

# **The Advisory Committee on the Implementation of the St Kitts and Nevis Agricultural Transformation and Growth Strategy 2022-2031**

**The Ministry of Agriculture, Fisheries and Marine Resources**

## **CHARTER**

### **1. Committee's Official Designation**

The Advisory Committee on the Implementation of the St Kitts and Nevis Agricultural Transformation and Growth Strategy 2022-2031.

### **2. Objectives and Scope of Activities**

The purpose of this Committee is to advise on strategies, policies, and programs that will inform the Implementation of the St Kitts and Nevis Agricultural Transformation and Growth Strategy 2022-2031.

### **3. Description of Duties**

The Committee shall meet, and review comments, initiatives and proposals related to the development of the agricultural sector guided by the St Kitts and Nevis Agricultural Transformation and Growth Strategy 2022-2031. The Committee shall consider the Ministry's goals and objectives necessary to implement prior recommendations and develop and recommend a framework and overall strategy that will encompass the following:

- Principles to leverage and maximize existing programs to promote the development of the sector
- Methods and strategies to amplify and improve collaboration and participation in programs
- Opportunity to create strategies and pilot programs for the development of the sector

**4. Agency or Official to Whom the Committee Reports**

The Committee reports to the Permanent Secretary of Agriculture

**5. Designated Ministry Officer**

A permanent employee is to be appointed by the Ministry to serve as the Designated Ministry Officer. The DMO will approve all committee and subcommittee meetings; prepare and approve all meeting agendas; attend all committee and subcommittee meetings; adjourn any meeting when the Designated Ministry Officer determines adjournment to be in the public interest; and chair meetings when directed to do so by the Secretary.

**6. Estimated Number and Frequency of Meetings**

The Committee will meet every quarter depending on the need and at the discretion of the Permanent Secretary of Agriculture

**7. Duration of Charter**

The charter will expire two years from the filing date and may be renewed in writing of acceptance by the Minister thereafter for another two years. The committee will not meet or otherwise conduct business in the absence of a valid charter.

**8. Termination**

A member shall be terminated two months in writing if the committee or Ministry deems it necessary.

**9. Membership and Designation**

The Committee shall consist of a minimum of 13 and no more than 19 members appointed by the Minister. All members will have the requisite experience in agriculture and fisheries that enables them to participate fully in the work of the Committee. Among the membership of the Committee, there shall be representatives from the following:

- a) The Department and Ministry of Agriculture, other Ministries and Departments
  - b) Commercial lenders
  - c) Private non-profit organizations
  - d) St. Kitts & Nevis Chamber of Industry & Commerce
  - e) Farmer organizations
  - f) Universities, Colleges, or other educational institutions with demonstrated experience in training
  - g) Other entities or persons providing lending or technical assistance in agriculture and fisheries
- b. The Committee will be balanced in its membership in terms of the points of view represented and the functions to be performed. Steps will be taken to encourage new viewpoints.
- c. The Minister shall appoint a Chairperson and Vice Chair. The Chairperson will be an individual recognized for their ability to lead a group in a fair and focused manner and who has been briefed on the mission of this Committee. The Committee will not conduct a meeting in the absence of the Chairperson, or his or her designee.
- d. Members of the committee shall serve remuneration.
- e. Equal opportunity practices will be followed to ensure gender balance in all appointments to the Committee. To ensure that the recommendations of the Committee consider the needs of the diverse groups served by the Ministry of Agriculture et al, membership shall include, to the extent practicable, individuals with demonstrated ability to represent women, and persons with disabilities.

The Ministry of Agriculture et al, prohibits discrimination in all its programs and activities based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, political beliefs, income derived from a public assistance program, political beliefs. To maintain the highest levels of honesty, integrity, and ethical conduct, no Committee member shall participate in any "specific party matters" (i.e., matters that are narrowly focused and typically involve specific transactions between identified parties) such as a lease, license, permit, contract, claim, grant, agreement, or related litigation with the Department in which the member has a direct or indirect financial interest.

**10. Subcommittees**

The Designated Ministry Officer has the authority to create subcommittees. The committee may propose the creation or termination of a subcommittee; however, the Designated Ministry Officer may approve, reject, or discontinue these subcommittees at any time. All subcommittees must report back to the parent Committee and must not provide advice or work products directly to the Permanent Secretary of Agriculture.

**11. Recordkeeping**

The records of this Committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled within the Ministry's filing station spearheaded by the Designated Ministry Officer.

**12. Filing Date**

February 6, 2024



**Miguel Flemming**  
**Permanent Secretary (Ag)**