two (2) other cases have been submitted to the Director of Public Prosecution for legal action.

### 3.10.9 State Agricultural Land Information System (SALIS)

The SALIS Programme was developed to inventory all State agricultural lands on an annual basis with a view to continuously update and expand the database of the SALIS. For the period 2008/2009 the target of the SALIS project involved the update of the inventory of 17,720 parcels of State agricultural land in the SALIS and to inventory private agricultural holdings in six (6) Districts in Trinidad.

Additionally, as a result of Act No.25 of 2005, whereby all Caroni (1975) Limited lands were vested in the State, the SALIS project commenced worked on capturing those additional parcels. Thirty-nine (39) daily rated persons were employed to undertake the field inventory of State Agricultural Lands and Data Entry. The estimated cost of the SALIS project for the period was \$3,699,462.00. \$2,185,000.00 was released and expended for the period 2008/2009.

Of the targeted amount of 17,720 State Agricultural parcels to be inventoried, 96.3% were completed (17060 parcels). Seven thousand and seventy-one (7,771) parcels of Caroni (1975) Limited Lands were identified.

### **3.10.10 Corporate Matters**

With the dedication of more technical resources to the corporate and industrial customers, State utilities and other agencies, the following matters were processed by this Division:-

#### **(i) Request for Lands**

Requests were processed for the following entities:-

- ◆ Water and Sewerage Authority (WASA); This is 2010
- ◆ Trinidad and Tobago Electricity Commission (T&TEC); This is 2010
- ◆ Evolving Technologies and Enterprise Development Company Limited (eTECK); This is 2010
- ◆ Housing Development Corporation (HDC); and
- ◆ National Energy Corporation (NEC).

#### **(ii) Requests for Permission**

Several permissions for both surveys and exploratory works to various Oil and Gas companies were granted.

#### **(iii) Requests for License**

One (1) License was issued to WASA for the storage of pipes for replacement of the Navet Trunk.

### **3.10.11 Computerisation Efforts**

- ◆ The implementation of electronic mail within the Division allowed faster and easier communication amongst workers.
- ◆ Work commenced on the creation of an Agricultural Lands database to account for the changes of rentals of State agricultural lands in accordance with the directives contained in Cabinet's Minute No. 846 of 2008 and to revise same. A total of 4984 tenancy agreements, in the form of Standard Agricultural Leases, Month to Month, Probationary Tenancy and Annual Agreements, were recorded in the database.
- ◆ The Correspondence database was upgraded to enable all users within the Division to view correspondences on the network; and
- ◆ The old Land Management Work Flow System (LMWS) was implemented in an effort to make it useful to the Division. Work flow patterns and applications changes (from 2001 to 2009) were recently established which are necessary for any meaningful development of the LMWS.



### **3.11.0 LANDS AND SURVEYS DIVISION**

#### **3.11.1 Introduction**

The Survey and Mapping Division houses a Survey Register and appropriate index of survey plans in which any survey made by a Trinidad and Tobago Land Surveyor is registered. The Division is also charged with producing and maintaining topographical maps, hydrographic charts, photogrammetric data and mapping, derived from cadastral and topographic information for use by government agencies and the general public.

#### **3.11.2 Goals and Objectives**

The functions and responsibilities of the Survey and Mapping Division are derived from the office of the Director of Surveys according to Section 13 and 14 of the Land Surveyors Act No. 33 of 1996, which states, inter alia:

“that the Director of Surveys shall administer, co-ordinate, maintain and extend geodetic control networks, traverses, precise levelling or other precision measurements forming the National Survey Control System, and maintain the salient permanent reference marks governing or providing subsidiary controls for surveys.”

#### **3.11.3 Challenges**

In achieving its set objectives, the Division met with the following challenges:

- ◆ Shortage of experienced Land Surveyors;
- ◆ Obsolete equipments; and
- ◆ Inadequate funding and untimely Release of funds hindered the routine maintenance of equipment, timely payments to suppliers and contractors, and training of staff.

#### **3.11.4 Accomplishments**

The Division accomplished the following during the period under review:

- ◆ Approved 567 Real Property Ordinance (R.P.O) plans;
- ◆ Issued 208 Survey Orders;
- ◆ Approved 155 Survey Orders;
- ◆ Registered 26,942 Plans;
- ◆ Printed 142,485 paper maps, tide tables forms and aerial photographs;

- ◆ Sold 7,667 analogue maps at a cost of \$177, 280.00;
- ◆ Sold Digital maps to the general public worth \$193, 571.44;
- ◆ Completed the printing of maps of Crown Point, Princes Town, Couva, Tunapuna and Scarborough;
- ◆ Preliminary work initiated on Tobago Atlas; and
- ◆ Work commenced on the following maps: - Arima, Port of Spain, Chaguanas, Point Fortin and Barataria.

### **3.12.0 LAND AND WATER DEVELOPMENT DIVISION**

#### **3.12.1 Introduction**

The Land and Water Development Division (LWDD) is located at Mausica Road, Centeno. At this location, there are facilities for engineering, draughting, land surveying and a soil testing laboratory. LWDD was established in 1988 from a merger between the Agricultural Engineering and Development Division (AEDD) and the Project Implementation Unit (PID).

The Division's activities relate to four (4) areas of responsibility namely:

1. On-farm Water Management including Irrigation and Drainage.
2. Agricultural Access Roads and Maintenance.
3. Agricultural Structures.
4. Repair and Maintenance of Equipment, Farm Machinery and Vehicles.

The Support Services essential to the efficient operation, within the various areas of specialization were provided by:

- ◆ Technical services in surveying, draughting, soil-testing and computing.
- ◆ Administrative services comprising personnel, accounting and secretarial functions.

The mission of the LWDD is to provide the most appropriate engineering inputs to the policy and programmes of the Ministry in its role as a facilitator of Sustainable Development of Agriculture.

#### **3.12.2 Goals and Objectives**

##### **(i) On-Farm Water Management, Irrigation Drainage**

The Transformation Plan for the Agriculture Sector in 2008 identifies water management (drainage and irrigation), as one of the key strategies for increasing the total land area under active food crop production. At present only a very small percentage of farm land in Trinidad and Tobago is irrigated.

The demand for water for irrigation is projected to rise, bringing increased competition between agriculture and urban as well as industrial users. Although the annual rainfall is adequate to supply the needs of the country, the challenge is how to capture, store and distribute this water for use during the dry season. The LWDD will seek to identify the options available for providing irrigation water to the farmers of the various agricultural projects.

**(ii) Agricultural Access Roads Maintenance Programme**

The role of the Access Road section is to provide rehabilitative and maintenance work on agricultural access roads used by farmers to access their farmlands. This ensures that farmers have easy and efficient access to move fertilizer, pesticides, planting materials and to transport their produce from the farm to the market.

**(iii) Agricultural Structures Section**

The role of this section is to assist other Divisions of the Ministry with agricultural structures. They are also responsible for the preventative and routine maintenance of LWDD's Offices and other buildings.

**(iv) Repair and Maintenance of Equipment, Farm Machinery and Vehicles**

The Central Workshop maintains the Ministry's fleet of vehicles and machinery. It also continues to support external Government Agencies with technical advice and repair services.

**3.12.3 Challenges**

Challenges faced by the Division include the following:

- ◆ Staff shortages; and
- ◆ Insufficient funding to carry out the quantity of work requested by farmers.

**3.12.4 Accomplishments**

For the fiscal year 2008-2009 the LWDD achieved the following:

- ◆ Rehabilitation of approximately 11km of roads, servicing approximately 275 farmers. These roads are located throughout Trinidad.

<b>Counties</b>	<b>Length of Road (km)</b>
St. George	1.74
St. Andrew	4.7.0
Caroni	3.15
Nariva/Mayaro	-
St. Patrick	-
Victoria	1.24

- ◆ Oilsand sealing of 17 km of roads servicing approximately 361 farmers. These works were done throughout Trinidad from Monte Video Road, Off Paria Main Road to Caltoo Trace in Plum Mitan.
- ◆ Periodic Maintenance was done on a total of 27 km of roads servicing approximately 745 farmers:-

<b>Counties</b>	<b>Length of Road (km)</b>
St. George	10.79
St. Andrew	6.50
Caroni	1.47
<b>Counties</b>	<b>Length of Road (km)</b>
Nariva/Mayaro	4.179
St. Patrick	3.457
Victoria	-
St. David	2.3

- ◆ Constructed/Rehabilitated a total of 97 irrigation ponds in Guayaguayare, Cunjal, Moruga and Platinite Food Crop Project and Cunjal Food Crop Projects. These ponds provide water for irrigation of 194 ha.
- ◆ Desilted approximately 7 km of water channels.
- ◆ Installed demonstration irrigation systems at the following projects:
  1. Platinite Food Crop Project - 2 drip and 1 sprinkler
  2. Moruga Food Crop Project - 2 sprinkler
  3. Los Iros Food Crop Project - 2 drip and 2 sprinkler
  4. Guayaguayare Food Crop Project -1 drip
  5. Cunjal Food Crop Project -1 sprinkler
  6. Cedros Demonstration Station -1 drip
- ◆ Constructed for Access Roads:
  1. Number of inverts laid - 450 mm
  2. Number of farmers crossings - 29
  3. Number of box culverts - 4
- ◆ Renovated LWDD Stores Office, Gas Stores Building and Ministry of Agriculture, Land and Marine (MALMR) Resources Security Building;
- ◆ Estimated and produced drawings for Cocoa Research Building renovations and Praedial Larceny Headquarters; and
- ◆ Provided training for staff in AutoCAD, Architect, Microsoft Project 2009, Excel, Power Point, Adobe, Project Management Professional and Certified Associate Project Management.

### **3.13.0 LEGAL UNIT**

#### **3.13.1 Introduction**

The Legal Unit provides the Ministry of Agriculture, Land and Marine Affairs with legal advice and support on any aspect of the Ministry's activities as required.

#### **3.13.2 Goals and Objectives**

The objectives of the Unit are to provide legal advice to the entire Ministry and affiliate agencies and to undertake a comprehensive review of the entire legislative portfolio of the Ministry, while legally supporting the implementation of the goals and objectives of the Ministry.

In this regard, the key responsibilities of the Unit are:-

- ◆ To advise personnel in the various Divisions/Units of the Ministry in relation to their functions and responsibilities.
- ◆ To advise and comment on Regional and International Agreements and Treaties.
- ◆ To draft contracts entered into by Ministry, and review all such contracts.
- ◆ To attend Magistrates' Court and Disciplinary Tribunal hearings on behalf of the Ministry.
- ◆ To liaise with the Chief Parliamentary Counsel's Office on the drafting of legislation, Orders etc; and
- ◆ To provide legal advice and opinions.

#### **3.13.3 Challenges**

The major challenges experienced by the Legal Unit in providing and executing the above objectives were:

##### ◆ **Lack of Staff**

The Legal Unit has been without the following officers:

1. Assistant Legal Officer
2. Paralegal Officer
3. Clerk Stenographer

The absences of these officers have placed an immense work load on the Unit.

##### ◆ **Inability to Renew /Receive Approved Terms & Conditions of Employment**

For the reporting period 2008/2009, the Officers continued to perform beyond their contracted duties. Notwithstanding the fact that all contract staff in the Unit experienced some difficulty with renewal of their respective contracts/approved terms and conditions of employment.

#### ◆ **Lack of Equipment**

Another major constraint was due to a lack of proper functioning equipment.

#### **3.13.4 Accomplishments**

- (i) The Legal Unit conducted legal research and provided legal advice to all Divisions of the Ministry and affiliated bodies under the purview of the Ministry. Legal research was done and legal advice given on several matters including:
  - ◆ Interpretation of several pieces of legislation applicable to the Ministry;
  - ◆ Employment Law and Human Resources Issues;
  - ◆ Public/Civil Services Issues;
  - ◆ Freedom of Information Act issues;
  - ◆ Contract Law Issues;
  - ◆ Corporate Issues;
  - ◆ Land Law Issues;
  - ◆ State Land and Caroni (1975) Land Issues;
  - ◆ Succession Law Issues;
  - ◆ Landlord and Tenant Issues;
  - ◆ Internet Law and Intellectual Property Law Issues; and
  - ◆ Judicial Issues.
  
- (ii) Advice and assessments for personal injury and damages to vehicles and other claims for compensation against the Ministry; and Issues relevant to Farmers' Incentives, Registration and Flood Relief Programmes;
  
- (iii) Drafted, vetted, negotiated and evaluated consultancy, employment contracts, contract for works and services, license agreements, Cabinet and Speaking Notes and Memoranda of Understanding for numerous issues;
  
- (iv) Reviewed and worked on several pieces of Amendment legislation in furtherance of the Ministry's Legislative Agenda;
  
- (v) Achieved the avoidance of the need to refer the preparation of contracts to the Chief State Solicitors Office from all departments of the Ministry, as was previously done;
  
- (vi) The preparation of Contracts of a varied nature from the Divisions in the Ministry totally eliminated the need for the exorbitant expenditure on private attorney's fees for the preparation of these contracts.

### **3.14.0 REGIONAL ADMINISTRATION NORTH**

#### **3.14.1 Introduction**

The Regional Administration North Office (RAN) has the responsibility of providing a coordinated package of goods and services to the Farming Community in Counties St. George West, St. George East, St. Andrew / St. David and Caroni. In pursuance of this role, the organizational structure of the Region reflects elements of several core divisions of the Ministry of Agriculture, Land and Marine Resources, including Land Administration, Planning, Extension, Veterinary Services and Engineering Unit. These are all supported by an Administrative Unit based on the St. Augustine Nurseries Compound in Curepe.

There are eight (8) units of the Regional Administration North and a brief outline of the responsibility of each is indicated below:

#### **1. Planning Unit**

- ◆ Responsible for assisting in the interpretation and implementation of National and Sectoral Agricultural Policies of the Ministry of Agriculture, Land and Marine Resources;
- ◆ Responsible for preparing and coordinating all documentation with respect to the Public Sector Investment Programme (PSIP).

#### **2. Engineering Unit**

- ◆ Provision of access roads, bridges and crossings within the State Lands Projects;
- ◆ Maintenance of agricultural drains and irrigation channels;
- ◆ Provide engineering advice to the Farming Community on drainage, irrigation and farm structures;
- ◆ Design, construct and maintain offices for staff of the North Region; and
- ◆ Provide engineering advice and support to other Divisions as requested e.g.- Fisheries Division, Agricultural Services, and Animal Production and Health Division.

#### **3. Land Administration Unit**

- ◆ Facilitating and monitoring the survey and sub-division of State Lands for agricultural purposes;
- ◆ Preparation of contract and tender documents and award of tenders for PSIP projects (State Land); and

- ◆ Management of State Agricultural Land Information System (SALIS) as it relates to the gathering, storage and retrieval of data for tenanted State lands.

#### 4. **Extension And Regulatory Units**

The County Agricultural Offices consists of an Extension and Regulatory Unit.

(i) The Extension Unit is responsible for:

- ◆ Training of farmers using several methodologies such as - Farm Visits, Farmers' Field School, Group Sessions, Hosting of Seminars, Lectures, Field Trips and Demonstration Plots;
- ◆ Conduct surveys in response to Pest and Diseases crisis;
- ◆ Provision of technical support to schools in respect of 4H / Young Farmers Club(YFC);
- ◆ Training of bee keepers; and
- ◆ Provision of critical inputs to the Beekeeping Community.

(ii) The Regulatory Unit of the County Offices in the North Region is responsible for:

- ◆ Assessing and validating Flood Damage Claims;
- ◆ Administering the Agricultural Incentives Programme(AIP) including the investigation of claims for agricultural incentives;
- ◆ Bee Abatement Programme for Africanized bees; and
- ◆ Registration of eligible farmers under the Farmer's Registration Programme by issuing Registration Cards and Vendors' Cards.

#### 5. **Administrative Unit**

The Administrative Unit of the Regional Administration North has the overall responsibility for the provision of administrative support to all the Units of the Region. Also, the Unit efficiently organizes and executes mechanisms that would facilitate the Registry, Personnel and Accounting Services.

#### 6. **Veterinary Services**

- ◆ Provides clinical and surgical services to farmers as well as Government institutions; and
- ◆ Provides advice to farmers on the prevention and control of notifiable animal diseases.



## 7. **Agricultural Incentive Programme Unit**

- ◆ Process applications for incentives for agricultural and horticultural activities;
- ◆ Random verification of applications;
- ◆ Verification of incentive applications for guaranteed price for milk farmers submitted by Trinidad Food Products Limited (Nestle); and
- ◆ Generate reports on incentive activity in the RAN.

## 8. **Other Projects**

### (a) **Youth Apprenticeship Programme In Agriculture (YAPA)**

- ◆ Phase I: To make youths 17–25 years aware of methods of agricultural production;
- ◆ Phase II: To engage the YAPA I Graduates in hands-on agricultural production on available blocks of land; and

This is managed by the Extension Units of the County Agricultural Offices.

### (b) **Grow Box Project**

- ◆ To encourage the **land poor** living in urban areas to grow some of their own food;
- ◆ To increased food security; and
- ◆ To increase the availability of fresh produce.

### 3.14.2 **Goals and Objectives**

The goals and objectives of the RAN are:-

- ◆ To develop and improve the capabilities of agricultural producers, young farmers, beekeepers and home gardeners by providing appropriate Agricultural extension services and training.
- ◆ To develop and maintaining physical infrastructure including agricultural access roads, agricultural drains and other physical structure.
- ◆ To provide appropriate advice on animal production and health issues.
- ◆ To process application for land and monitor survey and sub-division of State lands.

- ◆ To channel the ideas/concerns/responses and suggestions of the farming community into the development of appropriate Policies and Programmes.

### **3.14.3 Challenges**

- ◆ Filling of Vacant Posts in both the Clerical and Technical fields;
- ◆ Late commencement of the State Agricultural Land Information System (SALIS) Programme;
- ◆ Late payment of stipend to YAPA trainees;
- ◆ Disciplinary issues amongst trainees;
- ◆ Break-ins and vandalism of pump house;
- ◆ Availability and maintenance of Heavy equipments;
- ◆ Lack of a basket crane(cherry picker) to respond to threats from Bees in tall trees and roofs; and
- ◆ Insufficient staff to deal with Bee calls in a timely manner.

### **3.14.4 ACCOMPLISHMENTS**

#### **1. RECURRENT EXPENDITURE**

##### **◆ State Land Unit**

The main recurrent function of the State land Unit is the management of agricultural state land through the SALIS Programme:

- (i) 8,949 plots were inventoried, and progress reports were completed;
- (ii) 1,423 additional plot sites were revisited due to requests for additional information;
- (iii) 864 files were forwarded to the Land Administration Division for processing of leases, transfers, renewals and other land matters; and
- (iv) 8 applications for cutting trees on State lands were forwarded to the Forestry Division for further processing.

##### **◆ Engineering Unit**

The recurrent functions of the Engineering Unit of the RAN, for the period under review:

- (i) Maintenance works were carried out on all buildings under the RAN, including joinery, electrical, metal fabrication, plumbing and servicing of air conditioning units;
- (ii) Routine maintenance of wells at Carlsen Field and Depot Road, which included provision of fuel, security services, mechanical repairs and technical assistance to farmers who operate the pumps;

- (iii) Provided technical assistance to farmers interested in farm pond construction;
- (iv) Verified pond construction according to recommended specifications;
- (v) Redefined roads and plots in all Counties;
- (vi) Assisted with drainage in food basket areas;
- (vii) Repaired and maintained mechanical equipment and vehicles to ensure fleet is operational; and
- (viii) Provided assistance to Agricultural Services Division, Cocoa Research, Fisheries Division and Royal Botanic Gardens with respect to design and estimates.

◆ **County Agricultural Offices**

Achievements for the fiscal year 2008-2009 included training of farmers and persons as follows:

- (i) 626 farmers in vegetable production, including grow box production.
- (ii) 89 farmers in the economical and efficient production of food/root crops.
- (iii) 77 farmers in citrus production.
- (iv) 42 farmers in banana and plantain production.
- (v) 59 farmers in cocoa production.
- (vi) 20 farmers in pawpaw production and ten (10) farmers in soil conservation.
- (vii) 35 farmers in plant propagation.
- (viii) 30 farmers in dairy production.
- (ix) 25 farmers in small ruminant production.
- (x) 240 persons in apiculture.
- (xi) 44 persons in small engine repairs.
- (xii) 37 persons in Shade House Technology.
- (xiii) 65 students of the Mundo Nuevo R.C. School in Grow Box Production.

Additionally, the following was done:

- (i) Promoted and encouraged forty-five (45) 4H clubs, and seven hundred (700) 4H'ers in the practice of agricultural activities.
- (ii) Co-ordinated the training of 382 youths in YAPA Phase I.
- (iii) Responded to 2,542 calls from the public, re: presence of bees in their environment.
- (iv) Processed 1,837 applications for agricultural incentives.
- (v) Recommended 965 farmers for the Farmers' Registration Programme.
- (vi) Registered 77 ex- Caroni workers as Farmers.
- (vii) Investigated 4 requests for application for firearm.
- (viii) Investigated 1,372 claims for flood relief. Approved 1,065 claims at a value of \$14,539,154.13.

◆ **Agricultural Incentive Programme (AIP)**

1,837 AIP applications were processed at a value of \$9,461,619.69.

**2. DEVELOPMENT PROGRAMME**

(i) **Vote F 067:** Survey and Sub-division of State Lands for Distribution to Farmers

- ◆ Outstanding survey cost was paid for the survey of the Grand Riviere Estate (plots 1-9).

(ii) **Vote F 345:** Establishment of Agricultural Settlements in Trinidad

Engineering Unit:

- ◆ 18 km of drains desilted in County Caroni; length of drains;
- ◆ 15 km of drains desilted in County St. George West;
- ◆ 8 km of drains desilted in St. George;
- ◆ 27 km of drains desilted in County St. Andrew/St. David;
- ◆ Rehabilitated two (2) wells at the Carlsen Field Raw Water Supply Project;
- ◆ Constructed wing wall at Bamboo No. 2;
- ◆ Serviced and repaired three (3) pumps at the Plum Mitan Agricultural Project;
- ◆ Constructed a guard hut at Depot Road; and
- ◆ Rehabilitated roads at Ramsarran Trace Extension, Lime Trace Extension and Bejucal Network.

(iii) **Vote J 404:** Provision of Office and Other Facilities

Engineering Unit:

- ◆ Renovated the Brasso Training Facility and Honey House.
- ◆ Commenced Phase II of Construction of the new El Reposo Office building.

(iv) **Vote L001:** Youth Apprenticeship Programme in Agriculture

◆ **YAPA Phase II**

Thirty three (33) young persons were trained in theoretical and practical aspects of crop and livestock production in the four (4) Counties of the RAN over a nine (9) month period.

◆ **Grow Box Project**

1107 persons between Diego Martin and Sangre Grande received training in Grow Box Production, and material to establish grow boxes at their homes.

### **3.15.0 REGIONAL ADMINISTRATION SOUTH**

#### **3.15.1 Introduction**

The Regional Administration South (RAS) has responsibility of providing a coordinated package of goods and services to the farming community in Counties St. Patrick East, St. Patrick West, Nariva / Mayaro and Victoria. The Division comprises the Engineering, Land Administration and County Agricultural Offices. While the Planning and Veterinary Services Units report to their respective core Divisions, they are part of and supported administratively by the RAS. The decentralized units are all supported by an Administrative Unit based in the Regional Office South and Sub Units in the County Offices.

In its effort to boost agricultural production, the Region has been developing infrastructure on selected parcels of State land. The Land Unit is responsible for monitoring the activities on all State land blocks in the Region while the Land and Water Development Unit is responsible for providing the necessary infrastructure on blocks selected for distribution.

#### **3.15.2 Goals and Objectives**

- ◆ Agricultural Extension and Training aimed at developing and improving the capabilities of agricultural producers, young farmers/4H'ers, beekeepers and home gardeners.

- ◆ Development and maintenance of physical infrastructure including agricultural access roads, agricultural drains and other infrastructure.
- ◆ Processing of State land applications for tenancy and monitoring the survey and sub division of State land.
- ◆ Provision of advice and Veterinary Services to livestock producers.
- ◆ Channelling the ideas/concerns/responses and suggestions of the farming community to the appropriate Organizations/Agencies.
- ◆ Provision of Regulatory Services in a number of areas which include processing of agricultural incentives claims, farmer registration applications, flood relief claims, farm reports for firearm and the controlling of bee swarms.
- ◆ Facilitation of interactions/interventions with other Organizations for the improvement of life in rural communities.
- ◆ Implementation of the Youth Apprenticeship in Agriculture (YAPA) Phase I and Phase II Programmes.

### **3.15.3 Challenges**

- ◆ Staff shortages in several of the Units. The shortage of staff in those units adversely affected the implementation of Work Programmes for the various units;
- ◆ Late Release of Funds;
- ◆ The stipend paid by YAPA is lower than that being offered by other youth programmes, which resulted in a high percentage of drop outs. Also, the Cycles are inadequately advertised; and
- ◆ Farmers are unwilling to continue to participate in YAPA because they are not recompensed in any way for their time and effort given to the trainees.

### **3.15.4 Accomplishment**

#### **(i) The Land and Water Development Unit:**

- ◆ In house vegetation control of 50.8km drainage channels.
- ◆ Inspection of ponds for incentive payment.
- ◆ Maintenance of buildings, machinery and vehicles in the South Region. Also, provision of in-house labour to ensure proper functioning of utilities, equipment and machinery in the South Region.

- ◆ Survey works done by survey crew in support of access road and drainage projects as well as other infrastructural works.
- ◆ Construction of four (4) access roads totaling 5km costing two million and eighty-two thousand one hundred and two dollars (\$2,082,102.00).
- ◆ Desilting of 9km of drainage channels at a cost of seventy-eight thousand, six hundred and twenty-eight dollars (\$78,628.00).
- ◆ Construction of office facilities at Land and Water Development Unit at Penal at a cost of five hundred thousand dollars (\$500,000.00).
- ◆ Construction of one (1) box culvert, three (3) concrete cylinder crossings and sluice gates at a cost of four hundred and eleven thousand and seventy-one dollars (\$411,071.00).

**(ii) State land Unit**

- ◆ Maintenance and development of parcel data for 10,322 plots under the State Agricultural Land Information System (SALIS).
- ◆ Provision of security of tenure for farmers who are occupying State agricultural lands.
- ◆ 127 hectares of land were surveyed and subdivided into 52 parcels.

**(iii) County Agriculture Offices**

- ◆ Trained 1389 farmers in crop and livestock husbandry.
- ◆ Trained 113 voluntary leaders in vegetable and livestock husbandry.
- ◆ Trained 295 persons in the Phase I of the YAPA Programme.
- ◆ Training 24 persons in the Phase II of the YAPA Programme.
- ◆ Processed 1800 applications for agricultural incentives at a cost of \$4,723,310.00.
- ◆ Registered 481 farmers in the Farmers' Registrations Programme.
- ◆ Processed 374 flood relief claims at a cost of \$1,301,310.00.
- ◆ Destroyed 1431 Bee swarms.
- ◆ Monitoring and control of Moruga and Cedros locusts.
- ◆ Monitoring of the Black Sigatoka disease in plantain, Red Palm Mite in coconuts, solitary digger bees in food crops.
- ◆ Produced 10,200 bio-agents for the control of the Hibiscus Mealybug.
- ◆ Distributed 6,500 bio-agents for the control of the Hibiscus Mealybug locally.

- ◆ Responded to 1666 farmers' request for advisory services.
- ◆ Involvement of staff of the County Agricultural Offices in the National Agricultural Entrepreneurial Awards Competition.

#### **(iv) YAPA**

The allocation of \$1.5 million dollars for YAPA Phase II was used to purchase protective gear, tools and equipment for trainees; payment of stipend for trainees; and to complete infrastructural work needed to enhance programmes at the Cedros Breeding Unit; Penal, Rio Claro and Craignish Demonstration Stations.

#### **Major Projects completed:**

- ◆ Installation of a drip irrigation system for vegetables in Rio Claro at a cost of \$20,000.00.
- ◆ Construction of a poultry pen and seedling shed at Point Fortin at a cost of eleven thousand, four hundred and twenty dollars \$11,420.00.
- ◆ Construction of YAPA training facilities at Penal at a cost of one hundred and seventy-two thousand dollars \$172,000.00.
- ◆ Construction of an aquaculture tank at Penal at cost of twenty five thousand dollars \$25,000.00.

#### **(v) County Agricultural Offices –Parallel Extension Works**

- ◆ 113 voluntary leaders were trained in the 4H/YFC Programme. 27 training sessions were conducted in agro processing, grow box, container garden and rabbit production. One hundred and seventy-eight (178) club visits were also made.
- ◆ 295 youths were trained in Phase I of the Youth Apprenticeship Programme in Agriculture (YAPA). From those, 24 received further training in Phase II. They were trained in crop and livestock production and agribusiness project management.
- ◆ A drip irrigation system was installed to facilitate the YAPA at Nariva/Mayaro at a cost of \$20,000.00.
- ◆ A Poultry pen and a seedling shed were constructed to facilitate YAPA in St. Patrick West at a cost of \$11,420.00.
- ◆ A building was constructed to facilitate YAPA in St. Patrick East at a cost of \$172,000.00.
- ◆ An aquaculture tank was constructed to facilitate YAPA in St. Patrick East at a cost of \$25,000.00.



### **3.16.0 RESEARCH DIVISION**

#### **3.16.1 Introduction**

The Research Division of the Ministry Food Production, Land and Marine Affairs comprises three (3) sub-divisions: Crops, Crop Protection and Livestock. Additionally, two (2) stations provide support services as Field Stations of the Research Division – La Reunion and Aripo Livestock Stations. The El Carmen Station, which was the responsibility of the Research Division for all experimental research activities such as: germplasm conservation and support services such as garages, Stores, Carpenter/Welding etc. was officially handed over to the Agricultural Services Division in 2008. This decision was taken as a consequence of the termination of seed production/ planting material production operations of the Chaguaramas Agricultural Development Project (CADP) in Tucker Valley and its subsequent relocation to El Carmen Station.

The main administrative offices, laboratories, Library and sub-Divisions of Crops and Crop Protection are located at the Central Experiment Station, Caroni North Bank Road, Centeno. The sub-Division of Livestock Research is located at the Aripo Livestock Station, Aripo. The Cocoa Research Section of the Crops sub-Division is located at the 200 acre cocoa estate at La Reunion.

The Plant Quarantine Service which is mandated by law to protect the country from the introduction of harmful pests and diseases is based at Centeno and forms a major responsibility of the Division.

The Ministry's main agricultural Library is located at Central Experiment Station and is the reservoir of archival materials dating back to the establishment of the Station in the early 1950's. Services offered by the Library include database searches, loans, technical information and a question and answer service.

The major purpose and function of the Research Division is to undertake applied research in both Crops and Livestock in support of agricultural development in the country. Over the years, its strength in the provision of free support services to the farming community and general public has increased. Provision of these services grew out of the need to quantify and record the status of soils, plant health of major cultivated crops and thus be able to prioritize research into problems faced by the farming community. Services provided include: pest and disease diagnostic studies, soil testing, plant tissue analysis, seed testing, provision of planting material, library and information services and the provision of technical information.

#### **3.16.2 Goals and Objectives**

- ◆ To provide answers to technical problems in the agricultural sector in the general fields: Agronomy, Soils, Plant Protection and Post-harvest.
- ◆ To engage in applied research to address technical problems identified.
- ◆ To engage in research to improve the efficiency of agricultural production systems through the implementation of sustainable practices.

- ◆ To protect our borders from the introduction of invasive alien species (IAS) that may impact negatively on the environment and agricultural production.
- ◆ To implement a comprehensive Crop Biodiversity Conservation Programme for Trinidad and Tobago.
- ◆ To provide information on agriculture to the farming community.

### **3.16.3 Challenges**

- ◆ Absence of a succession plan for key specialist positions to lead and develop programmes within a changing environment;
- ◆ Inadequate funding;
- ◆ Inadequate laboratory facilities; and
- ◆ Impending transfer of assets to the University of Trinidad and Tobago (UTT).

### **3.16.4 ACCOMPLISHMENTS**

Notwithstanding the foregoing challenges, the Research Division was able to accomplish the following:

#### **(i) Biodiversity:**

- ◆ Development of a comprehensive agro-biodiversity conservation programme and initiated activities with the systematic conservation of 155 accessions of vegetable seeds, including hot peppers, seim, pumpkin , sorrel and also root crops.
- ◆ Trained staff in database development.

#### **(ii) Soils:**

- ◆ Studies on the efficiency of Trinidad Marls as an agricultural liming material were completed. The results can now be incorporated into the improvement of pH of soils.
- ◆ Conducted in excess of 1500 soil sampling/testing for farmers.
- ◆ Continued research into Bio fertilizers with experiments on greenhouse-cultivated tomatoes.

### **(iii) Cocoa:**

- ◆ Research conducted into the contamination of cocoa beans has identified several factors, which may impact on cocoa quality, namely heavy metals and Ochratoxin A; these include improper storage conditions (temperature, time, relative humidity and other aromatic scented commodities) for stored beans.
- ◆ One (1) cocoa house was refurbished and one improved unit is being constructed.
- ◆ Refurbishment of 2km field access road and bridges at La Reunion Estate.
- ◆ Refurbishment of propagation facilities – six (6) propagation sheds.
- ◆ Expansion and maintenance of cocoa seed gardens.
- ◆ Flavour assessment of 24 cocoa accessions completed.

### **(iv) Fruits:**

- ◆ Expanded tropical fruit germplasm conservation to include, passion fruit, abiu, biriba and Cuban guava.
- ◆ Continued evaluation/characterization of selected mango cultivars for Mango Encyclopaedia.

### **(v) Crop Protection:**

- ◆ 300 samples were diagnosed for pest and diseases.
- ◆ Database on pests of agricultural crops in Trinidad and Tobago- 75% completed.
- ◆ Conducted in excess of 20,000 inspections on cargo and baggage imports.
- ◆ Conducted in excess of 2,000 inspections on cargo and baggage exports.
- ◆ Initiated eradication exercises for the Giant African Snail (GAS) - an invasive alien species.

### **(vi) Livestock**

- ◆ In collaboration with the University of Trinidad and Tobago (UTT)- engaged in research to improve reproductive efficiency in dairy cattle.
- ◆ Expansion of Mulatto grass pastures for provision of fodder.

## **4.0.0 DELEGATED LEVELS OF AUTHORITY**

### **4.1.0 The Public Service Commission**

The Commission has delegated some of their powers to Permanent Secretaries/Heads of Departments. The powers delegated include power to:

- ◆ Appointment officers to act in offices in Salary Ranges 1 to 41.
- ◆ Appointment officers to act in vacant offices for periods not exceeding three (3) months.
- ◆ Acceptance of resignations.
- ◆ Notice compulsory and voluntary retirements.
- ◆ Hearing and determination of specified acts of misconduct and indiscipline and to act as “one-man disciplinary tribunal”.
- ◆ Hearing and determination of allegations of misconduct, which are relatively minor in nature.
- ◆ Grant of approval to pay salary to temporary officers on a month-to-month basis, pending the Director of Personnel Administration’s formal approval.

### **4.2.0 The Personnel Department**

The Personnel Department has developed responsibilities for certain decision-making activities related to the following:

Monthly-Paid Officers and Daily Paid Employees

- (i) Leave Administration
- (ii) Travelling
- (iii) Compensation

### **4.3.0 The Ministry of Finance**

The Central Tenders Board has delegated to Permanent Secretaries/Heads of Departments:

- ◆ Authority to represent the Central Tenders Board for the award of contracts up to a maximum of five hundred thousand dollars (\$500,000.00).

## 5.0.0 Reporting functions (External)

### Departmental Reports; Ministries, President/Parliament

The Ministry of Agriculture, Land and Marine Resources submits the following Reports to the under mentioned Offices as shown:

REPORTS	MINISTRY/DEPARTMENT	FREQUENCY
VAT Statements	VAT Office	Monthly
PAYE Returns	Board of Inland Revenue	Monthly
Motor Vehicle Loans	Comptroller of Accounts	Annually
Computer Loans	Comptroller of Accounts	Annually
Loss of Stores and other Government Property	Comptroller of Accounts / Auditor General	As they occur
Report of Overpayments	Comptroller of Accounts / Auditor General	As they occur
Return of Revenue	Ministry of Finance / Auditor General	Monthly
Return of Revenue	Ministry of Finance / Auditor	Quarterly
Return of Revenue	Ministry of Finance / Auditor General	Half yearly
Arrears of Revenue	Ministry of Finance / Auditor General	Annually
Expenditure Notifications and General Ledger Reports	Comptroller of Accounts / Auditor General	Daily
Reconciliation of Abstract of Payments and Unpaid Cheques	Comptroller of Accounts / Auditor General	Monthly
Statement of Cancelled / Spoiled Cheques	Comptroller of Accounts / Auditor General	Monthly
Statement of Expenditure	Ministry of Finance – Budget Division / Auditor General	Monthly
Request for Funds	Ministry of Finance – Budget Division / Auditor General	Quarterly
Virements approved by Permanent Secretary	Ministry of Finance – Budget Division / Auditor General	Periodically
Contract Completion Reports	Central Tenders Board	As they occur
Counterfoil Return of Receipt Books	Comptroller of Accounts	Monthly
Counterfoil Return of Invoice Order Books	Comptroller of Accounts	Monthly

## **6.0.0 FINANCIAL OPERATIONS**

### **6.1.0 Budget Formulation – Recurrent Expenditure and Revenue**

The process to be followed when formulating the Ministry's Annual Budget is as follows:

1. Based on the Issue of the Ministry of Finance Call Circular, the Permanent Secretary issues an internal Call Circular to all Divisions asking for detailed budget proposal by a specific time.
2. These submissions are received and checked :
  - (i) for compliance with the Call Circular from Ministry of Finance and the estimates formula. They are also checked;
  - (ii) for arithmetical accuracy; and
  - (iii) that materials and services selected are charged to the correct sub-items and explanations given for variations are acceptable.
3. These submissions are examined against the work programmes of the Divisions, which must be consistent with the overall vision for the Ministry and by extension the Government.
4. A spreadsheet is prepared, showing the amounts requested under each Item/Sub-Item by Divisions. A grand total is then made of all the Items.
5. Meetings are arranged with the respective Divisions to discuss their budgetary proposals. The Permanent Secretary, and the respective Director and his/her supporting staff discuss and agree on the proposed allocation for the Division.

### **6.2.0 Expenditure versus Budget**

The Ministry of Agriculture, Land and Marine Resources was allocated the sum of \$888,545,871.00, and from this allocation the sum of \$887,439,598.00 was expended during the financial year 2008/2009. A copy of statement "A" of Appropriation Account for the financial year ended September 2009 is attached at **Appendix B** .

The allocation for the financial year 2009/2010 is \$719,439,598.00, a reduction of \$169,106,273.00

### **6.3.0 Debt Policy**

The financial resources of the Ministry of Agriculture, Land and Marine Resources are provided through the annual budget of the State. The Ministry in and of itself has no authority to create debts or investments, as these falls under the authority of the Ministry of Finance.

With respect to the Statutory Authorities falling under the jurisdiction of the Ministry, the debt policy of the National Agricultural Marketing and Development Corporation (NAMDEVCO) is identified at Section 20 Sub Sections (1) and (2) and Section 21 Sub Sections (1) to (5) of Act No. 16 of 1991. This legislation enables the Corporation to borrow or raise capital.

The legislation governing the Cocoa and Coffee Industry Board has no provision for creating debts; therefore the organization does not have a debt policy. In the case of the Agricultural Development Bank (ADB), its debt policy is limited to the powers stated in the Agricultural Development Bank Act Chapter 79:07, Part 11, Section 28 Sub-section (3) and ADB rules 51-56.

#### **6.4.0 Investment Policy**

- The Investment Policy of NAMDEVCO is articulated at Section 22 Sub sections (1) and (2) and Section 23 of Act No. 16 of 1991.
- The Cocoa and Coffee Board Organization retain funds for operating expenses in current accounts and surplus funds are placed in short term investments.

#### **6.5.0 Internal Audit Functions**

1. Providing support and assistance to the Accounting Officer.
2. Providing objective analyses to Management on the Accounting Systems in operation.
3. Forwarding constructive criticisms, comments and suggestions to the Accounting Unit, on the management of the Ministry's Financial Resources.
4. Ensuring compliance with the Financial Instructions, Regulations, Laws, Acts, Circulars and Treasury Policies by the various Units of the Ministry.
5. Forwarding Investigation Reports, Studies, Observations and Advice on activities of the Ministry.
6. Providing informed Audit Opinions on Financial matters, Expenditure, Stores, Vouchers, Invoices, Ledgers and Vote Book examined by the Audit from time to time.
7. To be the consultant to the Auditor-General on financial matters of the Ministry.
8. Providing advice and certify Documents and Records for the Government Departments upon request, and duly approval by the Permanent Secretary.
9. Checking and certifying all Pension and Leave Records of all Monthly and Daily Rated employees of this Ministry.
10. To check, examine and certify all Application for Credits of this Ministry prior to signature by the Permanent Secretary.
11. To Audit, examine and certify all Arrears Payments of the Ministry.

12. To ensure by the very nature of the Audit Function, that Transparency in all Financial Transactions is adhered to
13. To conduct Special Assignments and reports to the Permanent Secretary in the due time requested.
14. To ensuring that all Cash and Revenue collections are duly collected and deposited on a regular basis, and that all cash Books Transactions are in accordance with the Financial Regulations and Instructions.

## **7.0.0 REPORTING FUNCTIONS (Internal)**

### **7.1.0 Departmental Reports**

Reporting relationships are reflected along the lines of the internal structural relations as indicated in the Organogram which is attached as Appendix A.

- ◆ **Annual Reports of Divisions** are submitted by all Divisional Heads to the Permanent Secretary, Ministry of Agriculture, Land and Marine Resources as follows:
  - Reports of the Technical Agriculture Divisions are submitted to the Permanent Secretary through the Chief Technical Officer (Agriculture); and
  - Reports of all other Divisions and Units are submitted directly to the Permanent Secretary.
- ◆ **Semi- Annual Reports**
  - Semi-annual reports/reviews of expenditure and achievements related to the Public Sector Investment Programme is collated by the Agricultural Planning Division and submitted to the Permanent Secretary.
- ◆ **Monthly Reports**
  - The monthly reports from Directors of Divisions and Heads of Units, on the progress of divisional Work Programmes funded via the Public Sector Investment Programme inclusive of expenditures and achievements are sent to the Permanent Secretary via the Director, Agricultural Planning Division, who is responsible for collation of a comprehensive Monthly Report to the Permanent Secretary.
  - The Accounting Executive II submits monthly, a detailed Financial Report to the Permanent Secretary to facilitate efficient internal management of finances.

### **7.2.0 Reports to Departments /Ministries**

- Monthly Progress Reports are submitted to the Ministry of Planning and Development in respect of Expenditure and Achievements of the Public Sector Investment Programme.



- Monthly Reports on the Recurrent Expenditure are submitted to the Ministry of Finance (Budget Division) in the format required by that Ministry.
- A comprehensive list of reports, compiled by the Accounting Unit of the Ministry of Agriculture, Land and Marine Resources for submission to Departments/Ministries is presented at page 66.

### **8.0.0 PROCUREMENT PROCEDURES**

The Central Tenders Board (CTB) determines on an annual basis, contracts for the supply of certain goods and services for Central Government, Statutory Boards and similar bodies, Regional Corporations and the Tobago House of Assembly, as well as those items to be acquired on the Open Market. The CTB has also authorized the Permanent Secretary to act for the Board in the awarding of contracts for goods and services, the cost of which must not exceed five hundred thousand dollars (\$500,000.00).

The Ministry of Agriculture, Land and Marine Resources' procedures for procurement outside of the annual awards follow the CTB's guidelines for both the open market and selected tendering. Details of these, along with the procedures for sole selected tenders are shown hereunder:

#### **8.1.0 Open Tenders/Selected Tender**

In exercising the authority to act for the Central Tenders Board (CTB), the Permanent Secretary has appointed Divisional Committees with responsibility for inviting quotations or bids in writing for specified goods and services. These quotations or bids are assessed or evaluated, and recommendations for the preferred suppliers or contractors are submitted for approval.

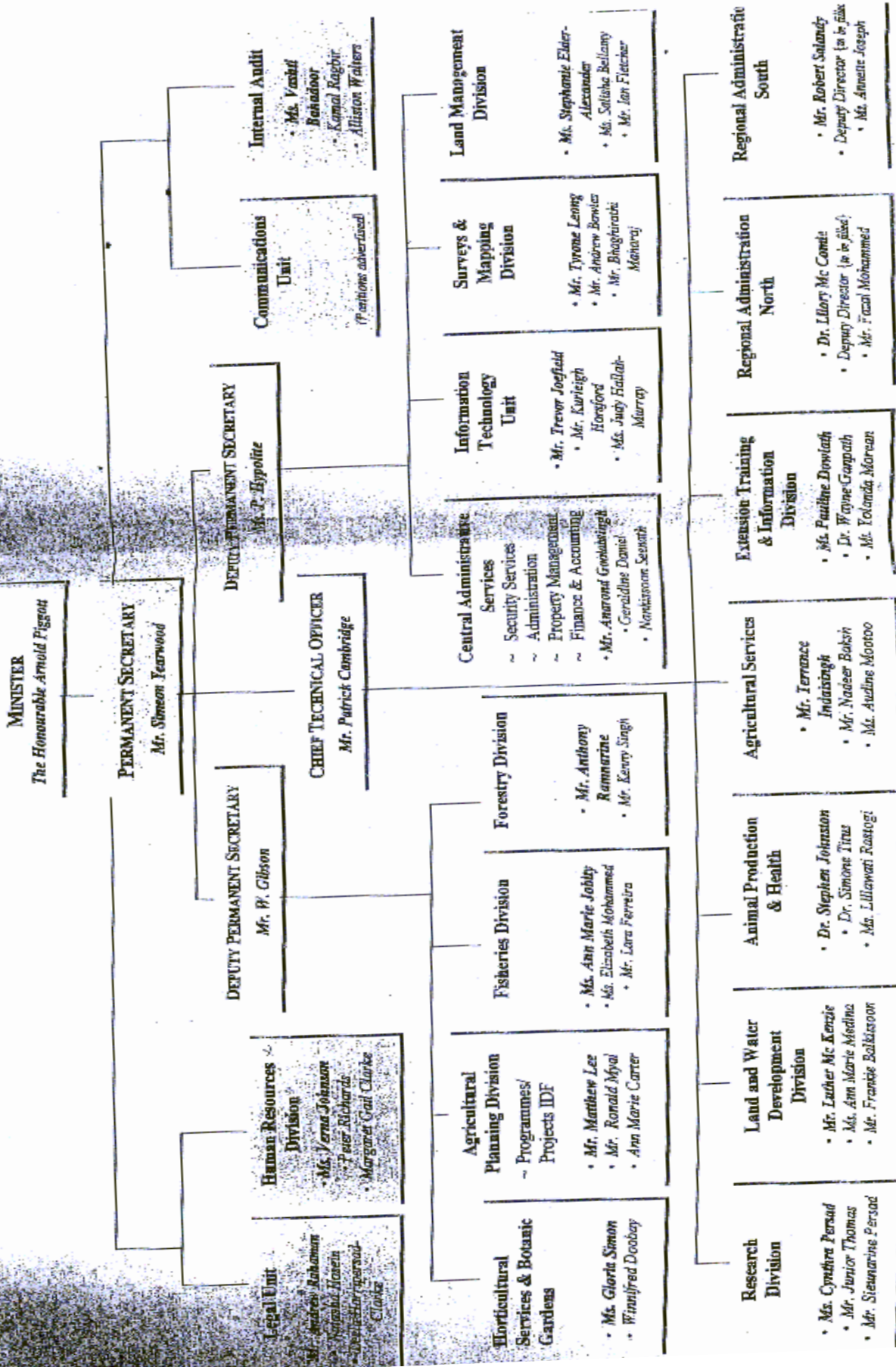
Generally, the award of the contract is made to the lowest bidder who has met the required specifications. However, if the lowest bidder is not preferred, justification to the satisfaction of the authorizing officer must be made.

Petty contracts up to a value of twenty-five thousand dollars (\$25,000.00) are approved by Divisional Heads, whereas, contracts between twenty-five thousand and one dollars (\$25,001.00) and five hundred thousand dollars (\$500,000.00) fall under the jurisdiction of the Divisional Tender Committees.

#### **8.2.0 Sole Tender**

Sole selected tenders are requested from the Ministry of Finance through the Central Tenders Board in cases where particular goods, services or equipment are available from the agent or a single supplier. Ample justification for the recommendation of a sole tender must be provided.

ORGANIZATIONAL STRUCTURE OF THE MINISTRY OF AGRICULTURE, LAND AND MARINE RESOURCES



## APPROPRIATION ACCOUNT FOR THE FINANCIAL YEAR ENDED 2009 SEPTEMBER 30

## HEAD OF EXPENDITURE - 25 . MINISTRY OF AGRICULTURE LAND AND MARINE RESOURCES

## SECTION A - SUMMARY OF EXPENDITURE

SUB-HEADS	ESTIMATES FINANCIAL YEAR 2009		ACTUAL EXPENDITURE FINANCIAL YEAR 2009		VARIANCE			
					LESS THAN ESTIMATES	MORE THAN ESTIMATES		
	\$	c	\$	c	\$	c		
<b>01 PERSONNEL EXPENDITURE</b>			316,359,869.00		296,451,817.79		19,908,051.21	0.00
Original Provision	314,554,868.00							
Add: Transfer								
F:BUD:12/25/4T dd 17/9/09	2,805,000.00							
Less: Transfer								
F:BUD:12/25/4T dd 19/8/09	(1,000,000.00)							
<b>02 GOODS AND SERVICES</b>			185,866,683.00		123,922,317.68		61,944,365.32	0.00
Original Provision	186,695,683.00							
Less: Transfer								
F:BUD:12/25/4T dd 17/9/09	(1,229,000.00)							
Less: Transfer								
F:BUD:12/25/4T dd 19/8/09	(7,600,000.00)							
Less: Transfer								
F:BUD:12/25/4T dd 19/8/09	(4,000,000.00)							
<b>03 MINOR EQUIPMENT PURCHASES</b>			18,658,425.00		5,185,627.14		13,462,797.86	0.00
Original Provision	21,819,425.00							
Less: Transfer								
F:BUD:12/25/4T dd 17/9/09	(1,161,000.00)							
Less: Transfer								
F:BUD:12/25/4T dd 19/8/09	(2,000,000.00)							
<b>04 CURRENT TRANSFERS AND SUBSIDIES</b>			165,716,494.00		125,335,864.46		40,379,629.54	0.00
Original Provision	151,530,494.00							
Add: Transfer								
F:BUD:12/25/4T dd 19/8/09	8,600,000.00							
Add: Transfer								
F:BUD:12/25/4T dd 19/8/09	6,000,000.00							
Less: Transfer								
F:BUD:12/25/4T dd 17/9/09	(415,000.00)							
<b>06 CURRENT TRANSFERS TO STATUTORY BOARDS AND SIMILAR BODIES</b>			43,796,400.00		38,511,120.00		5,284,280.00	0.00
Original Provision								
<b>09 DEVELOPMENT PROGRAMME</b>			158,150,000.00		100,373,859.13		57,776,140.87	0.00
Original Provision								
<b>TOTAL:</b>			<b>888,545,871.00</b>		<b>689,790,606.20</b>		<b>198,755,264.80</b>	<b>0.00</b>