

FORM A (Section 4, First Schedule)

The Access to Information Act, 2002

Statement of Organization and Functions of Public Authority

NAME OF PUBLIC AUTHORITY: Ministry of Industry, Investment & Commerce

NAME & TITLE OF PRINCIPAL OFFICER: Mr. Reginald Budhan – Permanent Secretary

PRINCIPAL LOCATION: 4 St. Lucia Avenue, Kingston 5

HOURS OF BUSINESS: Mondays –Thursdays 8:30 a.m. – 5:00 p.m.
Fridays 8:30 a.m. – 4:00 p.m.
Closed on weekends & Public Holidays

TEL. #: 968-7116

FAX #: 960-7422

WEBSITE: www.miic.gov.jm

NAME OF RESPONSIBLE OFFICER FOR ATI: Ketanya Laing

TEL. #: 920-3417

EMAIL: klaing@miic.gov.jm

DESCRIPTION OF SUBJECT AREAS/ PORTFOLIO RESPONSIBILITIES OF PUBLIC AUTHORITY:

Subject areas attached to the Ministry of Industry, Investment & Commerce are as follows;

SUBJECTS:

The Ministry of Industry, Investment & Commerce's Portfolio:

- Agro Business
- Anti-Dumping
- Building Inspection
- Commercial Business

- Commodity Supplies
- Companies Act
- Consumer Affairs
- Co-operatives and Friendly Societies
- Copyright Act
- Customs Duties (Dumping and Subsidies) Act
- Design Act
- Distributive Trade
- Factory Construction
- Fair Competition Act
- Food Storage and Prevention of Infestation
- Free Zone Development
- Hire Purchase
- Import and Export Licensing
- Industrial Apprenticeship
- Industrial Development
- Intellectual Property
- Investment Promotion
- Manufacturing
- Marketing and Advertising
- Merchandise Marks
- Metrification
- Patents
- Registration of Business Names Act
- Science and Technology
- Small Business Development
- Standards
- Trade Act
- Trade Marks
- Weight and Measures
- Work Permits

AGENCIES:

- **Anti-Dumping and Subsidies Commission (ADSC)**
Subject Matter: Anti Dumping Measures
- **Bureau of Standards (BSJ)**
Subject Matter: Metrification, Standards, Weights and Measures
- **Companies Office of Jamaica (COJ)**
Subject Matter: The Companies Act, Registration of Business Name Act
- **Consumer Affairs Commission (CAC)**
Subject Matter: Consumer Affairs
- **Department of Cooperatives and Friendly Societies**
Subject Matter: Co-operatives and Friendly Societies
- **Factories Corporation of Jamaica (FCJ)**
Subject Matter: Factory Construction
- **Fair Trading Commission (FTC)**

Subject Matter: Fair Competition Act

- **Food Storage and Prevention of Infestation Division (FSPID)**

Subject Matter: Food Storage and Prevention of Infestation

- **Jamaica Business Development Centre (JBDC)**

Subject Matter: Small Business Development

- **Jamaica Exotic Flavours & Essences Company Limited**

Subject Matter: Flavour Extraction

- **Jamaica Intellectual Property Office (JIPO)**

Subject Matter: Copyright Act, Design Act, Intellectual Property, Merchandise Marks, Patents, Trademarks

- **Jamaica Trade and Invest (JAMPRO)**

Subject Matter: Investment Promotion

- **Kingston and Montego Bay Free Zones**

Subject Matter: Free Zone Development

- **Micro Investment Development Agency (MIDA)**

Subject Matter: Wholesale Lending to Small Businesses

- **Scientific Research Council (SRC)**

Subject Matter: Science and Technology

- **Self Start Fund**

Subject Matter: Micro Lending to Small Businesses

- **Trade Board Limited**

Subject Matter: Import and Export Licensing, The Trade Act, Trade in Services

LIST OF INTERNAL MANUALS/ DOCUMENTS:

(Including manuals and/or other documents containing interpretations, rules, guidelines etc and/or documents used for making decisions or recommendations under the ATI Act or for the purposes of an enactment or scheme administered by the Authority)

Name of Document	Purpose of Document
<u>MINISTRY OF INDUSTRY INVESTMENT & COMMERCE (MIIC)</u>	
Public Bodies Management and Accountability Act	Seeks to assist in good corporate governance and increase the efficiency and accountability of public bodies.
Access to Information Act, 2002	Provides members of the public with a general right of access to official documents.
Secrets Act	Serves as a safeguard against any possible misuse or willful disclosure of sensitive or classified information created by or communicated to the Government of Jamaica for the execution of its functions.
Financial Administration & Audit Act	Provides for operations and procedures relating to the Consolidated Fund, the administration of expenditure, audit, Government accounts, responsibilities of Accountable Officers, custody and control of Government property.
Civil Service Establishment (General) Order 2001 and the Civil Service Establishment (General) (Amendment) Order 2001 Public Service Regulations and Delegation of Functions, 1961	Stipulates the salary scales, posts and allowances within the civil service and the public sector. Stipulates the legal terms of employment, conditions of service and terms of separation for civil service employees.
Labour Relations and Industrial Disputes Act	Provides the legal framework for good labour relations as well as possible actions of recourse and redress in case of disputes.
Staff Orders for the Public Service, 2004	Provides guidelines for staffing operations and conditions of service for public sector employees.
Ministry of Industry, Investment & Commerce Corporate/Strategic Plan	A three year strategic plan which outlines the major issues to be addressed by the Ministry of Industry, Investment and Commerce and other stakeholders to achieve the Government of Jamaica's priority objectives.

Ministry of Industry, Investment & Commerce
Operational Plan

Outlines the activities of the respective Divisions/Departments of the Ministry of Industry, Investment and Commerce in a bid to achieve the overall goals of the Ministry.

Motor Vehicle Policy for the Public Sector

Outlines the conditions for assignment of motor vehicles, duty concessions, management and disposal of fleet vehicles.

Government Procedures Procurement Handbook

Contains the applicable procedures which must be strictly adhered to by every Public Body which seeks to engage in a procurement or contract award activity.

GOJ Policy on Public Sector Procurement

The objective of this policy is to maximize procurement proficiency and economy by ensuring fairness, integrity and public confidence in government procurement procedures.

Public Sector Memorandum of Understanding

An agreement between the government of Jamaica and the Jamaica Confederation of Trade Unions. Its objective is to provide a peaceful and harmonious labour relations climate, which will provide a stable economic environment for Public Sector employees.

AGENCIES

▪ **Anti-Dumping and Subsidies Commission (ADSC)**

Safeguard Act, 2001

Provides remit for the ADSC to investigate whether increased imports of an investigative product have caused serious injury to the domestic industry.

Customs Duties (Dumping and Subsidies) Act, 1999

Sets out the general investigation process and provides for the imposition of anti-dumping and countervailing duties.

▪ **Bureau of Standards (BSJ)**

Caricom Regional Organization for Standards and Quality Act

Provides the legal framework, in which the

The Weights and Measures Act, 1976

BSJ formulates, promotes and implements standards for goods, services and processes as well as develops and enforces technical regulations for those commodities and practices which affect health and safety.

The Standards Act, 1968

The Processed Food Act, 1959

▪ **Companies Office of Jamaica (COJ)**

Companies Act, 2004

Provides the legal framework whereby the COJ registers and monitors the compliance of local and overseas companies, Industrial and Provident Societies and individuals carrying on business in Jamaica.

Business Name Act, 2007

Industrial and Provident Societies Act, 1903

▪ **Consumer Affairs Commission (CAC)**

Sale of Goods Act, Hire Purchase Act, Trade Act, Fair Competition Act, Food and Drugs Act, Pharmacy Act, Public Health Act, Pesticides Act, Petroleum Quality Control Act, National Resources Conservation Authority Act, Rent Restriction Act, Food Storage Act, Processed Food Act

Provides the legal framework for the protection of consumers' interest.

▪ **Department of Cooperatives and Friendly Societies**

Cooperatives Societies Acts & Regulations, Friendly Societies Act, Established Cooperatives Societies Rules & Policies

Mandates the Department to ensure the safety of the Societies' assets, the protection of Members' savings and investments and the protection of other stakeholders' interests.

▪ **Factories Corporation of Jamaica (FCJ)**

Factories Corporation Internal Policies and Procedures Manual

Used to regulate the operations of the entity.

▪ **Fair Trading Commission (FTC)**

Fair Trading Competition Act and Regulations

Provides the legal framework for investigations in relation to the conduct of businesses in Jamaica to determine if any enterprise is engaging in practices that are in

contravention of the Act such as anti-competitive practices.

▪ **Food Storage and Prevention of Infestation (FSPID)**

Food Storage and Prevention of Infestation Act, 1958 and Regulations, 1973

Legally empowers the FSPID to ensure the safety and wholesomeness of all food and feed entering commerce in Jamaica.

▪ **Jamaica Intellectual Property Office (JIPO)**

The Jamaica Intellectual Property Office Act, The Trade Marks Act, 1999, Trade Marks Rules, 2001, Patent Act, Copyright Act, Copyright Regulations, The Geographical Indications Act, The Designs Act, The Layout-Design (Topographies Act)

Provides the legal framework for JIPO to administer intellectual property systems in Jamaica and enhance the development and protection of intellectual property rights in Jamaica.

▪ **Jamaica Trade and Invest (JAMPRO)**

Jamaica Promotions Corporation Act, 1990

Provides the legal framework for JAMPRO to facilitate and promote investment, export and trade in the island.

▪ **Kingston and Montego Bay Free Zones**

Jamaica Export Free Zones Act

The Jamaica Export Free Zones Act provides an incentive and regulatory framework for the operation of Free Zones in Jamaica. The Act empowers the Minister to designate certain areas in Jamaica as Free Zones; these two designated areas are Kingston Free Zone and Montego Bay Free Zone.

▪ **Micro Investment Development Agency (MIDA)**

MIDA Accounting Manual

States the accounting policies and procedures for Community Development Funds (CDFs).

▪ **Scientific Research Council (SRC)**

Scientific Research Council Act

Mandates the SRC to collect, collate and review information concerning scientific research schemes or programmes relevant to the development of the resources of Jamaica and to establish and maintain a scientific information center for collection and dissemination of scientific and technical information.

▪ **Trade Board Limited**

Trade Act

Mandates the Trade Board to Issue import and export licences for specific items that impact negatively on the environmental, social and economic conditions of the country as well as to issue certificates of origin for Jamaican exports under various Preferential Trade Agreements. The Trade Board is also mandated to ensure that Jamaica meets its international obligations under the following: World Trade Organisation (WTO) Agreement on Rules of Origin and the WTO Agreement on Import Licensing.