



2022 Public Statement of The National Agricultural Marketing and Development Corporation In Compliance with sections 7, 8 and 9 of The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the National Agricultural Marketing and Development Corporation is required by law to publish and annually update the following statements, which lists the documents and information generally available to the public.

The FOIA gives members of the public:

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

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Function and structure of the National Agricultural Marketing and Development Corporation.

Mission Statement

The National Agricultural Marketing and Development Corporation's (NAMDEVCO) mission is to provide the countries' agro producers and marketeers with marketing facilities, support services and the regulatory framework necessary to take Trinidad and Tobago's foods to the world.

NAMDEVCO is a statutory body established by the National Agricultural Marketing and Development Corporation Act, Ch. 63:05 of the Laws of Trinidad and Tobago (NAMDEVCO Act).

Structure

The Board of NAMDEVCO is supported by an administrative and technical staff, which as at December 2021 comprises 337 persons. The Board consists of nine members selected in accordance with section 4 of the NAMDEVCO Act. Each member, with the exception of the CEO who is an ex-officio member, is appointed for a term not exceeding two years. From amongst the members appointed under section 4(1) of the Act, Her Excellency the President of the Republic of Trinidad and Tobago appoints a Chairman and a Deputy Chairman.

Functions of the National Agricultural Marketing and Development Corporation.

The functions of NAMDEVCO are outlined under the provisions of section 9 of the NAMDEVCO Act, namely to create, facilitate and maintain an environment conducive to the efficient marketing of agricultural produce and food products through the provision of marketing services and the stimulation of business investments in the agro industrial sector of Trinidad and Tobago.

Structure

The National Agricultural Marketing and Development Corporation is divided into the following Departments/Units/Sections:

- (1) Human Resource
- (2) Finance and Administration
- (3) Procurement
- (4) Information & Communication Technology
- (5) Quality Assurance
- (6) Marketing
- (7) Packinghouse Management
- (8) Infrastructure & Market Operations
- (9) Communications & Stakeholder Relations
- (10) Internal Audit
- (11) Corporate Secretary

- The Chief Executive Officer (CEO) is the Accounting Officer of the Corporation, and is a legislated position under the NAMDEVCO Act. The CEO manages the operations of the Corporation in accordance with the directives of the Board of Directors. The CEO retains administrative responsibility for the Corporate Secretary and Internal Audit and operational responsibility for all other department.
- The Internal Audit department is responsible for providing the Board and management of the Corporation with guidance in the mitigation of risks, regulatory compliance and the establishment and maintenance of internal governance controls.
- The Corporate Secretary is the secretary for all Board Committees. The Corporate Secretary retains responsibility for matters as the Board may determine and provides oversight on matters of corporate governance.

Effect of functions on members of the public

The work of the Corporation impacts directly on members of the public. NAMDEVCO plays a pivotal role in stimulating business in the agro-agricultural sector. In this regard the Corporation provides facilities for the marketing and export of agricultural produce, market development, facilitation of new product development, training of farmers, buyers and exporters, farm certification to international standards, market intelligence to various stakeholders and the provision of a packing facility.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of NAMDEVCO

1. General administrative documents for the operations of NAMDEVCO.
2. Personal files, which pertain to staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files pertaining to High Court, Industrial Court and Court of Appeal matters.

4. Copies of Board decisions on operational matters.
5. Audit Reports of Internal and External Auditors
6. Working papers
7. Internal and External correspondence files
8. Consultant Reports and Opinions
9. Legal Opinions and related matters
10. Contracts with services and goods providers
11. Leases and Licenses for users of facilities
12. Deeds and Leases for NAMDEVCO-owned or NAMDEVCO-occupied properties
13. Files dealing with the accounting and financial management of NAMDEVCO.
14. Other Financial Records relating to income and expenditure of NAMDEVCO (cheques, vouchers, receipts).
15. Files dealing with matters relating to the procurement of supplies, services and equipment.
16. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings.
17. Maps, charts, photographs, compact discs, flash drives, diskettes, abstracts, tapes, catalogues.
18. News releases, speeches originating in NAMDEVCO.
19. Policies and Procedure documents.
20. Documents relating to strategic reviews of operations of NAMDEVCO
21. Legislation and legal instruments.
22. Training of staff and stakeholders – local, foreign and technical co-operation.
23. Minutes/agenda of meetings.
24. Circulars, memoranda, notices, bulletins, etc.
25. Reports: Monthly reports from Internal Audit, Markets, Packinghouse, Accounts, Maintenance, Marketing Department, Human Resource, market revenue reports, HSE, risk assessments and valuations.
26. Briefing papers.
27. Documents pertaining to official functions, conferences and events hosted and attended by NAMDEVCO representatives.
28. Inventories.
29. Periodicals and publications.
30. Registers, certificates, permits, licenses etc.
31. Agreements, Terms and Conditions, Policies and Procedures concerning the Piarco Packinghouse services and operations
32. Operating manuals
33. Market Regulations and Terms and Conditions for prepaid management system
34. Receipt books
35. Registers for attendance of employees and visitors

Section 7 (1) (a) (iii)

Material prepared for publication or inspection.

The public may inspect and/or obtain copies of the materials listed below on NAMDEVCO'S website 24 hours a day at: www.namdevco.com:-

- Market Information- price and volume data
- Information about all NAMDEVCO fixed markets and farmers' markets
- Information on how to start selling at NAMDEVCO's farmers' markets
- NAMDEVCO's online market
- Information on the National GAP (Good Agricultural Practices) Standard
- Information on how to apply to NAMDEVCO's Farm Monitoring programme
- NAMDEVCO's newspaper supplement
- NAMDEVCO's publications
- Registration form and instructions for registering on NAMDEVCO's suppliers registry
- Information on NAMDEVCO's Market Development
- NAMDEVCO's vacancies

Catalogue of Information available on NAMDEVCO's website www.namdevco.com

Section 7 (1) (a) (iv)

Literature available by subscription: None at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from NAMDEVCO:

- **General Procedure**
Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the Registry for information that is not readily available to the public.
- **Addressing Requests**
To facilitate prompt handling of your request, please address it to the Designated Officer of NAMDEVCO (see section 7 (1) (a) (vi)).
- **Details in the Request**
Applicants should provide details that will allow for clear identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from this public authority or from another public authority, for example brochures, pamphlets, reports etc.

Responding to your Request

- Retrieving Documents**
The public authority is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.
- Furnishing Documents**
An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- (b) Perform research for you.

Time Limits

- General**
The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that request may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.
- Time Allowed**
We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

Section 7 (1) (a) (vi)

Officers in NAMDEVCO responsible for:

- (1) The initial receipt of and action upon notices under section 10.
- (2) Request for access to documents under section 13 and
- (3) Applications for corrections of personal information under section 36 of the FOIA

The Designated Officer is:
Camille Mohan Cayenne
Corporate Secretary
NAMDEVCO
3 ¼ m. m. S. S. Erin Road, Debe
Tel: 1(868) 647-3218 ext. 200/201
Fax: 1(868) 647-6087
Email: cmcayenne@namdevco.com
Website: www.namdevco.com

The Alternate Officer is:
Mr. Rayber Bowen
Deputy Chief Executive Officer
NAMDEVCO
3 ¼ m. m. S. S. Erin Road, Debe
Tel: 1(868) 647-3218
Fax: 1(868) 647-6087
Email: rbowen@namdevco.com
Website: www.namdevco.com

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies.
At the present time there are no bodies that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities
The Reading Room is located at the Reception Area, NAMDEVCO’S Head Office, S.S Erin Road, Debe.
Opening Hours: 8:30am- 3pm.

- Policy of NAMDEVCO for provision of copies of documents that are available to the public.
- Copies will be normally be provided in soft copy via email.
 - Photocopies will be provided in print if materials are available to facilitate same.
 - Prior approval and arrangements must be made with the designated officer for in-person attendance to read/inspect documents.
 - Covid-19 protocols apply.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

- The National Agricultural Marketing and Development Corporation Act, Ch. 63:05 of the Laws of Trinidad and Tobago
- The National Agricultural Marketing and Development Corporation (Southern Wholesale Market) Regulations, 1999.
- The National Agricultural Marketing and Development Corporation (Northern Wholesale Market) Regulations, 2002.
- The Industrial Relations Act, Ch. 88:01 of the Laws of Trinidad and Tobago
- The Exchequer and Audit Act, Ch. 69:01 of the Laws of Trinidad and Tobago
- Workmen’s Compensation Act, Ch. 88:05 of the Laws of Trinidad and Tobago
- Public Procurement and Disposal of Property Legislation (various)
- Occupational Safety and Health Act, Ch. 88:08 of the Laws of Trinidad and Tobago

Section 8 (1) (a) (ii), Section 8 (1) (b)

- Visitor’s Agreement
- Terms and Conditions for Use of the NAMDEVCO Packinghouse located at E16 Caroni North Bank Road, Piarco
- List of Procedures Related to the Operation of the Piarco Packinghouse
- Motor Vehicle Guidelines – Purchase, Use and Maintenance of State Vehicles
- Data Collection Policy for Price and Volume Collection
- Data Collection Policy for verification and entering Price and Volume Collection
- Daily Electronic Board Prices Manual

- Greenvine Publications
- Standard Operation Procedures for the engagement of Institutional and Commercial Buyers
- HSE Policy Documents

SECTION 9 STATEMENTS

Section 9 (1) (a)

Not applicable

Section 9 (1) (b)

Not applicable

Section 9 (1) (c)

Not applicable

Section 9 (1) (d)

Not applicable

Section 9 (1) (e)

- Report on a Feasibility Study for Establishment of a Multi-Purpose Agro Processing Facility Establishment of Producer/Exporter, Destination Guidelines for Agricultural Chemical use in Trinidad and Tobago.
- The Transport of Perishable Fruits and Vegetables from Trinidad and Tobago.
- Development of Grades and Standards for Fresh Produce of Trinidad and Tobago.
- National Market Information System for Agricultural Produce Papaya Production for Export.
- Assessing the Impact of Information and Communication to NAMDEVCO’S Clientele.
- Consumption of Selected Local Fruits and Vegetables by Hotels and Restaurants in Trinidad and Tobago.
- Supermarket Pilot Project.
- Monetising and Marketing of Root Crops in Trinidad and Tobago.
- Security Service Evaluation Report from Consultant Mr Richard Garcia of RG Associates Ltd.
- A Strategy for Reform of the Agribusiness Sector in the Republic of Trinidad and Tobago by Timothy G. Taylor
- National Market Information System for Agricultural Produce, Concept, Design and Implementation Report by Stephen Thornhill
- Development of Grades and Standards of Fruits and Vegetables for Trinidad and Tobago by Cordia L. Thompson
- Economic and Marketing Study for the Agriculture Industry in Trinidad and Tobago and Development of a Marketing Plan by Caribbean Industrial Research Institute
- Global Market Intelligence and Competitive Sources of Supply on Garlic. Study commission by NAMDEVCO, By Govind Seepersad (PhD)
- Global Market Intelligence and Competitive Sources of Supply on Onion. Study commission by NAMDEVCO, By Govind Seepersad (PhD)
- Global Market Intelligence and Competitive Sources of Supply on Carrots. Study commission by NAMDEVCO, By Govind Seepersad (PhD)
- Global Market Intelligence and Competitive Sources of Supply on Cabbage. Study commission by NAMDEVCO, By Govind Seepersad (PhD)
- Global Market Intelligence and Competitive Sources of Supply on Potato. Study commission by NAMDEVCO, By Govind Seepersad (PhD)
- Global Market Intelligence and Competitive Sources of Supply on Tomato. Study commission by NAMDEVCO, By Govind Seepersad (PhD)
- The Papaya Industry in Trinidad and Tobago – Cost of Production and Industry Alalysis. Study commission by NAMDEVCO, By Govind Seepersad (PhD), w. Kissoonsingh (MPhil)
- NAMDEVCO’s Five Year Marketing Plan 2010 – 2015 done by Marketing Consultant Mario Pfeaffle
- Hot Pepper and Cassava Industry Development Committee Position Paper
- NAMDEVCO National Commercial Demand Survey
- Guidelines to Exporting Agriculture Produce

Section 9 (1) (f)

Not applicable

Section 9 (1) (g)

Not applicable

Section 9 (1) (h)

Report on the performance or efficiency of the public authority, or of an office, division or branch of the public authority, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority

- Audit Reports and related summaries

Section 9 (1) (i)

Report containing final plans or proposals for the re-organisation of the functions of the public authority, the establishment of a new policy, programme or project to be administered by the public authority, or the alteration of an existing policy, programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the public authority or Cabinet

- Strategic Plan
- Business Plan

Section 9 (1) (j)

Not applicable

Section 9 (1) (k)

Not applicable

Section 9 (1) (l)

Not applicable

Section 9 (1) (m)

Not applicable.