



Any reply or subsequent reference to this communication should be addressed to the **Contractor-General** and the following reference quoted:-

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**OFFICE OF THE CONTRACTOR-GENERAL
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KINGSTON 5

JAMAICA, W.I.

November 27, 2009

To: The Cabinet Secretary
The Financial Secretary
All Permanent Secretaries
All Accounting or Principal Officers of Public Bodies

CC: The Hon. Delroy Chuck, MP, Speaker of the House of Representatives
Senator Dr. The Hon. Oswald Harding, OJ, CD, QC, President of the Senate
Mrs. Heather Cooke, Clerk to the Houses of Parliament
The Hon. Bruce Golding, MP, Prime Minister
The Most Hon. Portia Simpson-Miller, MP, ON, Leader of the Opposition
Honourable Ministers of Government
The Auditor General, the Solicitor General and the Director of Public Prosecutions

Re: Notice of Formal Launch of the Office of the Contractor General's Government of Jamaica Public Body Prescribed Licence Information Database (PLID) – Formal Requisition for the Provision of Information Regarding Prescribed Licences

The Office of the Contractor General (OCG) is proud to formally announce the ground-breaking launch of its **Government of Jamaica Public Body Prescribed Licence Information Database (PLID)**. Full access to this invaluable and comprehensive Information Database, which currently contains information on over 190 Public Bodies and more than 600 different kinds of Prescribed Government Licences, is now available free of cost to you and to the general public on the OCG's official website at www.ocg.gov.jm.

The successful development of this unique Database, within the OCG's pre-existing budgetary and resource allocations, is not only the prelude to the commencement of the OCG's formal monitoring of the licensing activities of the country's Public Bodies, but it represents another major mile-stone in the realization of the OCG's strategic objectives to push the limits of its productivity and efficiency levels and to be held accountable to the People and Taxpayers of Jamaica for the effective delivery of the organization's statutory mandates.

By way of a formal OCG Statutory Requisition which was dated May 7, 2009, all Procuring Public Bodies were advised that it was the intention of the OCG, for the first time in its twenty-six year (26) history, to commence the systematic monitoring of the award, suspension and/or revocation of all Public Body Prescribed Licences pursuant to the powers that are reserved to a Contractor General under Section 4 (1) (b) of the Contractor General Act.



Consequently, and as a preliminary step, all Public Bodies that were engaged in a prescribed licensing activity were required to submit Statutory Reports to the OCG and to provide, among other things, particulars of their processes and requirements for their issue, suspension, and/or termination of such licences. Additionally, those Public Bodies that were not engaged in prescribed licensing activities were required to formally reply to the OCG indicating same.

A. Formal Responses by Requisitioned Public Bodies

Of the one hundred and ninety five (195) Public Bodies that were directly requisitioned by the OCG, one hundred and twenty four (124) responded indicating that they did not engage in prescribed licensing activities. The remaining seventy one (71) Public Bodies responded indicating that they were engaged in prescribed licensing activities.

For a detailed listing of the foregoing, please see, attached, **Appendix 1 – List of Requisitioned Public Bodies**. *(NB. The National Contracts Commission is not included on the List in view of the fact that its Government contractor registration and certification activities are already being monitored and reported upon by the OCG).*

B. Content and use of Database by the OCG, Public Bodies and other Stakeholders

The OCG's **Prescribed Licence Information Database (PLID)** was painstakingly developed, in-house, using the information which was submitted to the OCG by the requisitioned Public Bodies. In some instances, this information was supplemented with other pertinent data which was retrieved from the Internet by the OCG.

Searches of the OCG's PLID can be easily conducted either by using the name of a Public Body or the name of a specified Prescribed Licence, or both. Information which is retrieved from the PLID is presented in an easy to read format.

Initially, the Information Database will serve two primary purposes as follows:

- (1) The Database will serve as a comprehensive electronic repository for the storage of Public Body Prescribed Licences information and will be utilized by the OCG in its monitoring of the licensing activities of Government of Jamaica Public Bodies.
- (2) Very importantly, however, the Database will also serve as a '*one-stop*' information facility for Government entities, members of the public and members of the media fraternity who may be interested in obtaining information and guidance on Government licensing processes and requirements. Contact information for each Public Body, inclusive of those which are not engaged in licensing activities, will also be provided in the OCG's PLID.

Once the OCG expands the PLID and begins to populate it with data which it will derive from its monitoring activities, an unprecedented level of public transparency as regards Public Body licensing matters, together with a heightened degree of accountability and probity on the part of the affected Public Bodies, will be automatically realized in consequence of this unique OCG initiative.



C. Formal Requirement for Public Bodies to Update, Maintain and Verify the Accuracy of the Information which is Contained in the Database

The information which is stored in the OCG's PLID belongs to the relevant Public Bodies. Accordingly, the Accounting Officer of each Public Body is hereby required by the OCG to update, maintain and verify, on an ongoing basis, the accuracy of the information in the Database which relates to it.

In furtherance of this objective, and although the OCG has taken every reasonable step to ensure the accuracy of the information which has been entered into the Database, all Public Bodies are hereby required, upon their **immediate** receipt of this Notification/Requisition, to diligently peruse the Database to ensure that the entered information, as it pertains to them, is entirely accurate.

A failure to comply with the foregoing or any other lawful requirement of a Contractor General, without lawful justification or excuse, will constitute a criminal offence under Section 29 (b) (ii) of the Contractor General Act.

We have provided you with a unique Password and instructions (see enclosure) which will allow you to access, review and/or change, as the case may be, the information, concerning your Public Body, which is stored in the OCG's PLID.

D. Formal Requirement for Public Bodies which Subsequently Become Engaged in a Prescribed Licensing Activity to Notify the OCG

Any Public Body which is not currently engaged in a prescribed licensing activity but which subsequently becomes engaged in a prescribed licensing activity, must, within 30 calendar days of the commencement of same, formally advise the OCG in writing of the said activity. The requisite steps will thereafter be taken by the OCG to secure the relevant information from the Public Body and to enter same in the PLID.

A 'Prescribed Licence' is defined by Section 2 of the Contractor General Act as "*any licence, certificate, quota, permit or warrant issued or granted pursuant to any enactment by a public body or an officer thereof*".

E. Legal Authority to Make Requisition

The Requisitions which are outlined in Sections C and D of this Notification/Requisition have been lawfully mandated in accordance with and pursuant to the powers which are vested in a Contractor General by the Contractor General Act.

Section 4 (1) (b) of the Contractor General Act provides as follows:

"Subject to the provisions of this Act, it shall be the function of a Contractor-General, on behalf of Parliament – to monitor the grant, issue, suspension or revocation of any prescribed licence, with a view to ensuring that the circumstances of such grant, issue, suspension or revocation do not involve impropriety or irregularity and, where



appropriate, to examine whether such licence is used in accordance with the terms and conditions thereof”.

Section 4 (4) of the Contractor General Act provides as follows:

“For the purposes of paragraphs (d) and (e) of subsection (2) the Contractor-General shall have power to require any public officer or any other person to furnish in such manner and at such times as may be specified by the Contractor-General, information with regard to the grant, issue, suspension or revocation of any prescribed licence and such other information in relation thereto as the Contractor-General considers desirable”.

The OCG anticipates your usual prompt and cordial response to this matter and wishes to thank you, in advance, for your kind cooperation. We are confident that the OCG’s PLID will prove useful to you and to your customers and stakeholders. Indeed, since it is the only central information repository on Government of Jamaica Prescribed Licences, we have no doubt that it will also become an invaluable and indispensable tool for the Government of Jamaica itself.

Should you have any questions whatsoever regarding this Notification/Requisition, please do not hesitate to contact our Mr. Craig Beresford, Senior Director, Monitoring, Corporate Communications and Special Projects. Mr. Beresford can be contacted via his direct telephone number at 876-926-0033 or via his Administrative Assistant at 876-926-0034.

A copy of this Notification/Requisition is being conveyed to a variety of State Authorities and Officials, inclusive of Parliamentarians, for their formal information. The launch of the OCG’s PLID will also be brought to the attention of the public and the media via the issue of a formal OCG Media Release.

Please accept my own personal gratitude for your demonstrated willingness to work with the OCG in its quest to substantially improve the current levels of probity, transparency and accountability in the Government of Jamaica licensing process and, in so doing, to ensure that the interests of our ultimate stakeholders – the People and Taxpayers of Jamaica – are fully protected and served.

Very respectfully yours,

Greg Christie (Signed)

Greg Christie
Contractor-General

Attachment: Appendix 1 – List of Requisitioned Public Bodies
Enclosure: Your Unique Password (Requisitioned Public Bodies only)



Office of the Contractor General

Appendix I – List of Requisitioned Public Bodies as at May 7, 2009

1	Accountant General Department	2	Administrator General's Department	3	Aeronautical Telecommunication Limited
4	Agricultural Credit Board	5	Agricultural Development Corporation	6	Agricultural Marketing Corporation
7	Air Jamaica Ltd.	8	Airports Authority of Jamaica	9	Anti-Dumping and Subsidies Commission
10	Attorney General's Department	11	Auditor General's Department	12	Banana Board*
13	Bank of Jamaica*	14	Bath Fountain Hotel and Spa	15	Bauxite and Alumina Trading Company (B.A.T.C.O)
16	Bellevue Hospital	17	Betting, Gaming and Lotteries Commission*	18	Broadcasting Commission*
19	Bureau of Standards*	20	Bureau of Women's Affairs	21	Caribbean Maritime Institute
22	Caymanas Track Limited	23	Central Information and Technology Office (CITO)	24	Child Development Agency*
25	Clarendon Alumina Production Limited (CAP)	26	Clarendon Parish Council*	27	Coconut Industry Board*
28	Coffee Industry Board*	29	College of Agriculture, Science and Education (CASE)	30	Commission for the Prevention of Corruption
31	Companies Office of Jamaica*	32	Consumer Affairs Commission	33	Council of Community Colleges of Jamaica
34	Creative Production and Training Centre	35	Culture, Health, Arts, Sports and Education (C.H.A.S.E.)	36	Department of Cooperative & Friendly Societies
37	Department of Correctional Services	38	Development Bank of Jamaica	39	Devon House Development Commission
40	E-Learning Company	41	Edna Manley School of the Visual and Performing Arts	42	Electricity Division*
43	Factories Corporation of Jamaica Ltd.	44	Fair Trading Commission	45	Financial Services Commission*
46	FINSAC	47	Firearm Licence Authority*+	48	Fiscal Services Limited
49	Food Storage and Prevention of Infestation Department	48	Forestry Department*	51	G.C. Foster College of Physical Education
52	Golden Age Home	53	Government Chemist	54	Hanover Parish Council*
55	Harmonisation Ltd.	56	Health Corporation of Jamaica	57	Housing Agency of Jamaica Ltd
58	Human Employment and Resource Training/HEART Trust*	59	Independence Park Limited	60	Inland Revenue Department*
61	Institute of Jamaica	62	Institute of Sports	63	International Centre for Environment and Nuclear Science
64	Island Traffic Authority*	65	Jamaica 4-H Clubs	66	Jamaica Bauxite Institute
67	Jamaica Bauxite Mining	68	Jamaica Business Development Centre	69	Jamaica Civil Aviation Authority*
70	Jamaica Constabulary Force	71	Jamaica Cultural Development Commission (JCDC)	72	Jamaica Customs Department*
73	Jamaica Defence Force	74	Jamaica Deposit Insurance Corporation	75	Jamaica Exotic Flavours and Essences
76	Jamaica Fire Brigade*	77	Jamaica Foundation for Life Long Learning	78	Jamaica Information Service
79	Jamaica Intellectual Property Office	80	Jamaica International Free Zone Development Ltd.	81	Jamaica Library Service
82	Jamaica Mortgage Bank	83	Jamaica National Commission for UNESCO	84	Jamaica National Heritage Trust
85	Jamaica Racing Commission*	86	Jamaica Railway Corporation	87	Jamaica Social Investment Fund
88	Jamaica Tourist Board*	89	Jamaica Trade and Invest*	90	Jamaica Urban Transit Company (JUTC)*
91	Kingston and St. Andrew Corporation*	92	Kingston Free Zone	93	Land Surveyors Board*+
94	Management Institute for National Development (M.I.N.D)	95	Manchester Parish Council*	96	Maritime Authority of Jamaica*
97	Meteorological Department	98	Micro Investment Development Agency (MIDA)	99	Milk River Bath
100	Mines and Geology Division*	101	Ministry of Agriculture and Fisheries*	102	Ministry of Education
103	Ministry of Energy and Mining*	104	Ministry of Finance and the Public Service	105	Ministry of Foreign Affairs and Foreign Trade



106	Ministry of Health and Environment*	107	Ministry of Industry, Investment and Commerce*	108	Ministry of Justice*
109	Ministry of Labour and Social Security*	110	Ministry of National Security	111	Ministry of Tourism*
112	Ministry of Transport and Works*	113	Ministry of Water and Housing*	114	Ministry of Youth, Sports and Culture
115	Montego Bay Free Zone Co. Ltd.	116	National Commission on Science and Technology	117	National Council on Drug Abuse
118	National Council on Education	119	National Environment and Planning Agency (NEPA)*	120	National Export-Import Bank of Jamaica Limited
121	National Family Planning Board	122	National Health Fund	123	National Housing Trust
124	National Irrigation Commission Ltd.	125	National Land Agency	126	National Library of Jamaica
127	National Road Operating and Constructing Company (NROCC)	128	National Solid Waste Management Authority (NSWMA)	129	National Water Commission
130	National Works Agency*	131	National Youth Service (NYS)	132	Norman Manley International Airport
133	North East Regional Health Authority*	134	Nutrition Products Ltd.	135	Office of Disaster Preparedness and Emergency Management
136	Office of the Children's Advocate	137	Office of the Prime Minister*	138	Office of the Public Defender
139	Office of the Trustee in Bankruptcy	140	Office of Utilities Regulation (OUR)*	141	Overseas Examinations Office
142	Passport, Immigration & Citizenship Agency (PICA)*	143	Pesticides Control Authority*	144	Petrojam Limited
145	Petroleum Company of Jamaica	146	Petroleum Corporation of Jamaica*	147	Petroleum/Ethanol Company Limited
148	Planning Institute of Jamaica	149	Police Public Complaints Authority	150	Port Authority of Jamaica*
151	Portland Parish Council*	152	Portmore Municipal Council*	153	Post and Telecommunications Department
154	Private Security Regulation Authority*	155	Public Broadcasting Corporation	156	Real Estate Board*
157	Registrar General's Department*	158	River Rafting Authority*+	159	Road Maintenance Fund
160	Rural Agricultural Development Authority (RADA)	161	Rural Electrification Programme	162	Rural Water Supply Company
163	Scientific Research Council*	164	Self Start Fund	165	Social Development Commission
166	South East Regional Health Authority*	167	Southern Regional Health Authority*	168	Spectrum Management Authority*
169	Sports Development Foundation	170	St. Ann Parish Council*	171	St. Catherine Parish Council*
172	St. Elizabeth Parish Council*	173	St. James Parish Council*	174	St. Mary Parish Council*
175	St. Thomas Parish Council*	176	Statistical Institute of Jamaica	177	Students' Loan Bureau
178	Sugar Industry Authority	179	Sugar Manufacturing Corporation of Jamaica	180	Tax Administration Services Department
181	Taxpayer Audit and Assessment Department*	182	The Early Childhood Commission*	183	The Electoral Office of Jamaica
184	The Sugar Company of Jamaica Ltd.	185	Tourism Enhancement Fund	186	Tourism Product Development Company (TPDCO)*
187	Trade Board Limited*	188	Transport Authority*	189	Trelawny Parish Council*
190	Universal Access Fund	191	University Council of Jamaica*	192	University Hospital of the West Indies
193	University of Technology, Jamaica	194	Urban Development Corporation (UDC)	195	Water Resources Authority*
196	Western Regional Health Authority*	197	Westmoreland Parish Council*	198	Wigton Windfarm Limited

* Prescribed Licensing Public Body (74 in total).

+ Requisitioned through Permanent Secretary, Public Bodies did not receive Requisition letter directly (3 in total)

November 27, 2009