



2023 PUBLIC STATEMENT

OF ESTATE MANAGEMENT AND BUSINESS DEVELOPMENT COMPANY LIMITED

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF

THE FREEDOM OF INFORMATION ACT CH 22:02

Under the Freedom of Information Act Ch. 22:02 ("the Act"), the Estate Management and Business Development Company Limited ("EMBD") is required to publish and update certain information for the benefit of the public. This includes the structure and functions of EMBD, a list of categories of documents held by EMBD, those documents eligible for public access under the Act and the process to obtain the same. The following information satisfies the legislative requirements of the Act. The Act gives members of the public:

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

The following information is published by EMBD as approved by the Minister of Agriculture, Land and Fisheries:

STATEMENTS UNDER SECTION 7

1. Section 7(1) (a) (i)

Corporate Particulars and Function

EMBD is a limited liability company incorporated in August 2002 under the Companies Act Ch. 81:01. Its registered office is located at Bungalow 59, Brechin Castle, Couva.

EMBD is a state-owned enterprise.

EMBD's original mandate was to develop residential sites and two acre agricultural parcels for former employees of Caroni (1975) Ltd. This mandate was subsequently expanded to include the rehabilitation of agricultural access roads, upgrading of fish landing sites and the construction of "on farm" ponds throughout the country and was further expanded to include agricultural infrastructure projects in special areas to facilitate increases in domestic food production. EMBD also manages the operations of sandpits formerly under Caroni (1975) Ltd.

Vision Statement

To be the leading agency in the management and development of agricultural state lands while facilitating specified areas of business agreed to through collaboration with the key state agencies in a manner that provides professional, transparent and ethical services to all citizens.

Mission Statement

To develop systems for the management of State agricultural lands for the socio-

economic benefit of the citizens of Trinidad and Tobago through an efficient, committed and innovative team.

Corporate Information

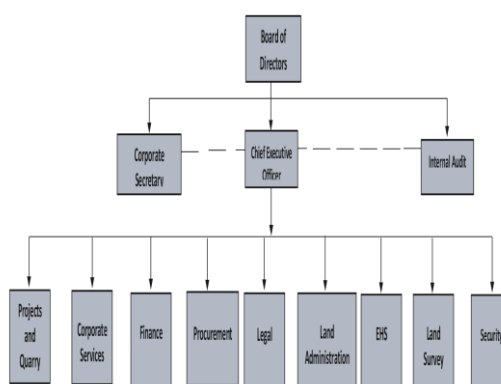
EMBD is governed by a Board of Directors appointed by Corporation Sole, as at December 31, 2023, the Board comprised:

- Mr. Shameer Ronnie Mohammed (Chairman)
- Ms. Nadia James-Reyes Tineo - Deputy Chairperson
- Ms. Isha Reuben-Theodore - Director
- Mr. Nigel Seenathsingh - Director

Five (5) board sub-committees assist in formulating and guiding the business and policies of EMBD:

- Audit Committee
- Finance and Investment Committee
- Human Resources Committee
- Tenders Committee
- Sandpit Operational Plan Committee

The Company's organisational structure is reflected on the organisational chart below as at December, 2023:



The functions of each department is as follows:

Chief Executive Officer is responsible and accountable for the operations of EMBD in particular, the management of the agricultural estates, the quarry and other EMBD projects in a productive, safe and economically efficient manner.

Land Administration Department supervises seven (7) agricultural estates for which the EMBD holds Head Leases from the State. This includes facilitating tenants' requests, investigating complaints and managing and updating EMBD's land records.

Surveys Department conducts surveys, executes boundary point-outs, and occupation surveys, it also prepares and acquires all approvals for survey plans for the residential sites developed for Caroni (1975) Ltd and EMBD's agricultural sites.

Security Department is responsible for the security of approximately 77,000 acres of lands formerly owned by Caroni (1975) Ltd., focussing on the prevention of dumping of

refuse, illegal and unauthorized occupation and other related activities on these lands.

Environmental Health and Safety Department is responsible for regulatory approvals and health, safety and environment.

Projects and Quarry Department is responsible for EMBD's projects and records and the management of the quarries.

Internal Audit conducts audits of critical systems and processes of EMBD.

Support Departments are Finance (responsible for finances of EMBD), Human Resources (managing the human resources of EMBD), Legal (advice and management of litigation), Procurement (responsible for procurement of goods and services and disposal of public property) and Information Technology (support for information technology).

2. Section 7(1) (a) (ii) Categories of documents in the possession of EMBD:

EMBD maintains records relating to its operations and support services, which may be categorised as follows:

Strategic Plans

1. Corporate Reports
2. Management Reports and Procedures
3. Financial Reports and Statements
4. Human Resources Policies, Procedures and Practices
5. Personnel Files
6. Health, Safety and Environmental Policies and Procedures
7. Procurement Policies and Procedures
9. Contracts, Deeds, Leases and Sub-leases
10. Copies of Court Proceedings
11. Legislation, Permits and Licenses
12. Minutes/Agendas
13. Tender Documents
14. Internal and External Correspondence files
15. Records relating to each function
16. Regulatory reports and correspondence

3. Section 7 (1) (a) (iii) Material

prepared for publication or inspection

Material prepared for the public is published on EMBD's website www.embdtt.org and EMBD's Facebook page <https://www.facebook.com/embdtt>.

4. Section 7(1) (a) (iv) Documents available by subscription

EMBD does not publish any documents available by subscription.

5. Section 7 (1) (a) (v) Procedure to be followed when accessing public document from EMBD

5.1 EMBD's policy is to respond to all requests for information.



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5.2 For members of the public to have the rights under the Act, the applicant must make the request in writing and for information not readily available in the public domain, on the Request for Access to Official Document(s) Form that is available from the Designated Officer or from the FOIA Unit, Ministry of Communications in the Office of the Prime Minister at <http://www.foia.gov.tt/node/59>

5.3 Applicants should address the request to the Designated Officer and include details to assist in the identification and location of the information requested. If insufficient information is provided, then clarification will be sought from the applicant. If the applicant is unsure of how to write this request or what details to include, the applicant should communicate with the Designated Officer.

5.4 To the extent that the request under the Act is currently available in the public domain, or contains information available for purchase by the public or is available for public inspection in a registry maintained by the Registrar General or other public authority or is stored for preservation or safe custody, then the request will not be processed.

5.5 EMBD is only required to furnish copies of documents that it has in its possession, custody or power. EMBD is required to furnish only one (1) copy of a document. If EMBD cannot make a legible copy of a document, EMBD may not attempt to reconstruct it. Instead, EMBD will provide the best copy possible. Please note EMBD is not compelled to do the following:

- (a) Create new documents; or
- (b) Perform research for the public.

5.6 EMBD will determine whether to grant a request for access to information as soon as practicable but not later than 30 days as required by section 15 of the Act. Applicants whose requirements are incomplete or unclear will be informed of same by the Designated Officer who will make arrangements to consult with the applicant to clarify the request. The time limit of 30 days will be suspended while consultation with the applicant is being undertaken.

5.7 An applicant whose request for documents is refused will be notified by the Designated Officer in writing of the reasons for refusal. The Designated Officer will inform the applicant of alternative recourses that are open to him/her.

5.8 If the EMBD fails to meet the 30-day deadline, the Act gives the applicant the right to proceed as though his/her request has been denied. If it appears that processing the applicant's request may take longer than the statutory limit, EMBD will acknowledge receipt and advise the applicant of its status.

5.9 Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Designated Officer has received the request and to ascertain its status.

5.10 Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form such as a tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for the duplication of the said material.

6. Section 7 (1) (a) (vi) Responsibilities of Designated Officer and/or Alternate Designated Officer

EMBD's Designated Officer and/or Alternate Designated Officer are responsible for:

- The initial receipt of and action upon notices under Section 10 of the Act
- Requests for access to documents under Section 13 of the Act
- Application for correction of personal information under Section 36 of the Act.

The Designated Officer is:

Ms. Maurica Ramnarine Singh-Zoro
Corporate Secretary
Estate Management and Business Development Company Limited
Bungalow 59
Brechin Castle, Couva
(T) 223 3623
Email: info@embdtt.org

The Alternate Officer is:

Mr. Eric Griffith
Chief Executive Officer
Estate Management and Business Development Company Limited
Bungalow 59
Brechin Castle, Couva
(T) 223 3623
Email: ceooffice@embdtt.org

7. Section 7(1) (a) (vii) Advisory boards, councils, committees and other bodies (where meetings/minutes are open to the public).

At this time, there are no bodies that fall within the limits of this section of the Act.

8. Section 7(1) (a) (viii) Reading room facilities

For the purposes of reference under the Act, documents may be viewed by appointment, between 9:00a.m. and 2:00 p.m. at the EMBD Head Office, Bungalow 59, Brechin Castle, Couva. All members of the public will be required to adhere to the rules and regulations in force from time to time.

STATEMENTS UNDER SECTION 8

The following in-house documents can be made available for inspection upon request:

1. Tenders Policy
2. Administration and Human Resources Policy Manual
3. Safety policy and procedures

These documents fall under the following categories:

1. **Section 8(1) (a) (i) Documents containing interpretations or particulars or written laws or schemes administered by EMBD, not being particulars contained in another written law**
2. **Section 8(1) (a) (ii) Manuals, rules of procedure, statements of policy records of decisions, letters of advice to persons outside the EMBD, or similar documents containing rules, policies, guidelines, practices or precedents.**
3. **Section 8(1) (b) In enforcing written laws or schemes administered by EMBD where a member of the public might be directly affected by that enforcement, documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.**

STATEMENTS UNDER SECTION 9

1. **Section 9(1) (a) A report or statement containing advice or recommendations of a body or entity established within the EMBD.**
At this time, there are no such reports or statements.
2. **Section 9(1) (b) A report or statement containing the advice or recommendations of a body or entity established outside of EMBD by or under written law, or by a Minister of Government or other public authority for the purpose of submitting reports, providing advice or making recommendations to EMBD or to the responsible Minister.**
At this time, there are no such reports or statements.
3. **Section 9(1) (c) A report or statement containing the advice or recommendations of an interdepartmental committee whose membership includes an officer of EMBD.**
At this time, there are no such reports or statements.
4. **Section 9(1) (d) A report or statement containing the advice or recommendations of a committee established within EMBD, to submit a**

report, provide advice or make recommendations to the responsible Minister or to another officer of EMBD who is not a member of the committee.

At this time, there are no such reports or statements.

5. Section 9(1) (e) A report (including a report concerning the results of studies, surveys or tests) prepared for EMBD by a scientific or technical expert, whether employed within EMBD or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- a. Geotechnical studies
- b. Soil studies
- c. Civil Engineering Studies
- d. Land Surveys

6. Section 9(1) (f) A report prepared for EMBD by a consultant who was paid for preparing the report.

At this time, there are no such reports or statements.

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

At this time, there are no such reports.

8. Section 9(1) (h) A report on the performance or efficiency of EMBD, or of an office, division or branch of EMBD, whether the report is of a general nature or concerns a particular policy, programme or project administered by EMBD.

- a. Audit reports
- b. Project status reports
- c. Annual Administrative Reports

9. Section 9(1) (i) A report containing (1) final plans or proposals for the re-organisation of the functions of EMBD, (2) the establishment of a new policy, programme or project to be administered by the public authority, (3) the alteration of an existing policy programme or project administered by EMBD, whether or not the plans or proposals are subject to approval of an officer of EMBD, another public authority, the responsible Minister, or Cabinet.

- a. Strategic plans

10. Section 9(1) (j) A statement prepared within EMBD and containing policy directions for the drafting of legislation.

At this time, there are no such statements.

11. Section 9(1) (k) A report of a test carried out within EMBD on a product for the purpose of purchasing equipment.

At this time, there are no such

reports.

12. Section 9(1) (l) An environmental impact statement prepared within the EMBD

At this time, there are no such statements.

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

Valuations of properties.