

**THE ACCESS TO INFORMATION ROAD MAP**  
**A Directional Guide to Ministries, their Responsible Officers and Other Public Authorities**

**1. MINISTRY: AGRICULTURE**

RESPONSIBLE MINISTER: Hon. Roger Clarke  
PERMANENT SECRETARY: Dr. Richard Harrison

Location: Hope Gardens, Kingston 6  
Tel: 927-1731-50 Fax: 977-1875

Website: [www.moa.gov.jm](http://www.moa.gov.jm)

E-mail: [ati@moa.gov.jm](mailto:ati@moa.gov.jm)

Business Hours: 8:30a.m. – 5:00 p.m.

(Mon-Thurs.) 8:30 a.m. - 4:00 p.m. (Fri.)

Responsible Officer for ATI: Mrs. Claudette Milford-Allen, Director – Information and Documentation (ext. 2009/ 977-9169)

**2. MINISTRY: COMMERCE, SCIENCE AND TECHNOLOGY**

RESPONSIBLE MINISTER: Hon. Phillip Paulwell

PERMANENT SECRETARY: Dr. Jean Dixon

Location: 36 Trafalgar Road, Kingston 10

Tel: 929-8990-9 Fax: 926-9276

Website: [www.mct.gov.jm](http://www.mct.gov.jm)

E-mail: [rwhittaker@mct.gov.jm](mailto:rwhittaker@mct.gov.jm) or

[csdlibrary@hotmail.com](mailto:csdlibrary@hotmail.com)

Business Hours: 8:30a.m. – 5:00 p.m.

(Mon-Thurs.) 8:30 a.m. - 4:00 p.m. (Fri.)

Responsible Officer for ATI: Mrs. Reta Whittaker, Director – Information and Documentation (ext. 340)

**3. MINISTRY: EDUCATION, YOUTH & CULTURE**

RESPONSIBLE MINISTER: Hon. Maxine Henry- Wilson

PERMANENT SECRETARY: Mrs. Marion Jones

Location: 2 National Heroes Circle, Kingston 4

Tel: 922-1400 Fax: 948-2683

Website: [www.moec.gov.jm](http://www.moec.gov.jm)

Business Hours: 8:30a.m. – 5:00 p.m.

(Mon-Thurs.) 8:30 a.m. - 4:00 p.m. (Fri.)

Responsible Officer for ATI: Ms. Marlene Hines – Information Manager (ext.3138 / 922-3398)

**4. MINISTRY: FINANCE AND PLANNING**

RESPONSIBLE MINISTER: Dr. the Hon. Omar Davis, M.P.

FINANCIAL SECRETARY: Mr. Colin Bullock

Location: 30 National Heroes Circle, Kingston 4

Tel: 922-8600 (ext. 5077 – 78)

Fax: 922-7097

Website: [www.mof.gov.jm](http://www.mof.gov.jm)

E-mail: [ati@mof.gov.jm](mailto:ati@mof.gov.jm)

Business Hours: 8:30a.m. – 5:00 p.m.

(Mon-Thurs.) 8:30 a.m. - 4:00 p.m. (Fri.)

Responsible Officer for ATI: Ms. Helen Rumbolt, Director

Documentation & Information

Access Officer: Mrs. Arlene Reid-Smith

**5. MINISTRY: FOREIGN AFFAIRS AND FOREIGN TRADE**

RESPONSIBLE MINISTER: Hon. K.D. Knight, Q.C.

PERMANENT SECRETARY: Ambassador Douglas Saunders

Location: 21 Dominica Drive, Kingston 5

Tel: 926-4220 Fax: 929-6733

Website: [www.mfajt.gov.jm](http://www.mfajt.gov.jm)

E-mail: [www.mfaja@cwjamaica.com](mailto:www.mfaja@cwjamaica.com)

Business Hours: 8:30a.m. – 5:00 p.m.

(Mon-Thurs.) 8:30 a.m. - 4:00 p.m. (Fri.)

Responsible Officer for ATI: Ms. Andrea Noble, Information Manager (926-4220. ext. 2021/968-8161)

**6. MINISTRY: HEALTH**

RESPONSIBLE MINISTER: Hon. Jon Junor

PERMANENT SECRETARY: Mrs. Grace Allen-Young

Location: 2 King Street, Kingston

Tel: 967-1100 Fax: 967-7293

Website: [www.moh.gov.jm](http://www.moh.gov.jm)

E-mail: [diasv@moh.gov.jm](mailto:diasv@moh.gov.jm)

Business Hours: 8:30a.m. – 5:00 p.m.

(Mon-Thurs.) 8:30 a.m. - 4:00 p.m. (Fri.)

Responsible Officer for ATI: Ms. Vinnese Dias, Director of Information (Ext.2002/967-2390)

**7. MINISTRY: INDUSTRY AND TOURISM**

RESPONSIBLE MINISTER: Hon. Aloun N'Dombet-Assamba

PERMANENT SECRETARY: Mrs. Barbara James

Location: 64 Knutsford Boulevard, Kingston 5

Tel: 920-4924/920-4926-30 Fax: 926-6618

Website: [www.tpdco.org](http://www.tpdco.org)

Business Hours: 8:30a.m. – 5:00 p.m.

(Mon-Thurs.) 8:30 a.m. - 4:00 p.m. (Fri.)

Responsible Officer for ATI: Ms. Renee Brown, Access Officer (920-4924/9204926-30 ext. 253)

**8. MINISTRY: JUSTICE**

RESPONSIBLE MINISTER: Sen. the Hon. A. J. Nicholson, Q.C.

PERMANENT SECRETARY: Mrs. Carol Palmer

Location: Mutual Life Building- North Tower, 2 Oxford Road Kingston 5  
Tel: 906-4908-31 Fax: 906-4983  
Website: [www.moj.gov.jm](http://www.moj.gov.jm)  
E-mail: [dsmith@moj.gov.jm](mailto:dsmith@moj.gov.jm)  
Business Hours: 8:30a.m. – 5:00 p.m.  
(Mon-Thurs.) 8:30 a.m. - 4:00 p.m. (Fri.)  
Responsible Officer for ATI: Ms. Brenda Smith,  
Documentation Manager  
(906-4908-31. ext.2128)

### **9. MINISTRY: LABOUR AND SOCIAL SECURITY**

RESPONSIBLE MINISTER: Hon. Horace Dalley, M.P.  
PERMANENT SECRETARY: Mr. Alvin McIntosh, C.D.  
Location: (a) 1F North Street, Kingston  
(b) 14 National Heroes Circle, Kingston 4  
Tel: 922-9500 /922-8000  
Fax: 922-6902, 924-9639  
E-mail: [mlss\\_recmgmt@cwjamaica.com](mailto:mlss_recmgmt@cwjamaica.com)  
Business Hours: 8:30a.m. – 5:00 p.m.  
(Mon-Thurs.) 8:30 a.m. - 4:00 p.m. (Fri.)  
Responsible Officer for ATI: Ms. Portia Magnus,  
Information Manager  
(922-9500-14. ext.2527/967-7743)

### **10. MINISTRY: LAND AND ENVIRONMENT**

RESPONSIBLE MINISTER: Hon. Dean Peart  
PERMANENT SECRETARY: Mr. Donovan Stanberry  
Location: 36 Trafalgar Road, Kingston 10  
Tel: 968-1358/920-3406 Fax: 920-8210  
E-mail: [mlss\\_recmgmt@cwjamaica.com](mailto:mlss_recmgmt@cwjamaica.com)  
Business Hours: 8:30a.m. – 5:00 p.m.  
(Mon-Thurs.) 8:30 a.m. – 4:00 p.m. (Fri.)  
Responsible Officer for ATI: Mr. Barrington Haynes, Information Manager

### **11. MINISTRY: LOCAL GOVERNMENT, COMMUNITY DEVELOPMENT AND SPORT**

RESPONSIBLE MINISTER: Hon. Portia Simpson-Miller, M.P.  
PERMANENT SECRETARY: Ms. Loraine Robinson  
Location: 85 Hagley park Road, Kingston 10  
Tel: 754-0994 Fax: 754-1007  
Website: [www.mlged.gov.jm](http://www.mlged.gov.jm)  
Email: [webmaster@mlged.gov.jm](mailto:webmaster@mlged.gov.jm)  
Business Hours: 8:30a.m. – 5:00 p.m.  
(Mon-Thurs.) 8:30 a.m. - 4:00 p.m. (Fri.)  
Responsible Officer for ATI: Ms. Tesha Clarke,  
Access Officer (Actg)

### **12. MINISTRY: NATIONAL SECURITY**

RESPONSIBLE MINISTER: Dr. the Hon. Peter Phillips, M..P.

PERMANENT SECRETARY: Mr. Gilbert Scott  
Location: Mutual Life Building, 2 Oxford Road, Kingston 5  
Tel: 906-4908-31 Fax: 906-1712  
Website: [www.mns.gov.jm](http://www.mns.gov.jm)  
E-mail: [claudette.mcpherson@mns.gov.jm](mailto:claudette.mcpherson@mns.gov.jm)  
Business Hours: 8:30a.m. – 5:00 p.m.  
(Mon-Thurs.) 8:30 a.m. - 4:00 p.m. (Fri.)  
Responsible Officer for ATI: Ms. Claudette McPherson, Information Manager  
906-4908-31 ext. 2351/968-7410

### **13. MINISTRY: TRANSPORT AND WORKS**

RESPONSIBLE MINISTER: Hon. Peter Pickersgill, M.P.  
PERMANENT SECRETARY: Dr. Alwin Hales  
Location: 138 Maxfield Avenue, Kingston 10  
Tel: 754-1900-1 Fax: 754-2595  
Website: [www.mtw.gov.jm](http://www.mtw.gov.jm)  
E-mail: [ps@mtw.gov.jm](mailto:ps@mtw.gov.jm)  
Business Hours: 8:30a.m. – 5:00 p.m.  
(Mon-Thurs.) 8:30 a.m. - 4:00 p.m. (Fri.)  
Responsible Officer for ATI: Ms. Myrtle Williams,  
Information Manager  
(754-1900-1 ext. 267)

### **14. MINISTRY: WATER AND HOUSING**

RESPONSIBLE MINISTER: The Hon. Donald Buchanan  
PERMANENT SECRETARY: Mrs. Genefa Hibbert  
Location: 6 St. Lucia Avenue, Kingston 5  
Tel: 754-0973 Fax: 754-0975  
Business Hours: 8:30a.m. – 5:00 p.m.  
(Mon-Thurs.) 8:30 a.m. - 4:00 p.m. (Fri.)  
Responsible Officer for ATI: Ms. Claudette Thomas, Director, Documentation Centre (926-1690-37 ext. 2901/920-9738)

### **15. MINISTRY: OFFICE OF THE CABINET**

RESPONSIBLE OFFICER: Dr. the Hon. Carlton Davis O.J., C.D.  
Cabinet Secretary, Permanent Secretary  
Location: 2a Devon Road, Kingston 10  
Tel: 927-4101-2 Fax: 929-8459  
Website: [www.cabinet.gov.jm](http://www.cabinet.gov.jm)  
E-mail: [info@cabinet.gov.jm](mailto:info@cabinet.gov.jm)  
Business Hours: 8:30a.m. – 5:00 p.m.  
(Mon-Thurs.) 8:30 a.m. - 4:00 p.m. (Fri.)  
Responsible Officer for ATI: Mrs. Jacqueline McGibbon, Information Resources Officer

### **16. MINISTRY: OFFICE OF THE PRIME MINISTER**

RESPONSIBLE MINISTER: The Most Hon. P.J. Patterson, O.N., P.C., Q.C., M.P.  
PERMANENT SECRETARY: Mrs. Patricia Sinclair-McCalla

Location: 1a Devon Road, Kingston 10  
Tel: 927-4101-2, 9941-3  
Fax: 929-6676/978-3073  
E-mail: [rsmccalla@opm.gov.jm](mailto:rsmccalla@opm.gov.jm)  
Business Hours: 8:30a.m. – 5:00 p.m.  
(Mon-Thurs.) 8:30 a.m. - 4:00 p.m. (Fri.)  
Responsible Officer for ATI: Mr. Rohan McCalla,  
Information Resources Manager

## **17. ACCOUNTANT GENERAL'S DEPARTMENT**

PRINCIPAL OFFICER: Mrs. Millicent Hughes,  
Accountant General  
Location: Public Building West, King Street,  
Kingston  
Tel: 922-8320-7 Fax: 967-0315  
Website: [www.mof.gov.jm](http://www.mof.gov.jm)  
E-mail: [mofagd@colis.com](mailto:mofagd@colis.com)  
Business Hours: 8:30a.m. – 3:00 p.m.  
(Mon-Thurs.) 8:30 a.m. – 2:00 p.m. (Fri.)  
Responsible Officer for ATI: Ms. Janice Landell

## **18. BANK OF JAMAICA (BOJ)**

Principal Officer: Mr. Derick Latibeaudiere,  
Governor  
Location: Nethersole Place, Kingston  
Tel: 922-0750-9 Fax: 922-0854  
Website: [www.boj.org.jm](http://www.boj.org.jm)  
E-mail: [mofagd@colis.com](mailto:mofagd@colis.com)  
Business Hours: 8:30a.m. – 4:30 p.m.  
(Mon-Thurs.) 8:30 a.m. – 5:30 p.m. (Fri.)  
Responsible Officer for ATI: Mrs. Louise Brown,  
Senior Advisor, Economic Information and  
Publications Dept.  
(ext. 4301)

## **19. URBAN DEVELOPMENT CORPORATION (UDC)**

Principal Officer: Dr. Vincent Lawrence,  
Executive Chairman  
Location: 12 Ocean Boulevard, Kingston Mall  
Tel: 922-8317-9 Fax: 922-9326  
Website: [www.udcja.com](http://www.udcja.com)  
E-mail: [info@udcja.com](mailto:info@udcja.com)  
Business Hours: 8:30a.m. – 4:30 p.m. (Mon.-Fri.)  
Responsible Officer for ATI: Ms. Dorreth  
McKnight, Manager - Documentation Centre (ext.  
2719/3725)

## **20. JAMAICA INFORMATION SERVICE (JIS)**

PRINCIPAL OFFICER: Mrs. Carmen Tipling,  
Chief Executive Officer  
Location: 58 Halfway Tree Road, Kingston 10

Tel: 926-3590/3740 Fax: 929-6727  
Website: [www.jis.gov.jm](http://www.jis.gov.jm)  
E-mail: [research@jis.gov.jm](mailto:research@jis.gov.jm)  
Business Hours: 8:30a.m. – 5:00 p.m.  
(Mon-Thurs.) 8:30 a.m. – 4:00 p.m. (Fri.)  
Responsible Officers for ATI:  
Andrea Bryan, 926-3590/3740  
Manager Computer Services/Research  
Departments

Enthrose Campbell, 926-3590/3740 Manager,  
JIS Radio  
Althea Buchanan, 922-8680 Manager, JIS TV

## **21. NATIONAL WORKS AGENCY (NWA)**

PRINCIPAL OFFICER: Mr. Ivan Anderson, Chief  
Executive Officer  
Location: 140 Maxfield Avenue, Kingston 10  
Tel: 926-3210-9 Fax: 926-2572  
Website: [www.nwa.gov.jm](http://www.nwa.gov.jm)  
E-mail: [ivananderson@nwa.gov.jm](mailto:ivananderson@nwa.gov.jm)  
Business Hours: 8:30a.m. – 5:00 p.m.  
(Mon-Thurs.) 8:30 a.m. – 4:00 p.m. (Fri.)  
Responsible Officer for ATI: Ms. Marion Edwards,  
Manager - Information Resource Management  
Unit  
926-3210-9 (ext. 4002) /511-4002

## **22. PLANNING INSTITUTE OF JAMAICA (PIOJ)**

PRINCIPAL OFFICER: Dr. Wesley Hughes,  
Director General  
Location: 10-16 Grenada Way, Kingston 5  
Tel: 906-4386/4463-4/4468-9  
Fax: 906-5011  
Website: [www.pioj.gov.jm](http://www.pioj.gov.jm)  
Email: [doccen@mail.colis.com](mailto:doccen@mail.colis.com)  
Business Hours: 8:30a.m. – 5:00 p.m.  
(Mon-Thurs.) 8:30 a.m. – 4:00 p.m. (Fri.)  
Responsible Officer for ATI: Mrs. Arlene  
Ononaiwu, Technical Information Manager, 906-  
4386/4468

## **23. ADMINISTRATOR GENERAL'S DEPARTMENT**

PRINCIPAL OFFICER: Ms. Lola Brown  
Location: 12 Ocean Boulevard  
Tel: 922-0700-5 Fax: 922-4201  
Website: [www.mnsj.gov.jm/agd](http://www.mnsj.gov.jm/agd)  
Email: [admingen@cwjamaica.com](mailto:admingen@cwjamaica.com)  
Business Hours: 8:30a.m. – 5:00 p.m.  
(Mon-Thurs.) 8:30 a.m. – 4:00 p.m. (Fri.)  
Responsible Officer for ATI: Mrs. Roxanne  
D'Aguilar