



# TRINIDAD AND TOBAGO GAZETTE

VOL. 60

Caroni, Trinidad, Thursday 7th January, 2021—Price \$1.00

No. 1

No.	GAZETTE NOTICE	PAGE	No.	GAZETTE NOTICE	PAGE
1	Notice re: Supplement ... ..	1	5	Probate and Letters of Administration— Applications	2
2	Appointments— To act temporarily as a member of the Senate	1	6	Central Bank, Weekly Statement of Account as at 30th December, 2020	3
3	Of the Executive Director of the Trinidad and Tobago Fair Trading Commission	1	7	The National Gas Company of Trinidad and Tobago Limited—Public Statement 2020	4
4	Revocation and Appointment of Commissioners of the Trinidad and Tobago Fair Trading Commission	2	8	Port Authority of Trinidad and Tobago—Public Statement	9

1

## SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

### *Legal Supplement Part B—*

Civil Service (Variation of the First Schedule) Order, 2020—(Legal Notice No. 1 of 2021).

Civil Aviation [(No. 14) Aircraft Accident and Incident Investigation] (Amendment) Regulations, 2020—(Legal Notice No. 2 of 2021).

2

## APPOINTMENT TO ACT TEMPORARILY AS A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Leader of the Opposition, in exercise of the power vested in her by section 44(1)(b) and section 44(4)(b) of the Constitution of the Republic of Trinidad and Tobago, has appointed ELI ZAKOUR, to be temporarily a member of the Senate, with effect from 15th December, 2020 and continuing during the absence of Senator JAYANTI LUTCHMEDIAL by reason of illness.

C. JACKMAN-WALDRON  
*Secretary to Her Excellency  
the President*

15th December, 2020.

3

## APPOINTMENT OF THE EXECUTIVE DIRECTOR OF THE TRINIDAD AND TOBAGO FAIR TRADING COMMISSION

IN ACCORDANCE with the provisions of Section 35 of the Fair Trading Act, Chap. 81:13 of the Laws of the Republic of Trinidad and Tobago, it is notified for general information that MR. BEVAN NARINESINGH has been appointed as Executive Director of the Trinidad and Tobago Fair Trading Commission for a period of three years, with effect from 3rd November, 2020.

F. SEIGNORET  
*Permanent Secretary  
Ministry of Trade and Industry*

18th December, 2020.

4

REVOCATION AND APPOINTMENT OF COMMISSIONERS OF THE  
TRINIDAD AND TOBAGO FAIR TRADING COMMISSION

IT IS HEREBY NOTIFIED that Cabinet has agreed to the revocation of the appointment of Dr. MIKAEEL MOHAMMED, as a Commissioner of the Fair Trading Commission with effect from 12th March, 2020.

Furthermore, it is hereby notified in accordance with the provisions of Sections 26(1), 26(2), 26(3) and 27 of the Fair Trading Act, Chap. 81:13 of the Laws of the Republic of Trinidad and Tobago, MR. DAN RUSSELL MARTINEAU has been appointed as a Commissioner of the Fair Trading Commission for a period of two years, with effect from 1st October, 2020.

18th December, 2020.

F. SEIGNORET  
*Permanent Secretary*  
*Ministry of Trade and Industry*

5

PROBATE AND LETTERS OF ADMINISTRATION

PUBLIC NOTICE is hereby given that applications have been made for the following grants of Probate or Letters of Administration:

LETTERS OF ADMINISTRATION of the estate of **HAROLD BAKSH** otherwise **BAKSH HAROLD** of 42, Hollis Street, Petit Bourg, San Juan, St. Ann's, Trinidad, who died on the 5th day of January, 2003, by **Haniff Baksh** of the same place, his son and the only person entitled to the estate;

PROBATE of the Will dated the 10th day of May, 2003, of **ROY MADRAY** of 21, Calcutta Street, St. James, Port-of-Spain, Trinidad, who died on the 7th day of December, 2013, by **Eileen Francis** of 6, Baroda Street, St. James, Port-of-Spain, Trinidad, the executor according to the tenor of the Will;

LETTERS OF ADMINISTRATION of the estate of **KAMINI RAMNANAN** of 2, Sherry Ann Avenue, Railway Road, Sangre Grande, Manzanilla, Trinidad, who died on the 17th day of March, 2017, by **Balideo Ramnanan** of the same place, her lawful husband;

PROBATE of the Will dated the 11th day of April, 2017, of **FEROZA DOW** otherwise **FEROZA PAULINE DOW** of 1, Woodbrook Place, Apartment 12E, Tower 2, Tragarete Road, Port-of-Spain, Trinidad, who died on the 15th day of May, 2017, by **Meshia-Ann Seemungal** of 60B, Sealy Street, El Dorado, Tacarigua, Trinidad, one of the executrices named in the Will;

PROBATE of the Will dated the 27th day of March, 2019, of **AMELIA FREDERICK** of Light Pole No. 50, Allies Street, Siparia, Trinidad, who died on the 9th day of February, 2019, by **Veronica Theresa Frederick** of the same place, the sole executrix named in the Will;

PROBATE of the Will dated the 28th day of May, 2014, of **FARIDA ZAIREEN MOHAMMED** of 10, Poui View, Valsayn, Tacarigua, Trinidad, who died on the 17th day of May, 2019, by **Karimah Mohammed** of 22, St. Augustine Villas, St. Augustine, Tacarigua, Trinidad, the other executrix named in the Will;

PROBATE of the Will dated the 14th day of August, 2015, of **ALBERTHA MILLET** of Light Pole No. 4, Hassarat Road, Cunupia, Trinidad, who died on the 30th day of April, 2018, by **Vernon Stewart** of Light Pole No. 52, St. Julien Road, Diego Martin, Trinidad, the sole executor named in the Will;

PROBATE of the Will dated the 14th day of November, 2018, of **TREVOR CLARE BENJAMIN** of 9-11, Guaico Tamana Road, Guaico, Manzanilla, Trinidad, who died on the 7th day of February, 2019, by **Ingrid Lydia Benjamin** of the same place, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **MERVYN MALVERN BAILEY** otherwise **MALVERN MERVYN BAILEY** of Light Pole No. 5A, St. Louis Drive, Chanka Trace, El Socorro, St. Ann's, Trinidad, who died on the 3rd day of September, 2017, by **Kelvin Kester Bailey** otherwise **Kelvin Bailey** of the same place, the lawfully appointed attorney of **Veronica Bailey**;

and unless a Caveat is lodged within twenty-one days from the date of this advertisement with the Registrar of the Supreme Court of Judicature, which the above-named applications have been made, for Probate or Letters of Administration as the case may be in respect of the said applications, will be granted accordingly.

Dated the 7th day of January, 2021.

K. OLIVERIE STUART  
*Acting Registrar, Supreme Court of Judicature*

6

## CENTRAL BANK OF TRINIDAD AND TOBAGO

## WEEKLY STATEMENT OF ACCOUNT AS AT 30TH DECEMBER, 2020

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	<b>External Assets:</b>	
49,042,094	Balances, Investments, etc. ... ..	49,029,714
4,316,626	Subscriptions to I.M.F. ... ..	4,316,626
2,223,873	I.M.F.—S.D.R. Holdings ... ..	2,223,873
<hr/>		<hr/>
55,582,593		55,570,213
	<b>Trinidad and Tobago Government Securities:</b>	
25	Treasury Bills (Face Value) ... ..	—
<hr/>	Marketable Securities ... ..	25
25		<hr/>
		25
	<b>Other Assets:</b>	
39,422	Trinidad and Tobago Dollar Securities ... ..	39,422
55,297	Advances to Government Authorities ... ..	55,297
2,759,628	Other Assets ... ..	2,762,803
<hr/>		<hr/>
2,854,347		2,857,522
131,671	<b>Fixed Assets:</b>	131,671
<hr/>		<hr/>
58,568,636		58,559,431
<hr/>		<hr/>
	<i>Liabilities and Capital Account</i>	
	<b>Currency in Circulation:</b>	
8,125,209	Notes ... ..	8,167,812
253,958	Coins ... ..	253,948
<hr/>		<hr/>
8,379,167		8,421,760
	<b>Demand Liabilities:</b>	
25,815,367	Commercial Banks ... ..	23,651,002
217,906	Financial Institutions (Non-Banking) ... ..	257,030
(9,571,773)	Government and Governmental Organisations ... ..	(7,464,737)
203,339	International Organisations ... ..	203,339
670,001	Foreign Currency ... ..	670,068
2,040,224	Other ... ..	2,072,115
<hr/>		<hr/>
19,375,064		19,388,817
	<b>Other Liabilities:</b>	
2,950,659	Government S.D.R. Allocations ... ..	2,950,659
20,667,939	Other Liabilities ... ..	20,619,926
5,595,807	Specific Provisions ... ..	5,578,269
<hr/>		<hr/>
29,214,405		29,148,854
	<b>Capital and Reserves:</b>	
800,000	Capital Paid-up ... ..	800,000
800,000	General Reserve Fund ... ..	800,000
<hr/>		<hr/>
1,600,000		1,600,000
<hr/>		<hr/>
58,568,636		58,559,431
<hr/>		<hr/>

C. SUBRYAN  
*Manager*  
*Finance and Accounting*



THE NATIONAL GAS COMPANY  
OF TRINIDAD AND TOBAGO LIMITED

# Freedom of Information Act

## The Public's Right to Access Information under the Freedom of Information Act relating to NGC and its Operations FOIA Public Statement 2020

The Freedom of Information Act, Chap. 22:02 ("the Act") gives members of the public:

1. A legal right to access information held by a public authority (as defined in the Act).
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 Act.
4. A legal right to refer matters to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the Act.

The National Gas Company of Trinidad and Tobago Limited ("NGC") is required, by virtue of the Act, to publish certain information for the benefit of the public. This includes information regarding the structure and functions of NGC and a list of the categories of documents held by NGC. It also requires NGC to identify those documents which are eligible/available for public access under the Act, and sets out how to obtain same.

The following information satisfies the legislative requirements of the Act and is an Updated Public Statement pursuant to Section 7(1) (b) of the Act.

The following information has been approved by the Minister of Energy and Energy Industries.

### STATEMENTS UNDER SECTION 7 OF THE ACT

#### (1) SECTION 7(1) (a) (i)

##### Corporate Particulars and Function

NGC is a wholly-owned state enterprise incorporated on August 22nd, 1975 as a limited liability company under the Companies Ordinance Chapter 31 No. 1 and continued as a company on April 17th, 1998 under the Companies Act Chapter 81:01 of the laws of the Republic of Trinidad and Tobago. Its registered office is at Orinoco Drive, Point Lisas Industrial Estate, Point Lisas.

Listed below are NGC's wholly/majority-owned subsidiary companies:

- National Energy Corporation of Trinidad and Tobago Limited ("National Energy")
- La Brea Industrial Development Company Limited ("LABIDCO")
- NGC Pipeline Company Limited ("NPCL")
- NGC NGL Company Limited ("NGC NGL")
- Trinidad and Tobago LNG Limited ("TTLNG")
- NGC E&P Investments Limited ("NGC E&P")
- NGC CNG Company Limited ("NGC CNG")
- Trinidad and Tobago NGL Limited ("TTNGL")
- Phoenix Park Gas Processors Limited ("PPGPL")
- NGC Caribbean Investments Limited ("NCIL")
- NGC Petrochemicals Limited ("NPL")
- NGC Trinidad and Tobago LNG Limited ("NGC LNG")
- Downstream Petrochemical Research and Development Company Limited ("DOWNSTREAM")
- NGC E&P Investments (Barbados) Limited ("NGC E & PIN")
- NGC E&P (Barbados) Limited ("NGC E & PB")
- NGC Group Captive Insurance (Barbados) Limited ("CAPTIVE")

For a full listing of NGC's shareholdings and equity interests, please visit NGC's website at [www.ngc.co.tt](http://www.ngc.co.tt).

The scope of business of NGC and its subsidiary companies is:

- Purchase and sale of natural gas

- Transmission and distribution of natural gas, including pipeline construction and maintenance
- Processing, fractionation and marketing of natural gas liquids ("NGLs")
- Natural gas market development and merchandising, including project planning and development, investment facilitation and marketing promotion of Trinidad and Tobago as a competitive location for natural gas-based investments
- Port, marine and site infrastructure development and management
- Equity investment management and shareholdings
- Marketing of compressed natural gas ("CNG")
- Liquefied natural gas ("LNG") production
- Energy marketing and trading
- Strategic partnerships, locally, regionally and internationally, across the gas value chain.

#### Decision-Making Powers

NGC is governed by a Board of Directors appointed by NGC's sole shareholder/beneficial owner, the Corporation Sole. The current constitution of the Board of Directors is as follows:

- Mr. Conrad Enill – Chairman
- Mr. Kenneth Allum
- Mr. Marcus Ganness
- Mr. Sean Balkissoon
- Ms. Sandra Fraser
- Mr. Dan Martineau
- Mr. Mark Loquan
- Mr. Howard Dottin

Six (6) Board sub-committees assist in formulating and guiding the business and policies of NGC:

- The Audit Committee ("AC")
- The Finance and Investment Committee ("FIC")
- The Human Resource Committee ("HRC")
- The Tenders Committee ("TC")
- The Operations Committee ("OC")
- The Branding and Sustainable Development Committee\* ("BSDC")

\*Name under review

The NGC's Leadership Team ("LT") comprises the following:

- Mr. Mark Loquan – President
- Ms. Verlier Quan Vie – Vice President, Commercial
- Mr. Narinejit Parag – Vice President, Finance, Technology and Risk
- Mr. Edmund Subryan – Vice President, Legal and Corporate Affairs
- Mr. Ramesh Harrylal – Vice President, Operations
- Mr. Himalaya Boodoosingh – Senior Manager, HSE and Security
- Mr. Winston Mohammed – Senior Manager, Projects
- Mr. Kurt Scotland – Senior Manager (Ag.), Supply Chain Management
- Ms. Carol Sylvester-London – Manager, Human Resources
- Ms. Lisa Burkett – Manager, Corporate Communications

Further details regarding NGC's Leadership Team are available on NGC's website: [www.ngc.co.tt](http://www.ngc.co.tt).

#### Company Structure

The four (4) operating Groups within NGC are:

7—Continued

## THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO

## FREEDOM OF INFORMATION ACT PUBLIC STATEMENT 2020—Continued

- **Commercial**, which manages upstream gas supply operations, upstream non-operating joint ventures, mid/downstream petrochemical gas sales operations, LNG and petrochemical shareholder management, commercial assurance, power, manufacturing industries and energy efficiency management, energy marketing and trading, and gas business development.
- **Finance, Technology and Risk**, whose function includes records management, managing financial operations, treasury and investments, taxation, financial planning and reporting, risk and insurance, and information and communication technology.
- **Legal and Corporate Affairs**, which provides corporate and commercial legal services to protect the company against risk and liability, and oversees the work of the Corporate Governance and Compliance Division of the company.
- **Operations**, the main functions of which include natural gas transportation and distribution, pipeline operations, pipeline maintenance and asset integrity, field engineering, and strategic projects.

There are also seven (7) independent Divisions:

- **Corporate Communications** provides corporate social responsibility ("CSR"), communications and branding, and stakeholder and reputation management services.
- **Health, Safety, Security and Environment** provides health, safety, security and environment management services.
- **Human Resources** provides compensation and benefits, organisational development, performance and training, recruitment and talent management, industrial and employee relations, and office management services.
- **Group Internal Audit** provides independent, objective assurance and consulting services designed to add value and improve the company's (and the NGC Group's) operations.
- **Office of Strategic Management** handles business intelligence, planning, alignment and strategic initiatives in order to facilitate development, alignment and execution of strategy at all levels. It also assists in monitoring risks in the achievement of corporate objectives by applying the requisite quality assurance.
- **Supply Chain Management** provides projects, engineering and operations support, procurement, contract administration, inventory, logistics, warehousing and supply chain management services.
- **Projects** provides engineering (including geomatic and construction engineering), site management, project management, project management controls, commissioning support, and facilities management services.

#### Effect of Scope of Business on Members of the Public

The Vision and Mission of NGC and its main operating subsidiaries are as follows:

**Vision:** To be recognised as a global leader in the development of sustainable energy-related businesses.

**Mission:** To create exceptional value from the natural gas and related energy businesses through our people and strategic partnerships.

The Core Values of the NGC Group, which guide its business practices and activities, are as follows:

- Integrity
- Employee Engagement
- Excellence
- Safety and Environmental Preservation
- Transparency
- Customer Focus
- Corporate Social Responsibility

NGC creates national value for Trinidad and Tobago through its activities along the natural gas value chain. A value chain is a chain of activities that processes raw material through a number of intermediate stages to a marketable end product. However, in the course of its business, NGC does not normally deal directly with members of the general public in relation to the formulation of policy

in, or the administration of, the Public Authority. NGC's activities may, however, potentially impact individuals through the social value of the value chain (i.e. job creation, skills development and positive impact on communities and NGC's CSR activities).

#### (2) SECTION 7(1) (a) (ii)

##### Categories of Documents likely to be in the possession of NGC

NGC maintains records that relate to its administrative functions, support services and its technical operations (related to its core business activities). These records are generally categorised as follows:

1. **General Administrative and Support Services**
  - a. Records related to property, risk management and office services
2. **Intra-Governmental Correspondence**
  - a. Communication with ministries and other Public Authorities
  - b. Reports to the Central Statistical Office and other governmental institutions
3. **Committee Deliberations**
  - a. Minutes and reports of committees and other internal bodies
4. **Legal Activities**
  - a. Records of decisions, legislation, policies and procedures, contracts (including speciality contracts such as deeds), documents pertaining to litigation and other legal proceedings
5. **Business Activities**
  - a. Business plans, proposals, reviews, reports
  - b. Records related to development, planning and general management of projects
  - c. Records relating to human resource management operations
  - d. Public relations records and files, including bursaries, sponsorships, brochures, newsletters, photographs, maps, audio and visual material related to public relations activities
  - e. Records of programmes and relations with pipeline communities
  - f. Records relating to information resource management facilities, services and technology
  - g. Records relating to marketing and business promotions
  - h. Performance and audit assessments and analyses
  - i. Consultancy, technical, valuation, assessment and various reports which support business decisions
  - j. Policies, procedures and manuals, (e.g. safety manual, evacuation procedures, etc.)
  - k. Speeches and presentations to public forums, conferences
  - l. Records related to the management of corporate events
6. **Financial and Accounting Operations**
  - a. Records related to budgeting, capital investments, financial planning and reporting, taxation, cash management, etc.
  - b. Reports to government, audited financial accounts laid in parliament and other public financial entities
  - c. Accounting records
  - d. Records related to control and systems optimisation
  - e. Annual financial reports
7. **Commercial Activities**
  - a. Records related to contract management
  - b. Records related to asset and value management
  - c. Strategy and planning records
8. **Technical Operations**
  - a. Records related to the purchase and sale of natural gas, building and physical infrastructure, including port and marine operations of the National Energy, and estate management operations of LABIDCO
9. **Health, Safety, Security and Environment**
  - a. Records related to total recordable injuries for contractors and employees, and environmental impacts

#### (3) SECTION 7(1) (a) (iii)

##### Documents prepared for Publication and Inspection

The following publications and other general information are available on NGC's website: [www.ngc.co.tt](http://www.ngc.co.tt).

7—Continued

THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT PUBLIC STATEMENT 2020—Continued

- II. Audit reports
- III. Project status reports

9) SECTION 9(1) (i)

A report containing: (1) final plans or proposals for the re-organisation of the functions of NGC; (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 NGC, whether or not the plans or proposals are subject to approval of an officer of NGC, another public authority, the responsible minister, or Cabinet.

- i. Budgets
- ii. Business plans
- iii. Strategic plans

10) SECTION 9(1) (j)

A statement prepared within NGC, containing policy directions for the drafting of legislation.

At this time, we have no such statements.

11) SECTION 9(1) (k)

A report of a test on a product, carried out within NGC, for the purpose of purchasing equipment.

At this time, we have no such statements.

12) SECTION 9(1) (l)

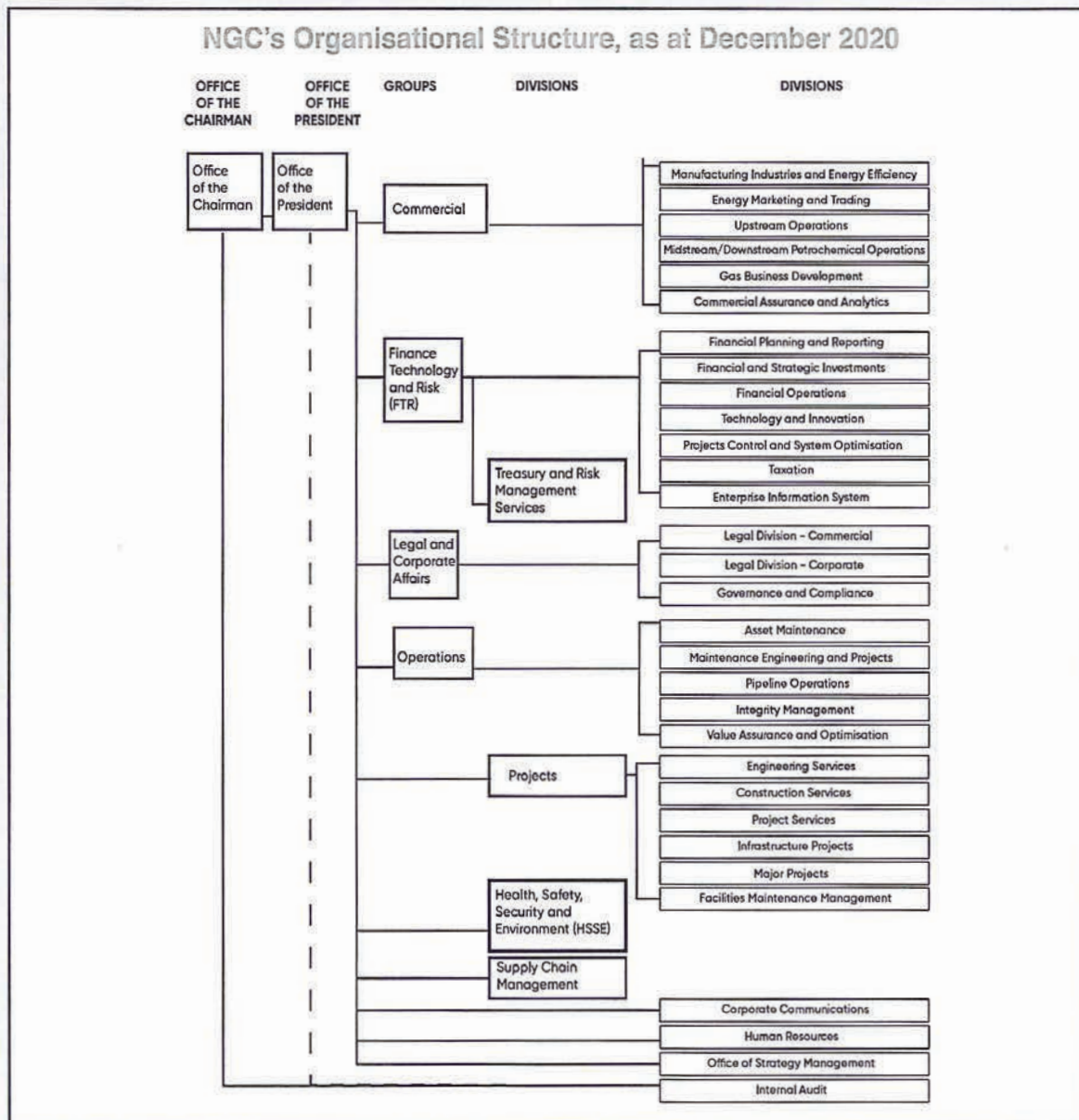
An environmental impact statement prepared within NGC.

At this time, we have no such statements.

13) SECTION 9(1) (m)

A valuation report prepared for NGC by a valuator, whether or not the valuator is an officer of NGC.

- i. Valuation reports
- ii. Actuarial reports



7—Continued

THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT PUBLIC STATEMENT 2020—Continued

If in stock and available, the public may also inspect and/or obtain copies of the said materials between the hours of 10:00 a.m. and 2:30 p.m. Monday to Thursday at:

The National Gas Company of  
Trinidad and Tobago Limited  
Corporate Communications Division  
Orinoco Drive  
Point Lisas Industrial Estate  
Point Lisas  
Phone: (868) 636-4662, 4680  
Fax: (868) 679-2384

Materials include:

- GASCO News Magazine (Quarterly)
- NGC's Sustainability Report (Annually)
- Various pamphlets, leaflets, booklets, videotapes and brochures relating to natural gas and the natural gas industry
- Annual Reports
- *Beyond the Pipeline* (Semi-Annually)
- Speeches and presentations to public forums, conferences, etc.

**(4) SECTION 7(1) (a) (iv)**

**Documents available by way of Subscription**

NGC currently does not publish any documents that are available by way of subscription save and except for NGC's GASCO News Magazine which is available electronically and can be subscribed to via the website.

**(5) SECTION 7(1) (a) (v)**

**Procedure to be followed to access Official Documents under the FOIA**

**How to request information:**

1. Requests for public documents and public services under the FOIA will be entertained between the hours of 9:30 a.m. and 3:00 p.m. Monday to Friday, except on public holidays.
2. All requests for access to documents that are not readily available in the public domain are to be made, in writing, on the Request for Access to Official Document(s) Form (pursuant to Section 13 of the Act) that is available from the Designated Officer or Alternate Designated Officer, or from the FOI Unit, Ministry of Communications, at their website: [www.foia.gov.tt](http://www.foia.gov.tt).
3. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer or Alternate Designated Officer, in writing, in the form of a letter.
4. To ensure prompt handling of requests, please address all requests to the Designated Officer or Alternate Designated Officer of NGC.
5. Requests will be acknowledged as official only when made on the prescribed form.
6. Applicants must provide sufficient information to enable the Designated Officer to identify the document(s) being requested.
7. The general policy is to answer all requests for information, both oral and written, in like manner. However, in order to derive the rights given to the applicant under the Act (e.g. the right to challenge a decision if the request for information is refused), the applicant must make such requests for information in writing (and these will be the only requests viewed as official requests under the Act).
8. If insufficient information is provided regarding the information being requested, clarification will be sought from the applicant.
9. If the applicant is not sure how to write his/her request or what details to include therein, prior communication with the Designated Officer or Alternate Designated Officer, or with the FOI Unit, Ministry of Communications ([www.foia.gov.tt](http://www.foia.gov.tt)) is recommended.
10. A request under the Act will not be processed to the extent that it asks for information which is readily available to the public, either from this public authority or from another public authority (e.g. by way of brochures, reports, and the like). Where possible, the applicant will be directed to these public sources.

**Time Permitted**

1. Applicants will be notified within thirty (30) calendar days from the date of submission, whether or not their request is approved. Requests may also be partially approved.
2. Applicants whose requests are incomplete or unclear will be informed of same by the Designated Officer, who will make arrangements to consult with the applicant with a view to clarifying the request.
3. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and will resume on the day the applicant confirms or alters the request.
4. An applicant whose request for documents is refused will be notified, in writing, of the reasons for refusal. The applicant will be informed of alternative recourses that are open to him/her in light of the refusal.
5. Subject to the above item No. 3, if NGC fails to meet the thirty (30)-day deadline, the Act gives the applicant the right to proceed as though his/her request has been denied.
6. If it appears that processing the applicant's request may take longer than the thirty (30)-day statutory limit, NGC will acknowledge receipt and advise the applicant of its status. NGC may also request a formal extension of the time frame in which to deliver the requested information, which must be approved by the applicant.
7. 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 or Alternate Designated Officer has received the request, and to ascertain its status.
8. NGC will count the delivery date of the request as the date it was received by mail, or the date it was delivered to the Designated Officer or Alternate Designated Officer via e-mail.

**Fees and Charges**

1. 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 form such as a tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for the duplication of said material.
2. Details of charges for the duplication of documents will be determined based upon individual requests by applicants.
3. Applicants will be required to complete an official company invoice before funds are paid to the cashier.

**(6) SECTION 7(1) (a) (vi)**

**Responsibilities of the Designated Officer and/or Alternate Designated Officer**

The Designated Officer (and/or Alternate Designated Officer) in NGC is responsible for:

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

The Designated Officer is:

Venishia Paynter  
The National Gas Company of  
Trinidad and Tobago Limited  
Orinoco Drive  
Point Lisas Industrial Estate  
Point Lisas, Couva  
Phone: (868) 636-4662/4680 Ext. 1553  
Fax: (868) 636-9405  
Email: [venishia.paynter@ngc.co.tt](mailto:venishia.paynter@ngc.co.tt)

The Alternate Designated Officer is:

Alicia Neebar  
The National Gas Company of  
Trinidad and Tobago Limited  
Orinoco Drive

7—Continued

## THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO

## FREEDOM OF INFORMATION ACT PUBLIC STATEMENT 2020—Continued

Point Lisas Industrial Estate  
Point Lisas, Couva  
Phone: (868) 636-4662/4680 Ext. 1563  
Fax: (868) 636-9405  
Email: alicia.neebar@ngc.co.tt

**(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**

Information in the public domain can be accessed through our website at [www.ngc.co.tt](http://www.ngc.co.tt). General information enquiries can be made to the Manager, Corporate Communications Division, at (868) 636-4662/4680, Ext. 2102.

For the purposes of FOIA reference, documents may be viewed between 9:30 a.m. and 3:00 p.m. Monday to Friday (except public holidays), in the designated reading area located at:

Administration Building  
The National Gas Company of  
Trinidad and Tobago Limited  
Orinoco Drive  
Point Lisas Industrial Estate  
Point Lisas, Couva

All members of the public will be required to adhere to the rules and regulations outlined for the use of this facility.

**STATEMENTS UNDER SECTION 8 OF THE ACT**

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

1. Safety policy and procedures
2. Recruitment policy
3. Visitors' security policy
4. Third party accident/injury policies and procedures
5. Information management policies and procedures

These documents fall under the following categories:

**1) SECTION 8(1) (a) (i)**

Documents containing interpretations or particulars of written laws or schemes administered by the public authority, 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 public authority, or similar documents containing rules, policies, guidelines, practices or precedents.

**3) SECTION 8(1) (b)**

In enforcing written laws or schemes administered by the public authority 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 OF THE ACT**

At NGC, the following documents may fall into the categories set out in Section 9 of the Act:

**1) SECTION 9(1) (a)**

A report or statement containing the advice or recommendations of a body or entity established within NGC.

- i. Policies and procedures relating to:

- a. The issuing and evaluation of tenders and contracts
- b. Personnel administrative matters
- c. Information technology
- d. Lease acquisition
- e. Governance issues
- ii. Accident/incident reports
- iii. Pipeline inspection reports
- iv. Environment and safety reports and recommendations

**2) SECTION 9(1) (b)**

A report or statement containing the advice or recommendations of a body or entity established outside of NGC 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 NGC or to the responsible minister.

At this time, we have no such statements/reports.

**3) SECTION 9(1) (c)**

A report or statement containing the advice or recommendations of an interdepartmental committee whose membership includes an officer of NGC.

- i. Reports containing advice and/or recommendations from:
  - a. The Audit Committee ("AC")
  - b. The Finance and Investment Committee ("FIC")
  - c. The Human Resource Committee ("HRC")
  - d. The Tenders Committee ("TC")
  - e. The Operations Committee ("OC")
  - f. The Branding and Sustainable Development Committee\* ("BSDC")

\*Name under review.

**4) SECTION 9(1) (d)**

A report or statement containing the advice or recommendations of a committee, established within NGC, to submit a report, provide advice, or make recommendations to the responsible minister, or to another officer of NGC who is not a member of the committee.

- i. Accident/incident reports
- ii. Pollution claims
- iii. Periodic financial data reports

**5) SECTION 9(1) (e)**

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

- i. Feasibility studies
- ii. Environmental Impact Assessments (EIAs)
- iii. Pre- and post-lay surveys
- iv. Scientific tests relating to natural gas

**6) SECTION 9(1) (f)**

A report prepared for NGC by a consultant who was paid for preparing the report.

- i. Environmental Impact Assessments (EIAs)
- ii. Consultancy reports
- iii. Means and assets/investigative reports
- iv. Financial reports and audits
- v. Health, Safety and Security (HSS) reports

**7) SECTION 9(1) (g)**

A report prepared within NGC 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.

- i. Feasibility studies
- ii. Environmental Impact Assessments (EIAs)

**8) SECTION 9(1) (h)**

A report on the performance or efficiency of NGC, or of an office, division, or branch of NGC, whether the report is of a general nature or concerns a particular policy, programme, or project administered by NGC.

- i. Financial reports





## PUBLIC STATEMENT OF THE PORT AUTHORITY OF TRINIDAD AND TOBAGO

### IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Port Authority of Trinidad & Tobago (PATT) is required by law to publish the following statements which lists the documents and information generally available to the Public.

#### **The FOIA gives the members of the public:**

- [1] A legal right for each person to access certain information held by the Port Authority of Trinidad and Tobago
- [2] A legal right for each person to have official information relating to himself/herself 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 Port Authority of Trinidad & Tobago publishes the following statement as approved by the Minister of Works and Transport.**

### SECTION 7 STATEMENTS

#### **Section 7 (1) (a) (i) Function and structure of the Port Authority of Trinidad & Tobago**

The Port has been the gateway to the capital of the Twin Island of the Republic of Trinidad and Tobago for more than seventy years, but was officially named the Port Authority of Trinidad and Tobago on June 14th 1962. The Port Authority of Trinidad and Tobago (PATT) is a Body Corporate which was established by Act 39 of 1961, known as the Port Authority Act, Chapter 51:01. The Act provides for a coordinated and integrated system of harbour facilities and port services.

PATT's mission is *"To ensure that its internal stakeholders achieve their respective mandates, and become leaders in their respective core areas of competence."*

PATT's vision is *"To be the critical enabler in ensuring that all Strategic Business Units become efficient, sustainable, responsive and productive organizations."*

PATT's Head Office is located at its Administration Building, No. 1 Dock Road, Port of Spain.

In accordance with section 3 of the Port Authority Act, the Authority shall consist of no fewer than five (5) nor more than nine (9) persons designated Commissioners, appointed by the President. Of these persons, five are appointed from amongst persons who have special qualifications and experience in matters relating to, engineering, accountancy, law, economics or business management.

From amongst the Commissioners the President further appoints a Chairman and

THE PORT AUTHORITY OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT PUBLIC STATEMENT 2020—Continued

Deputy Chairman. This composition forms PATT's Board and controls the overall direction of the Authority. The Authority's Commissioners at present are:

**Colonel (Retired) Lyle Alexander**  
Chairman

**Mr. Adrian Beharry**  
Deputy Chairman

**Mr. Tommy Elias**  
Commissioner

**Mr. Dexter Jaggernauth**  
Commissioner

**Ms. Suzette Baptiste**  
Commissioner

**Mr. Ian Thomas**  
Commissioner

**Mr. Rabindra Jaggernauth**  
Commissioner

**Ms. Annabelle Sooklal**  
Commissioner

**Ms. Ethlyn John**  
Commissioner

PATT is managed by the General Manager/Chief Executive Officer who is responsible for carrying out the decisions of the Authority.

There is a Port Secretary, who is responsible for keeping, affixing and authenticating the seal of PATT to instruments pursuant to resolutions; and signing documents for and on behalf of the Authority.

There are six (6) Board Sub-Committees that consider, approve and where necessary, make recommendations to the Board on matters relating to Tenders, Audit, Finance and Investment, Human Resources, Operations and Ferry Services.

PATT's approved Organisation Structure consists of twenty-three (23) major responsibility areas along with other support, monitoring and executive functions under the office of the GM/CEO. As at 13 October 2020, PATT employs a workforce of approximately 1,517 persons. There are 978 Permanent employees, 470 Temporary employees and 69 Contract Employees.

**Other Support, Monitoring and Executive Functions are:**

There are a number of Management Committees that are operational within the Port Authority. Where applicable, these Committees comprise a mix of officers of PATT and in some instances members of the local branch of the Trade Union the Seamen Waterfront Workers Trade Union (SWWTU). Some of the Management Committees are as follows:

- Management Tenders Committee
- Health & Safety Committee
- Pension Fund Management Committee
- Rent Review Committee
- Store Rent Waiver Committee
- Store Rent Waiver Appeal Committee
- Sub-registration Committee

**Effect of Functions on Members of the Public:**

PATT's operations are geared toward the development of the harbours of Port of Spain and Scarborough, to operate port services which includes but is not limited to:

- the provision and maintenance of facilities for the entry and berthing of ships,
- the loading and unloading of cargo
- the storage and warehousing of cargo
- the management of the Government Shipping Service between Trinidad and Tobago
- to collect authorised dues and charges;
- the management and development of port lands and infrastructure;
- and other responsibilities vested under the Act.

8—Continued

THE PORT AUTHORITY OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT PUBLIC STATEMENT 2020—Continued

Activities of the Port Authorities Business Units include:

- the landing and embarkation of passengers - Ferry Services – Trinidad and Tobago Inter-Island Transportation
- Real Estate – Port of Spain Infrastructure
- Cargo Operations – Port of Port of Spain

PATT considers feedback from the public gathered through its Marketing and Public Relations Departments in guiding its formulation of policy.

**Section 7 (1) (a) (ii)**

**Categories of Documents in the Possession of PATT**

1. Files concerning administrative support and general administrative documents for the operations of the PATT.
2. Personnel files which detail staff contracts, appointments, job applications, job promotions, job specifications, transfers, resignations, deaths, retirement, leave, vacation, pensions, performance appraisals etc.
3. Industrial Agreements and Terms and Conditions of employment
4. Financial Records (cheques, receipts, financial statements, vouchers etc.).
5. Internal and external correspondence files.
6. Files dealing with matters relating to the procurement of supplies and equipment (requests for proposals, service contracts etc.).
7. Files dealing with matters relating to the procurement of supplies, services and equipment
8. Inventories
9. Policy and procedure manuals/documents.
10. Legislation and Legal instruments relevant to PATT

11. Legal Opinions, advice and related matters
12. Records of contracts and agreements
13. Files dealing with engineering, construction and maintenance of PATT's Facilities
14. Minutes, Board Notes, Agenda of Meetings of the Authority and Subcommittees.
15. Statistical, Annual, Financial, Investments, Audit, Consultant and Technical reports.
16. Books, booklets, and manuals relating to the overall functions of the PATT.
17. News Releases originating from PATT

**Section 7 (1) (a) (iii)**

**Material Prepared for Publication or Inspection**

If in stock and available, and upon written request, the public may inspect and/or obtain copies of the following material between the hours of 9:00 am to 11:30 am and 1:30 pm to 3:00 pm on normal working days at:

Port Authority of Trinidad and Tobago  
Administration Building  
No. 1 Dock Road  
Port of Spain

Telephone: (868) 623 2901-5 Ext. 113  
Fax: (868) 627 – 2666

1. State Enterprises Performance Monitoring Manual
2. Annual Financial Statements
3. Tenders Procedure Rules
4. Safe Codes Of Practice
5. Operating Manuals
6. Code of Ethics Policy
7. Officers traveling abroad on official duty Policy
8. Travel between Trinidad and Tobago on official duty Policy
9. Handing and delivering of correspondence Policy

8—Continued

THE PORT AUTHORITY OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT PUBLIC STATEMENT 2020—Continued

10. Appointments and Recruitment Policy
11. Standards of work and conduct Policy
12. Compensation and employee facilities Policy
13. Leave provisions Policy
14. Discipline Policy
15. Industrial Relations Policy
16. Termination of employment Policy
17. Occupational Health, Safety and fire Policy
18. Employee Assistance Programme Policy
19. Probation Policy
20. Transfers Policy
21. Private Study Incentive Program Policy
22. Training and development Policy
23. Substance Abuse Policy
24. Succession Planning Policy
25. Promotion Policy
26. Recruitment & Selection Policy
27. Performance Appraisal Policy
28. Safe Codes of Practice Container Operations PPOS
29. Performance Appraisal System Guidance notes for Jobholders
30. PPOS Operational Procedures
31. Boarding Procedures
32. Accident Report
33. Baggage Handling
34. Bunkering Fuel Procedure
35. Bunkering Checklist Procedure
36. Dangerous Goods Policy
37. Corporate Communications Policy
38. Emergency Evacuation Plan
39. Revised Action Plan for Storms & Hurricanes
40. Purchasing Policies
41. Civil Service Regulations
42. Corporate Credit Card Policy
43. Personal Electronic Devices Policy
44. Accounts Receivable and Bad Debt Recovery Policy
45. Confidentiality Policy
46. Whistleblower Policy
47. Corporate Fraud Policy
48. Code of Business Ethics and Conduct Policy

General information is also available on PATT's website, [www.patnt.com](http://www.patnt.com)

#### Section 7 (1) (a) (iv)

##### Literature available by subscription

PATT does not currently publish any documents that are available by way of subscription.

#### Section 7 (1) (a) (v)

##### Procedure to be followed when accessing documents from PATT

PATT's policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), **you must make your request in writing** addressed to the Office of the General Manager or Senior Legal Officer particularly. The following guidelines should be followed when making a request:

#### HOW TO REQUEST INFORMATION:

##### General Procedure

- Obtain an FOIA application form (Request for Access to Official Documents) available from the Government FOIA Unit on its website address: [www.foia.gov.tt](http://www.foia.gov.tt) in order to access information that is **not** readily available to the public.

#### ADDRESSING REQUESTS

- To facilitate prompt handling of your request, please address it to the Designated Officer of the Company (see Section 7 (1) (a) (vi). Details of the Designated Officers for the Port Authority are provided at page 6 of this statement.

#### DETAILS IN THE REQUEST

- Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided,

8—Continued

THE PORT AUTHORITY OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT PUBLIC STATEMENT 2020—Continued

clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, please communicate with the Designated Officer.

### REQUESTS NOT HANDLED UNDER THE FOIA

- A request **under the FOIA** will not be processed to the extent that it asks for information which is readily available to the public.
- Copies of documents are only furnished when they are in our possession, custody or power. Prior to the commencement of the Freedom of Information Act 1999, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping of records before they may be destroyed, for example the Exchequer and Audit Act, Chap 69:01. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead we, will furnish the best copy possible and note its quality in our reply. Please note, we are not compelled to do the following:
  - (a) Create new documents. For example, we are not required to write a new programme so that a computer will print information in the format you prefer.
  - (b) Perform research for you.
- A request is deemed to be received when the original of the completed request for it is received by the Designated Officer, the General Manager, Port Secretary or the Legal Department.

### TIME LIMITS

#### General

- The FOIA sets a time limit of 30 Calendar days from the date the request was received for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request was denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will advise you of its status or seek an extension of time.
- Upon any consultation between you the applicant and the Designated Officer, time is suspended in the computation of the 30-day period (Se. 21 (7)).

#### TIME ALLOWED

- PATT is required to furnish copies of documents that are in its possession or custody or that can be retrieved from storage as soon as practicable.
- Applicants will be notified within thirty (30) calendar days in accordance with section 15 of the FOIA, or before whether or not a request has been approved.
- Applicants whose requests are incomplete or unclear will be informed of same by the FOIA Designated Officer who will seek clarification from the applicant
- The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.
- An applicant, whose request for documents is refused, will be notified in writing of the reasons for refusal. The FOIA Designated Officer will inform the applicant about the remedies that are open to him.

8—Continued

THE PORT AUTHORITY OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT PUBLIC STATEMENT 2020—Continued

**Section 7(1) (a) (vi)****The Officer at the Port Authority who are Responsible for:**

1. The initial receipt of and action upon notices under Section 10;
2. Requests for access to documents under Section 13; and
3. Applications for corrections of personal information under Section 36 of the FOIA

**The Designated Officer is:**

Senior Legal Officer  
Administration Building (Second Floor)  
No. 1 Dock Road,  
Port of Spain  
Telephone: (868) 623-2901 ext 183, 141

**The Alternate Officer is:**

Junior Legal Officer  
Administration Building (Second Floor)  
No. 1 Dock Road,  
Port of Spain  
Telephone: (868) 623-2901 ext 363, 141

**Section 7 (1) (a) (vii)****Advisory Boards, Councils, Committees and Other Bodies (where meetings/minutes are open to the public)**

At present there are no bodies that have been established by PATT whose meetings are open to the public or whose minutes of meetings are available for public inspection within the meaning of this section of the FOIA.

**Section 7 (1) (a) (viii)****Reading Room Facilities**

Certain information may be readily accessed via our website at [www.patnt.com](http://www.patnt.com) General enquiries can be made to PATT's Public Relations Department at telephone number 623-2901 ext 113

The reading room is located on the 2<sup>nd</sup> Floor of PATT's Administrative Building, No 1 Dock Road, Port of Spain and is open to the public upon request to the Designated

Officer on normal working days between the hours of 9:00 am to 11:30 am and 1:30 pm to 3:00 pm.

- Users will be liable for any damage caused to PATT's property through said user's willful malicious use of the said property.
- No smoking, eating, or drinking is allowed in the Reading Room.

**Provision of Copies of Documents that are Readily Available to the Public**

- Provision of certain documents may be subject to a small charge to cover administrative costs
- Downloading of information from the Company's information technology systems and database is strictly prohibited. The website is not subject to this provision.

**SECTION 8 STATEMENTS****Section 8 (1) (a) (i)**

**Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law.**

1. Port Authority Act Chapter 51:01
2. Port Authority (Tariff) Regulations 1994
3. Port Authority (Store Rent Exemptions) Regulations 1995
4. Disposal of Uncleared Goods Act Chapter 51:05
5. The Exchequer and Audit Act Chapter 69:01
6. Harbours Act Chapter 50:56
7. Occupational Health and Safety Act Chapter 88:08
8. Statutory Authority Act Chapter 24:01
9. Customs Act Chapter 78:01
10. Companies Act Chapter 62:01
11. Freedom of Information Act Chapter 35:05

8—Continued

THE PORT AUTHORITY OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT PUBLIC STATEMENT 2020—Continued

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>12. The Income Tax Act Chapter 75:01</li> <li>13. The Corporation Taxes Act Chapter 75:02</li> <li>14. Conveyancing and Law of Property Act Chapter 56:01</li> <li>15. Industrial Relations Act Chapter 88:01</li> <li>16. Workmen's Compensation Act Chapter 88:05</li> <li>17. Pensions Act Chapter 23:52</li> <li>18. Pensions Extension Act Chapter 24:01</li> <li>19. Pilotage Act Chapter 51:02</li> <li>20. Supplemental Police Act Chapter 15:02</li> <li>21. Integrity in Public Life Act Chapter 22:02</li> <li>22. Shipping Act 2007</li> <li>23. Carriage of Goods at Sea Chap. 50:02</li> <li>24. Droughers Act Chap. 50:07</li> <li>25. Bill of Lading Chap. 50:03</li> <li>26. Motor Launches Chap. 50:08</li> <li>27. Central Tenders Board Act Chap71:91</li> </ol> | <ol style="list-style-type: none"> <li>11. Standards of work and conduct Policy</li> <li>12. Compensation and employee facilities Policy</li> <li>13. Leave provisions Policy</li> <li>14. Discipline Policy</li> <li>15. Industrial Relations Policy</li> <li>16. Termination of employment Policy</li> <li>17. Occupational Health, Safety and fire Policy</li> <li>18. Employee Assistance Programme Policy</li> <li>19. Probation Policy</li> <li>20. Transfers Policy</li> <li>21. Private Study Incentive Program Policy</li> <li>22. Training and development Policy</li> <li>23. Substance Abuse Policy</li> <li>24. Succession Planning Policy</li> <li>25. Promotion Policy</li> <li>26. Recruitment &amp; Selection Policy</li> <li>27. Performance Appraisal Policy</li> <li>28. Safe Codes of Practice Container Operations PPOS</li> <li>29. Performance Appraisal System Guidance notes for Jobholders</li> <li>30. PPOS Operational Procedures</li> <li>31. Boarding Procedures</li> <li>32. Accident Report</li> <li>33. Baggage Handling</li> <li>34. Bunkering Fuel Procedure</li> <li>35. Bunkering Checklist Procedure</li> <li>36. Dangerous Goods Policy</li> <li>37. Corporate Communications Policy</li> <li>38. Emergency Evacuation Plan</li> <li>39. Revised Action Plan for Storms &amp; Hurricanes</li> <li>40. Purchasing Policies</li> <li>41. Civil Service Regulations</li> <li>42. Corporate Credit Card Policy</li> <li>43. Personal Electronic Devices Policy</li> <li>44. Accounts Receivable and Bad Debt Recovery Policy</li> <li>45. Confidentiality Policy</li> <li>46. Whistleblower Policy</li> <li>47. Corporate Fraud Policy</li> <li>48. Code of Business Ethics and Conduct Policy</li> </ol> |
|---|---|
- Section 8 (1) (a) (ii)**  
**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents.**
- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. State Enterprises Performance Monitoring Manual</li> <li>2. Annual Financial Statements</li> <li>3. Tenders Procedure Rules for the Port Authority</li> <li>4. Safe Codes Of Practice Policy</li> <li>5. Operating Manuals</li> <li>6. Code of Ethics Policy</li> <li>7. Officers traveling abroad on official duty Policy</li> <li>8. Travel between Trinidad and Tobago on official duty Policy</li> <li>9. Handing and delivering of correspondence Policy</li> <li>10. Appointments and Recruitment Policy</li> </ol> | <ol style="list-style-type: none"> <li>11. Standards of work and conduct Policy</li> <li>12. Compensation and employee facilities Policy</li> <li>13. Leave provisions Policy</li> <li>14. Discipline Policy</li> <li>15. Industrial Relations Policy</li> <li>16. Termination of employment Policy</li> <li>17. Occupational Health, Safety and fire Policy</li> <li>18. Employee Assistance Programme Policy</li> <li>19. Probation Policy</li> <li>20. Transfers Policy</li> <li>21. Private Study Incentive Program Policy</li> <li>22. Training and development Policy</li> <li>23. Substance Abuse Policy</li> <li>24. Succession Planning Policy</li> <li>25. Promotion Policy</li> <li>26. Recruitment &amp; Selection Policy</li> <li>27. Performance Appraisal Policy</li> <li>28. Safe Codes of Practice Container Operations PPOS</li> <li>29. Performance Appraisal System Guidance notes for Jobholders</li> <li>30. PPOS Operational Procedures</li> <li>31. Boarding Procedures</li> <li>32. Accident Report</li> <li>33. Baggage Handling</li> <li>34. Bunkering Fuel Procedure</li> <li>35. Bunkering Checklist Procedure</li> <li>36. Dangerous Goods Policy</li> <li>37. Corporate Communications Policy</li> <li>38. Emergency Evacuation Plan</li> <li>39. Revised Action Plan for Storms &amp; Hurricanes</li> <li>40. Purchasing Policies</li> <li>41. Civil Service Regulations</li> <li>42. Corporate Credit Card Policy</li> <li>43. Personal Electronic Devices Policy</li> <li>44. Accounts Receivable and Bad Debt Recovery Policy</li> <li>45. Confidentiality Policy</li> <li>46. Whistleblower Policy</li> <li>47. Corporate Fraud Policy</li> <li>48. Code of Business Ethics and Conduct Policy</li> </ol> |
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8—Continued

THE PORT AUTHORITY OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT PUBLIC STATEMENT 2020—Continued

**Section 8 (1) (b)**

**In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.**

1. Port Authority Act Chapter 51:01
2. Port Authority (Tariff) Regulations 1994
3. Port Authority (Store Rent Exemptions) Regulations 1995
4. Disposal of Uncleared Goods Act Chapter 51:05
5. The Exchequer and Audit Act Chapter 69:01
6. Harbours Act Chapter 50:56
7. Occupational Health and Safety Act Chapter 88:08
8. Statutory Authority Act Chapter 24:01
9. Customs Act Chapter 78:01
10. Companies Act Chapter 62:01
11. Freedom of Information Act Chapter 35:05
12. The Income Tax Act Chapter 75:01
13. The Corporation Taxes Act Chapter 75:02
14. Conveyancing and Law of Property Act Chapter 56:01
15. Industrial Relations Act Chapter 88:01
16. Workmen's Compensation Act Chapter 88:05
17. Pensions Act Chapter 23:52
18. Pensions Extension Act Chapter 24:01
19. Pilotage Act Chapter 51:02
20. Supplemental Police Act Chapter 15:02
21. Integrity in Public Life Act Chapter 22:02
22. Shipping Act 2007
23. Carriage of Goods at Sea Chap. 50:02
24. Droughers Act Chap. 50:07

25. Bill of Lading Chap. 50:03
26. Motor Launches Chap. 50:08
27. Central Tenders Board Act Chap71:91

**SECTION 9 STATEMENTS****Section 9 (1) (a)**

**A report or statement containing the advice or recommendations of a body or entity established within the public authority**

At this time there are no reports or statements under this sub-section.

**Section 9 (1) (b)**

**Reports or statements containing advice or recommendations prepared by a body established outside PATT by or under any written law, or by a Minister of Government or other public authority.**

Reports may be available upon request, depending on the nature of the matter.

**Section 9 (1) (c)**

**A report or statement containing advice or recommendations of an inter-departmental Committee whose membership includes an officer of the public authority.**

At this time there are no further reports under this section

**Section 9 (1) (d)**

**A report or statement containing advice or recommendations of a committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister or to any other officer of the public authority who is not a member of the Committee.**

From time to time the authority may form committees to prepare reports, such reports may be available upon request, depending on the nature of the matter.



8—Continued

THE PORT AUTHORITY OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT PUBLIC STATEMENT 2020—Continued

**Section 9 (1) (e)**

**A report (including a report concerning the results of studies, surveys or tests) prepared for the public authority by a scientific or technical expert whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.**

From time to time the authority may hire consultants to prepare reports, such reports may be available upon request, depending on the nature of the matter.

**Section 9 (1) (f)**

**A report prepared for the public authority by a consultant who was paid for preparing the report.**

Such reports may be available upon request depending on the nature of the matter.

**Section 9 (1) (g)**

**A report prepared within the public authority 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.**

Such reports may be available upon request depending on the nature of the matter.

**Section 9 (1) (h)**

**A report on the performance or efficiency of PATT, or of an office, division or branch of PATT, whether the report is of a general nature or concerns a particular policy, programme or project administered by PATT.**

PATT publishes three newsletters on a quarterly basis;

- Portside News
- PPOS Bulletin and
- Ferry Focus

These documents contain internal information on PATT, its operations and staff. These publications can be requested as per Section 7 (1) (a) (viii)

**Section 9 (1) (i)**

**A report containing:**

- i. **Final Plans or proposals for the re-organisation of the functions of the public authority**
- ii. **The establishment of a new policy, programme or project to be administered by the public authority**
- iii. **The alteration of an existing policy, programme or project administered by the public authority;**

**Whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the public authority or Cabinet.**

1. Dredging of the Government Shipping Service Basin
2. Repairs to High Voltage electrical system at the Port of Port of Spain
3. Replacement of 4 Foam Fenders at the Port of Scarborough
4. Paving of Empty Yard and repair to Full Container Terminal
5. Purchase of two vehicle scanners for the Government Shipping Service Terminal
6. Purchase of two baggage scanners and one walkthrough scanner for the Government Shipping Service Terminal
7. Accounts Receivable and Bad Debt Recovery Policy
8. Personal Electronic Devices Policy
9. Corporate Credit Card Policy
10. Corporate Fraud Policy
11. Whistleblower Policy
12. Alteration to the existing Substance Abuse Policy
13. Confidentiality Policy
14. Code of Business Ethics and Conduct Policy
15. Corporate Communications Policy

8—Continued

THE PORT AUTHORITY OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT PUBLIC STATEMENT 2020—Continued

16. Alteration to the existing Substance  
Abuse Policy

**Section 9 (1) (j)**

**A statement prepared within the public authority and containing policy directions for the drafting of legislation**

At this time there are no statements under this sub-section.

**Section 9 (1) (k)**

**A report of test carried out within the public authority on a product for the purpose of purchasing equipment.**

Such report may be available upon request based on the nature of the matter.

**Section 9 (1) (l)**

**An environmental impact statement prepared within the public authority.**

At this time there are no statements under this sub-section.

**Section 9 (1) (m)**

**A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.**

PATT is in possession of several Valuation Reports that were conducted by independent valuers in respect of real property owned by PATT. Such reports may be available upon request based on the nature of the information requested.

**PATT 2020 FOIA Statement Update.**