



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1892

UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO, 2022

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA), the Urban Development Corporation of Trinidad and Tobago Limited (hereinafter referred to as "UDCOTT"), is required by law to publish the following statements which lists the documents and information generally available to the public.

The Act gives members of the public:
(1) A legal right for each person to access information held by UDeCOTT;

(2) A legal right for each person to have official information relating to him/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 decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7(1)(a)(i)

Function and Structure of UDeCOTT

UDeCOTT is a wholly-owned state enterprise incorporated on the 29th December 1994 as a limited liability company under the Companies Ordinance Chapter 31, No. 1 and continued as a company on 5th March 1998, under the Companies Act, Chapter 81:01 of the Laws of Trinidad and Tobago, with its registered office at #38-40 Sackville Street, Port of Spain 100622.

The following companies are subsidiaries of UDeCOTT:

- ❖ Port of Spain Waterfront Development Limited
- ❖ Rincon Development Limited
- ❖ International Waterfront Resources Limited
- ❖ Urban Development Company of San Fernando Limited

Vision Statement:

To be the zenith of innovative, service driven, self-sustaining urban development and management, igniting and inspiring our national, regional and global communities.

Mission Statement:

UDeCOTT's mission is that we stimulate national development by transforming our urban landscapes in a sustainable manner through value driven conceptualization, planning, construction and facilities management.

Main Departments/ Offices

- ❖ Office of the Chief Executive Officer
- ❖ Office of the Corporate Secretary
- ❖ Construction & Engineering Division
- ❖ Finance Division
- ❖ Legal Division
- ❖ Facilities Division
- ❖ Human Resources Division
- ❖ Procurement
- ❖ Internal Audit

Sub-Committees of the Board of Directors

- ❖ Tenders Committee
- ❖ Construction Projects Committee
- ❖ Tobago Projects Steering Committee
- ❖ Human Resources Committee
- ❖ Finance Steering Committee
- ❖ Audit Committee
- ❖ Hyatt Committee

Services

UDeCOTT is responsible for providing the following Construction, Project Management & Facilities Management Consultancy Services:

- ❖ Project Development
Planning & Conceptual Design
Project Management
Construction Management

- ❖ Facilities Management
Facilities Planning
Preventative Maintenance
Conditional Assessment

❖ Commercial Space Management

- Car Parks
- Rental of Commercial Spaces
- Event Space Rentals

Section 7(1)(a)(ii)

Categories of Documents in the possession of UDeCOTT.

1. Files relating to administrative support and general administrative documents for the operations of UDeCOTT.

2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, pension, performance appraisals etc. for all categories of staff.

3. Financial Statements and Financial Records (cheques, vouchers, receipts, etc.).

4. Files relating to matters relating to the procurement of supplies, services and equipment.

5. Maps/ Charts/ Photographs/ Compact Discs/ Removable Media.

6. News Releases, speeches originating in UDeCOTT.

7. Policy and Procedure Documents

8. Internal and External Correspondence files.

9. Documents relating to strategic review of UDeCOTT

10. Legislation and legal instruments regulating the operations of UDeCOTT.

11. Legal Opinions on matters affecting the operations of UDeCOTT.

12. Files relating to Training/ Performance Management.

13. Minutes/ Agenda of Meetings of the Board of Directors and Sub-Committees of the Board and Subsidiaries.

14. Files dealing with Circulars/ Memoranda, Notices, Bulletins etc.

15. Periodic Reports (annual, monthly and/ or quarterly) prepared by UDeCOTT, Consultants/ Technical Reports etc.

16. Environmental Impact Assessments

17. Books, booklets, leaflets, pamphlets,

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UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION
OF TRINIDAD AND TOBAGO, 2022—CONTINUED

newspaper clippings on the operations of UDeCOTT

18. Files dealing with official functions, conferences and events hosted and attended by UDeCOTT.

19. Inventories, Fixed Assets Register.

20. Periodicals and Publications.

21. Surveys.

22. Reports.

23. Complaints - Customer complaints and Comment Forms.

24. Registers/ Certificates/ Permits/ Licenses etc.

25. Tender Documents.

26. Contracts for the provision of Goods and Services to UDeCOTT.

27. Files dealing with Disaster Management, Risk Management and Safety within UDeCOTT and in general.

28. Reports from Consultants for services provided to UDeCOTT.

29. Internal and External Audit Reports.

Section 7(1)(a)(iii)

Material Prepared for Publication or Inspection

The public may inspect and/ or obtain copies of certain material between the hours of 8:00am to 4:30pm on normal working days at the Head Office of the:

Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT)
#38-40 Sackville Street
Port of Spain 100622

Section 7(1)(a)(iv)

Documents available by way of subscription

This section is not applicable.

Section 7(1)(a)(v)

Procedure to be followed accessing a Document from UDeCOTT

How to Request Information

● General Procedure

Our policy is to answer all requests for information, both oral and written. However, in order to access the rights given by the FOIA (for example, the right to challenge a decision if your request for information is refused), you must make the request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) for information that is not readily available to the public.

● Addressing Requests

To facilitate prompt handling of the request, please address it to the Designated Officer of UDeCOTT. (see Section 7(1)(a)(vi) for further details).

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

● Request not handled under to 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, either from UDeCOTT or another public authority, for example, brochures, pamphlets, reports etc.

● Time Limits

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received, for a response to your request for access. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that the requests may be incorrectly addressed, or misdirected, you

may wish to call or write to confirm that we have received the request and to ascertain its status.

● Time Allowed

We will determine whether to grant your request for access to information as soon as practicable, but no later than 30 days from the date the request was received, as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/ or be provided with copies.

Responding to your Request

● Retrieving Documents

UDeCOTT is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Records prior to the commencement of the Freedom of Information Act, Chapter 22:02 may now be unavailable. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals stipulate the time period for keeping records before they can be destroyed.

● Furnishing Documents

An Applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. 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.

Section 7(1)(a)(vi)

Officers in UDeCOTT are responsible for:

1. The initial receipt of and action upon notices under Section 10;
2. Requests for access to documents under Section

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UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION
OF TRINIDAD AND TOBAGO, 2022—CONTINUED

Section 13; and

3. Application for correction of personal information under section 36 of the FOIA.

The Designated Officer is:

Corporate Secretary
Ms. Kimberly Carr-Hamilton
Urban Development Corporation of
Trinidad and Tobago Limited
4th Floor
#38-40 Sackville Street
Port of Spain 100622

Section 7(1)(a)(vii)

Advisory Boards, Councils, Committee, and Other Public Bodies

At present, there are no bodies that fall within the meaning of this section of the FOIA.

Section 7(1)(a)(viii)

At present there are no library or reading room facilities.

SECTION 8 STATEMENTS

Section 8(1)(a)(i)

Documents containing interpretations or particulars of written laws or schemes administered by UDeCOTT, not being particulars contained in another written law

There are no statements to be published under this section of the FOIA.

Section 8(1)(a)(ii)

Manuals, rules, procedures, statements of policy, records of decisions, letters of advice to persons outside UDeCOTT, or similar documents containing rules, policies, guidelines, practices or precedents.

❖ Standard Operating Procedure for Freedom of Information Requests

❖ Procurement Policy and Procedure

❖ Bond Policy

❖ Vendor Pre-Qualification Policy and Procedure

❖ Advertising Policy for the Publication of Tender Notices

❖ Government to Government Nominated Contractor Procurement Policy and Procedure

❖ Private Financing Procedure

❖ Policy and Procedures for UDeCOTT Construction Department

❖ Facilities Management Plan - International Waterfront Centre

❖ Emergency Response Plan- International Waterfront Centre

❖ Facilities Management Plan- Victor E. Bruce Financial Building

❖ Facilities Management Plan Customs and Excise Building

❖ Tenant Services Manual - Government Campus Plaza

❖ Security Post Instructions for Tower C and D

❖ Emergency Response Plan Customs and Excise Building

❖ Employee Assistance Programme Policy

❖ Additional Duties Policy

❖ Procedure for the Re-Engagement of Persons on Contract

❖ Leave Policy

❖ Employee Handbook

❖ Legal Department Policy and Procedure

❖ Procedure for Disposal of Assets

❖ Document Style Guidelines

❖ Company Motor Vehicle Policy

❖ COVID-19 Policy

❖ Petty Cash Policy

❖ Finance Policies and Procedures

❖ HSE Policy

❖ Short Term Employment Policy

❖ Records Management Policy

❖ Time and Attendance Policy

❖ Disciplinary Procedures Policy

❖ Business Code of Ethics Policy

❖ Coaching and Mentoring Policy

❖ Electronic Signature Policy

❖ Promotion Policy and Procedures

❖ UDeCOTT Workplace Visitor Policy

❖ COVID-19 Vaccination Policy

❖ UDeCOTT Flexi Time Policy and Procedure

❖ Social Media Policy

❖ Record Management Policy

❖ UDeCOTT Internship Policy

Section 8(1)(b)

In enforcing written laws or schemes administered by UDeCOTT 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.

This section is not applicable to UDeCOTT at present.

SECTION 9 STATEMENTS

Section 9(1)(a)

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

At present there are no such reports or statements.

Section 9(1)(b)

A report or statement containing the advice or recommendations, (1) of a body or entity established outside UDeCOTT by or under a written law (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to UDeCOTT or to the responsible Minister of UDeCOTT

First Report from the Public Accounts (Enterprises) Committee; Examination of the Audited Financial Statements of the Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) for the Financial years 2014 and 2015, First Session, Twelfth Parliament.

Section 9(1)(c)

A report or a statement containing the advice or recommendations of an interdepartmental Committee whose membership includes an officer of UDeCOTT.

At present, there are no such reports or statements.

Section 9(1)(d)

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

At present, there are no such reports or statements.

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UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION
OF TRINIDAD AND TOBAGO, 2022—CONTINUED

Section 9(1)(e)

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

- ❖ Feasibility Studies
- ❖ Risk Assessments
- ❖ Environmental Impact Assessments
- ❖ Surveys
- ❖ Engineering and Technical Studies

Section 9(1)(f)

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

- ❖ Environmental Impact Assessments
- ❖ Consultancy Reports
- ❖ Financial and Audit Reports
- ❖ Health, Safety and Environment Reports
- ❖ Risk Assessment
- ❖ Feasibility Reports
- ❖ Engineering and Technical Studies Reports

Section 9(1)(g)

A report prepared within UDeCOTT 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

- ❖ Feasibility Studies
- ❖ Risk Assessments
- ❖ Environmental Impact Assessments
- ❖ Surveys
- ❖ Engineering and Technical Studies

Section 9(1)(f)

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

- ❖ Environmental Impact Assessments
- ❖ Consultancy Reports
- ❖ Financial and Audit Reports
- ❖ Health, Safety and Environment Reports
- ❖ Risk Assessment
- ❖ Feasibility Reports
- ❖ Engineering and Technical Studies Reports

Section 9(1)(g)

A report prepared within UDeCOTT 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

- ❖ Feasibility Studies
- ❖ Business Development Report
- ❖ Engineering Report

Section 9(1)(h)

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

- ❖ Financial Reports
- ❖ Audit Reports
- ❖ First Report from the Public Accounts (Enterprises) Committee; Examination of the Audited Financial Statements of the Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) for the Financial years 2014 and 2015, First Session, Twelfth Parliament

Section 9(1)(i)

A report containing (1) final plans or proposals for the re-organising of the functions of UDeCOTT (2) the establishment of a new policy, programme, or project to be administered by UDeCOTT, or (3) the alteration of an existing policy programme or project administered by UDeCOTT, whether or not the plans or proposals are subject to approval by an officer of UDeCOTT, another public authority, the responsible Minister of UDeCOTT or Cabinet

- ❖ Budgets
- ❖ Business Plans
- ❖ Strategic Plans
- ❖ Approved Organization Charts and Structural Changes

Section 9(1)(j)

A statement prepared within UDeCOTT, containing Policy directions for the drafting of legislation

At present, there are no such statements.

Section 9(1)(k)

A report of a test carried out within UDeCOTT on a product for the purpose of purchasing equipment

At present, there are no such statements.

Section 9(1)(l)

An environmental impact statement prepared within UDeCOTT.

At present, there are no such reports.

Section 9(1)(m)

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

- ❖ Valuation Reports

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UPDATED PUBLIC STATEMENT OF QUEEN'S HALL, 2022

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act, Chap. 22:02 ("FOIA"), the Queen's Hall is required by law to publish and annually update the statements which list the documents and information generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access official documents (with exemptions) held by the Queen's Hall.
2. A legal right for each person 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 FOIA.
4. A legal right to complain to the Ombudsman and apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

Functions and Structure of the Queen's Hall

The Queen's Hall Act, Chap 40:50 provides for "the establishment of a Concert Hall in the Ward of St. Ann's and for the management and control thereof." Chap 40:50 also establishes Queen's Hall as a body corporate and places responsibility for its management, control and maintenance with the Queen's Hall Board.

CORPORATE STRUCTURE

Queen's Hall is a semi-autonomous agency which reports to the Ministry of Tourism, Culture and The Arts. Queen's Hall was built in 1959 through the efforts of the music community led by Mrs. May Johnstone, a music teacher and is partially funded by the Government of Trinidad & Tobago. It is designed as a multi-purpose facility to accommodate theatrical presentations and various community activities.

The Hall is managed by the Queen's Hall Board led by the Chairman and supported by a General Manager. The Board carries out its mandate through the establishment of policy direction. Implementation of Board Policy and direction is the responsibility of the Executive. The composition of the Board of Directors is as follows:

Dr. Helmer Hilwig	-	Chairman
Ms. Nisa Suepaul	-	Deputy Chairman
Ms. Charlene Griffith	-	Member
Mr. Victor Prescod	-	Member
Ms. Michelle Joy Cato	-	Member
Ms. Karla Gonzales	-	Member
Mr. Brian Wood	-	Member
Mr. John Thomas	-	Member

The Executive is comprised of the General Manager, the Operations Manager and the Heads of Department – Lead Security, Administrative Co-ordinator, Accounts Co-ordinator, Maintenance Co-ordinator, Front of House Co-ordinator and Technical Co-ordinator.

VISION

"Our Vision is to be recognized internationally as the Caribbean region's premier theatre, contributing to nation building and the advancement of all genres of the performing arts."

MISSION

"To provide the necessary canvas for showcasing local and international performing arts; supported by a highly trained, cohesive, professional and service-oriented staff."

The Board has set up the following Committees through which it functions:

- 1) Finance and Investment
- 2) Tenders
- 3) Human Resources
- 4) Projects/Strategic Planning
- 5) Marketing/Bookings
- 6) Legal

SERVICES/PRODUCTS PROVIDED

Queen's Hall operates as a rental facility in that clients book Queen's Hall and present and promote their productions. Queen's Hall strives to maintain a high quality of service to clients and makes every effort to provide the following facilities and equipment for rental to its clients:

- An enclosed Auditorium and Lobby area with seating for 750 persons
- A semi-covered Garden Theatre with seating capacity for 1,800 persons
- A Helen May Johnstone Room with seating capacity for 60 persons
- Landscaped Grounds with Outdoor Fountain
- State of the art theatre equipment for Stage, Lighting and Audio
- Parking facilities for one hundred and ninety-seven (197) vehicles

REPORTING FUNCTIONS

Monthly financial reports are submitted to the Queen's Hall Board, the MTCA and to the Ministry of Finance. Quarterly Development Programme reports are sent to the MTCA.

OVERALL STRATEGIC OBJECTIVE

To ensure a financial system that facilitates the financial viability and sustainability of Queen's Hall in accordance with Government's rules and within the framework of its Government given mandate.

PROCUREMENT OF RESOURCES

Strategic Objective

- To ensure that all technology (theatre-related and otherwise) procured and implemented at Queen's Hall remains up-to-date and that the physical plant is safe, maintained and enhanced to the benefit of all users of Queen's Hall.
- To ensure that all equipment, goods and services, etc. procured by Queen's Hall are accounted for and that the procedures used for their procurement are in accordance with the applicable procurement laws, regulations and Government procedures.

Tendering Procedures

Queen's Hall's procurement procedures are governed by its Tender Committee Rules which are based on the prevailing public procurement laws, policies, procedures and good practice with a view to ensuring transparency, accountability and value for money. These rules delineate the composition of the Queen's Hall Tenders Committee, the power and duties of the committee, the recording of decisions, the method of invitation of tenders, the contents of the invitation to tender etc.

MARKETING

The Operations Manager will be responsible managing and directing the Administrative Services of the Organisation which includes the functions of Human Resources, Industrial Relations, Accounting, Information Technology, General Administrative Services, Front of House Services (Cleaning services i.e. contracted Janitorial Services), Security and Bar Services. This is a senior management position and the incumbent will act as General Manager in his/her absence.

Strategic Objectives

- To promote Queen's Hall as a Concert Hall of choice for the performing arts

- To provide communications to the wider community on the role of Queen's Hall in the enrichment of the lives of the nation and the performing arts community of Trinidad and Tobago

HUMAN RESOURCE

Strategic Objective

To create an organization with highly trained personnel that are capable of providing managerial, technical, administrative and physical support to clients, which mirrors international best practices, while preserving the integrity of the facility and optimizing its use.

FUNCTIONS OF THE UNITS OF THE QUEEN'S HALL

CORE UNITS

The Structure comprises:

- Office of the General Manager
- Office of the Operations Manager
- Administrative Support Units
- Technical Units

THE GENERAL MANAGER has overall responsibility for managing Queen's Hall in accordance with the policies approved by the Board. The General Manager implements the decisions of the Board, supervises the administrative and technical operation of the facility organizing and directing the work of supervisory staff. The General Manager manages the approved budget and monitors the accounting procedures.

THE OPERATIONS MANAGER will be responsible for managing and directing the Administrative Services of the Organisation which includes the functions of Human Resources, Industrial Relations, Accounting, Information Technology, General Administrative Services, Front of House Services, (Cleaning Services i.e. contracted Janitorial Services), Security and Bar Services. This is a senior management position and the incumbent acts as General Manager in his/her absence.

THE ADMINISTRATIVE SUPPORT UNITS consist of Bookings, Human Resource, Accounts, Information Technology, General Administrative Services, Health and Safety which provide support to the office of the General Manager and Operations Manager in planning, organizing, directing and coordinating the technical and administrative support functions of the organization.

THE MARKETING & BOOKINGS UNIT is responsible for the Queen's Hall corporate image, education and awareness, branding, advertising and public relations. This includes the provision of information to key internal and external stakeholders on a timely basis.

THE HUMAN RESOURCE UNIT is responsible for managing all Human Resources and Industrial Relations functions relative to manpower planning; staff compensation; training and development and employee relations.

THE ACCOUNTING UNIT is responsible for the financial management of Queen's Hall. It ensures that accurate financial information is reported to the Board and Queen's Hall stakeholders in a timely manner.

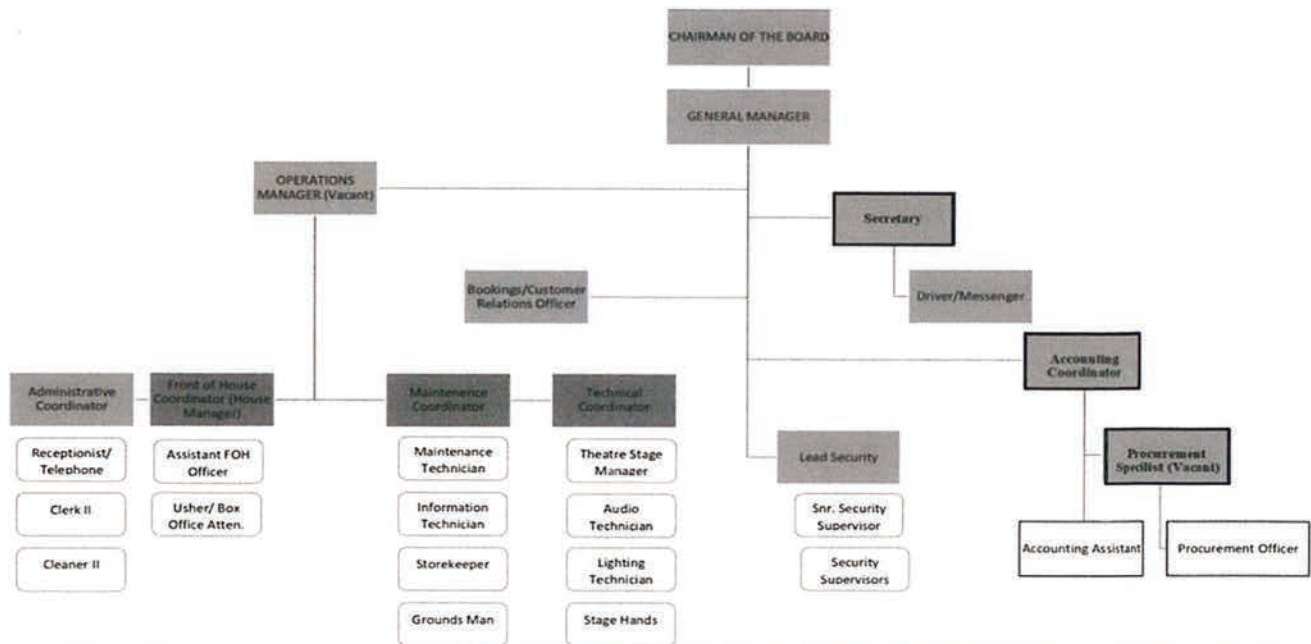
THE GENERAL ADMINISTRATIVE SERVICES UNIT provides front of house services, which includes Ushers, Box Office and Cleaning services.

THE INFORMATION TECHNOLOGY UNIT provides technical and network support services to Queen's Hall. The IT Unit is also responsible for keeping abreast of the use of data and new technologies by remaining at the forefront of digital technology, understanding our audiences to provide live video streaming services for interaction with real and virtual spaces to connect the performers with their audience.

THE HEALTH AND SAFETY AND SECURITY SERVICES UNIT is responsible for all health and safety systems, equipment, procedures, compliance with the OSH Act and Health and Safety Standards. The Unit is responsible for conducting annual risk assessments, internal audits,

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UPDATED PUBLIC STATEMENT OF QUEEN'S HALL, 2022—CONTINUED



emergency response drills and safety training for staff. This Unit also oversees all security services provided in-house and by external contractors.

THE TECHNICAL UNITS are responsible for the coordination and operation of the technical facilities in particular the sound, lighting and rigging of the theatre in keeping with the technical requirement of the clients.

THE AUDIO UNIT is responsible for all sound production shows held at Queen's Hall, including the configuration of microphones, speakers and control equipment, as well as the production of any necessary tracks.

THE LIGHTING UNIT is trained to work safely with electricity and to work closely with Queen's Hall Clients in interpreting the ideas of the Director, the Designer and other departments such as Make-up and Costume.

THE STAGE UNIT provides all technical assistance from rehearsals right through to performances. The stage crew liaises with the lighting, sound, wardrobe and make-up departments and works closely with the director and/producer to ensure the smooth running of the productions.

THE MAINTENANCE UNIT is responsible for conducting routine inspections of Queen's Hall's premises and equipment. They perform preventative maintenance and handle basic repairs and maintenance, oversee contractors when professional repairs are required and diagnose mechanical issues with a view to correcting them.

THE STORES UNIT monitors and maintains current inventory levels, initiate requisitions to the Procurement Officer to ensure that goods are purchased in a timely manner. The Unit also records purchases, maintains dataset, performs physical count of inventory and reconciles actual stock count to Computer Maintenance Management System (CMMS) reports.

The major stakeholders of the Queen's Hall include:

- Patrons of Arts Foundation
- All Performing Arts Groups
- Cultural Organisations
- Local and International Artists
- Government Ministries
- Non-Profit Organisations
- Faith-Based Organisations
- Corporate organisations
- Producers
- The Copyright Music Organisation of Trinidad and Tobago
- Members of the Public

- Local, Regional and International Visitors
- Trinidad and Tobago Police Service
- Trinidad and Tobago Fire Services
- Contractors
- Members of the Media
- Schools

SECTION 7 (1) (a) (ii)

Categories of Documentation in the possession of the Queen's Hall

The official documentation of the Queen's Hall relates to a diverse range of policy matters, administration and other matters that fall under the scope of the Queen's Hall and are as follows:

- Files dealing with administrative support and general administrative documents for the operations of the Queen's Hall;
- Personnel files, which detail all Staff Appointment, Job Applications, Job Specifications, Promotions, Transfers, Resignations, Deaths, Retirements, Leave, Vacation etc;
- Files dealing with Accounting and Financial Management functions of the Queen's Hall;
- Financial Records (cheques, vouchers, vote books, pay records etc.);
- Files dealing with matters related to the procurement of Supplies, Services and Equipment;
- Cabinet documents;
- Maps, charts, photographs/Compact Discs/Diskettes/Tapes/Catalogues/Forms;
- News Releases and Speeches;
- Policy, plans, guidelines, position papers and procedure documents;
- Registers of internal and external correspondence files;
- Legislation and legal instruments;
- Reports –Statistical, Annual/Quarterly, Audit, Consultants/Technical, Valuation and Accidents;
- Books, booklets, leaflets, pamphlets, brochures, Newspaper Clippings and Posters, Periodicals and Publications;
- Files dealing with Training;
- Files dealing with Circulars, Memoranda, Notices, Bulletins, etc.
- Files dealing with Functions, Conferences and Events hosted at Queen's Hall;
- Inventories and Listings; and
- Minutes of Meetings of the Queen's Hall Board.

SECTION 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

The public may inspect and/or obtain copies of event flyers, playbills and programmes on Tuesdays and Thursdays between the hours of 9:00 a.m. to 3:00 p.m. respectively at the following office:

Queen's Hall, 1-3 St. Ann's Road, St. Ann's

SECTION 7 (1) (a) (iv)

Literature Available by Subscription

We currently have no material available for subscription

SECTION 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Queen's Hall

How to Request Information

• General Procedure

Our policy is to answer all requests, both oral and written, for information. However, in order to exercise the rights given to you by the FOIA (for example the right to challenge a decision if your request for official documents is refused), you must make your request in writing. The applicant must therefore, complete the appropriate form (Request for Access to Official Documents which is available from the Designated Officer of the Queen's Hall or at the website www.foia.gov.tt) for 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 Queen's Hall. See Section 7 (1) (a) (vi).

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

Requests not handled under the FOIA

A request under the FOIA will not be processed if the information asked for is readily available to the public being already available within the public domain.

• Responding to your Request

Retrieving Documents

The Queen's Hall is required to furnish copies of official documents only when they are in our possession or we can retrieve them from our document storage facility.

Note

Prior to the commencement of the FOIA, old records may have

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UPDATED PUBLIC STATEMENT OF QUEEN'S HALL, 2022—CONTINUED

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 records before they may be destroyed e.g. the Exchequer and Audit Act Chapter 69:01.

Furnishing Documents

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. 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:

- Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- Perform research for you.

Time Limits

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) days as required by Section 15 of the FOIA. Applicants whose requests are incomplete or unclear will be promptly informed of same by the Designated Officer who will make arrangements to consult with the applicant with a view to clarifying the request. 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.

Every effort will be made by Queen's Hall to comply with the timeframe set out in the FOIA, but where the processing of a request unavoidably may take longer than the statutory limit, the Queen's Hall will advise the applicant by letter and ask for an additional period of time to provide the information. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies. Applicants whose request for documents is refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Designated Officer will consult with the applicant about alternative recourses that are open to him/her.

Fees and refunds

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 duplication of the said material.

SECTION 7 (1) (a) (vi)**OFFICERS RESPONSIBLE FOR DISCHARGE OF FOIA STATUTORY DUTIES****Officers in the Queen's Hall responsible for:**

- The initial receipt of an action upon notices under Section 10
- Requests for access to documents under Section 13
- Applications for corrections of personal information under section 36 of the FOIA

The Designated Officer is:

Job Title: General Manager
Name: Mr. Garfield George
Address: 1-3 St. Ann's Road, St. Ann's
Telephone: 298-9089 ext 2220
Fax Number: 624-2619
Email address: ggeorge@queenshalltt.com

The Alternative Officer is:

Job Title: Bookings/Marketing Officer
Name: Mrs. Colleen Cameron
Address: 1-3 St. Ann's Road, St. Ann's
Telephone: 298-9089 Ext 2430
Fax: 624-2619
Email address: ccameron@queenshalltt.com

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 within the Queen's Hall that fall within the meaning of this section of the FOIA.

SECTION 7 (1) (a) (viii)**Library/Reading Room Facilities**

Queen's Hall documents that exist in the public domain can be accessed through the Reading Room facility. This facility is open to members of the public on Tuesdays and Thursdays

from 9:00a.m. to 3:00p.m. and is located in the Queen's Hall Administrative Building at 1-3 St. Ann's Road, St. Ann's. Additionally, information in the public domain can also be accessed from the Queen's Hall's Home Page at website <http://www.queenshalltt.com>

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

- Observance of all COVID-19 Regulations and protocols.
- Provision of documents may be subject to a charge to cover administration costs.
- No smoking, eating or drinking is allowed in the Reading Room facility.

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:

- Queen's Hall Act Chap 40:50
- Theatres and Dance Halls Act, Chapter 21:03
- Freedom of Information Act, Chap. 22:02
- Guidance on FOIA Implementation
- Financial Regulations and Instructions
- Public Service Commission Regulations
- Procurement Policies and Guidelines
- Public Sector Investment Programme (PSIP)
- Estimates of Expenditure, Recurrent and Development Programme
- Public Health Regulations, Guidelines and Protocols
- Occupational Safety and Health Act, Chap. 88:08

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.

- Queen's Hall Booking Policy
- Minutes of Meetings of the Queen's Hall Board
- Policies and procedures documents
- Handbooks, manuals
- Internal directives
- Strategic Plans

SECTION (8) (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public may 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.

- Queen's Hall Occupational Health and Safety Guidelines for Clients and Contractors
- Queen's Hall COVID-19 Protocols for Outdoor Events
- Queen's Hall COVID-19 Guidelines for Backstage Social Distancing

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

A report of a statement containing the advice or recommendations, of a body or entity established within the Queen's Hall.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the Queen's Hall by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the Queen's Hall or to the responsible Minister of that public authority.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (c)

A report or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the Queen's Hall. There are no statements to be published under this subsection at this time.

SECTION 9 (1) (d)

A report or a statement containing the advice or recommendations of a committee established within the Queen's Hall to submit a report, provide advice or make recommendations to the responsible Minister of Tourism, Culture and the Arts or to another officer of the Queen's Hall who is not a member of the committee.

There are no statements to be published under this subsection at this time.

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.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (f)

A report prepared for the public authority by a paid consultant.

A Strategic Visioning Exercise Report- Compiled by Visionworks – Rawle Rullocks

SECTION 9(1) (g)

A report prepared within the public authority 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.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (h)

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

The Queen's Hall Trinidad and Tobago Administrative Report Fiscal 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019

SECTION 9 (1) (i)

A report containing (a) fiscal plans or proposals for the re-organization of the functions of the public authority (b) the establishment of a new policy, programme or project to be administered by the public authority, or (c) 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.

At this time, Queen's Hall has no such documents.

SECTION 9 (1) (j)

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

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (k)

A report of a test carried out within the Queen's Hall on a product for the purpose of purchasing equipment.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (l)

An environmental impact statement prepared within the Queen's Hall.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (m)

A valuation report prepared for the Queen's Hall by a valuator, whether or not the valuator is an officer of the Queen's Hall.

Annual Fixed Assets Register (2022)

Annual Administrative Reports (2001-2022)



PALO SECO AGRICULTURAL ENTERPRISES LIMITED

FREEDOM OF INFORMATION ACT

STATEMENT BY SENATOR THE HONOURABLE KAZIM HOSEIN MINISTER OF AGRICULTURE, LAND AND FISHERIES IN ACCORDANCE WITH SECTION 7(4) OF THE FREEDOM OF INFORMATION ACT, CHAP 22:02 (“FOIA”)

In accordance with Section 7(1) of the Freedom of Information Act, 1999 (“FOIA”), public authorities with the approval of the responsible Minister must cause a statement to be published in the Gazette and in a daily newspaper circulating in Trinidad and Tobago. Further where a statement has not been published in accordance with section 7(1) by a public authority, section 7(4) of the FOIA requires that the responsible Minister shall promptly give reasons for the omission, which shall be published in the Gazette.

The Palo Seco Agricultural Enterprises Limited (PSAEL) last FOIA statement was published for 2017. Since its assignment to the Ministry of Agriculture, Land and Fisheries on 19th September, 2017, there were no publications made for 2018-2021.

During the period 2018-2021, PSAEL experienced a high turnover of staff due to the expiration of numerous contracts of employment. Additionally, the financial constraints of PSAEL adversely impacted on the hiring of staff which affected the functioning and productivity of the Company and inhibited its ability to comply with the requirements of the FOIA.

Due to the Novel Coronavirus (2019)-nCoV outbreak which was declared a global pandemic by the World Health Organisation in 2020, the Government of the Republic of Trinidad and Tobago through Public Health Regulations and Public Service guidelines implemented the Stay at Home Orders in 2020, the State of Emergency, mandatory closure of offices, staff rotation and quarantine, which made it extremely difficult for the Company to effectively and efficiently discharge this function.

Notwithstanding the above, PSAEL places the utmost importance on its statutory duties under the FOIA and assures that the 2022 statement will be published at the earliest opportunity.



PALO SECO AGRICULTURAL ENTERPRISES LIMITED

FREEDOM OF INFORMATION ACT

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO UPDATED PUBLIC STATEMENT OF PALO SECO AGRICULTURAL ENTERPRISES LIMITED FOR 2022 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 ("FOIA"), Palo Seco Agricultural Enterprises Limited ("PSAEL") is required to publish by law updated statements which list the documents and information existing within PSAEL and are generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access information held by the Palo Seco Agricultural Enterprises Limited;
2. A legal right for each person to have official information relating to him/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.

SECTION 7 STATEMENTS

Section 7(1)(a)(i) Function and Structure of PSAEL

MISSION STATEMENT

PSAEL's Mission is "Transforming communities by providing quality service in the development and implementation of infrastructure and property management solutions."

VISION STATEMENT

PSAEL's Vision is "A profitable organization benchmarked for quality service and supported by competent and motivated employees."

Palo Seco Agricultural Enterprises Limited (PSAEL), originally named Palo Seco Estates Limited, was incorporated in October 1956. Since its inception in 1956 the company has had several name changes and on January 8th, 1986 the organization was renamed to its present form - Palo Seco Agricultural Enterprises Limited.

From inception to the mid-nineties the main focus of the company was agriculture. In July 1994, the Ministry of Finance directed PSAEL to manage and divest the agricultural and residential landholdings of Trinidad and Tobago Oil Company Limited (TRINTOC) and Trinidad and Tobago Petroleum Company Limited (TRINTOPEC).

In 1995 with the merger and vesting of the oil related assets of TRINTOC and TRINTOPEC into the Petroleum Company of Trinidad and Tobago Limited (PETROTRIN), PSAEL's core function became the provision of estate maintenance and estate management services to PETROTRIN in addition to its ongoing Agri-Business.

In January 1996, PSAEL was reconstituted and staff from PETROTRIN was seconded to PSAEL to manage PETROTRIN's residual assets. Consequently, in June 2000 PSAEL formalized a Management Contract with TRINTOC, TRINTOPEC and PETROTRIN for the provision of estate maintenance and estate management services by PSAEL for a management fee.

By 2004, due to a change in mandate, PSAEL ceased its agricultural activities which included products such as pasteurized milk, cocoa, citrus and other short term crops and focused mainly on project management services to both the government and PETROTRIN.

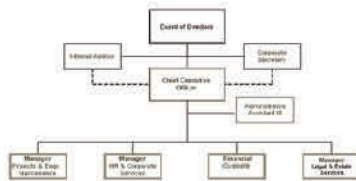
In 2006/2007 PSAEL was established as a Special Purpose State Enterprise. This was formalized by the Ministry of Finance, through the transfer of the shareholdings of TRINTOPEC in PSAEL to the Minister of Finance (Corporation Sole). During 2007/2008, PSAEL was assigned under the Ministry of Local Government with the responsibility for providing infrastructure development in communities across south Trinidad. In September 2013 PSAEL was transferred to the Ministry of Works and Infrastructure (MOWI) with the responsibility for providing project management services for infrastructure development projects. PSAEL was then moved to the Ministry of Rural Development and Local Government in September 2015. Thereafter, in September 2017 PSAEL was transferred to the Ministry of Agriculture, Land and Fisheries where it remains to date.

Presently, PSAEL's main function is:

- a. Provider of estate maintenance and land management services for TRINTOC, TRINTOPEC and BHP Billiton.

Organisational Structure

The Organisational Structure of the Company is as follows:



The Board of Directors is the representative of the shareholder and controls the overall direction of the Company.

Its members are:

- Ms. Annalean Inniss – Chairman
- Ms. Elizabeth Mohammed-Ali - Deputy Chairman
- Ms. Loret Hope-Mc Donald - Director
- Mr. Ronald Dwarika - Director
- Mr. Dillon Teelucksingh - Director

There are five (5) Board Sub-Committees that consider, approve and where necessary, make recommendations to the Board of Directors on matters relating to Tenders, Audit, Lands and Projects, Personnel and Organisation and Finance and Investment.

The Leadership Team is responsible for the management of the Company.

Its members are:

- Chief Executive Officer
- Manager – Projects, Engineering and Maintenance
- Manager - Human Resource and Corporate Services
- Financial Controller
- Manager - Legal and Estate Services

Office of the Chief Executive Officer

The Office of the Chief Executive Officer apart from being responsible for the Company's operations, is also responsible for the following functions:

- ✦ Health Safety and the Environment
- ✦ Business Development
- ✦ Communications

Projects, Engineering and Maintenance

The Projects, Engineering and Maintenance Department is responsible for the following functions:

- ✦ Maintenance
- ✦ Project Management
- ✦ Engineering (Civil/Structural)
- ✦ Quantity Surveying

Human Resource and Corporate Services

The Human Resource and Corporate Services Department is responsible for the following functions:

- ✦ Human Resources
- ✦ Facilities
- ✦ Fleet

Finance

The Finance Department is responsible for the following functions:

- ✦ Financial Accounting
- ✦ Account Receivable/Payable
- ✦ Information Technology

Legal and Estate Services

The Legal and Estate Service Department is responsible for the following functions:

- ✦ Legal Services
- ✦ Estates Management
- ✦ Records Management
- ✦ Procurement and Contracts Administration

Section 7(1)(a)(ii)

Categories of documents in the possession of PSAEL

1. Files dealing with administrative support and general administration of the operations of PSAEL.
2. Personnel files detailing inter alia staff movements, job evaluations, human resource and industrial relations issues.
3. Files dealing with the accounting and financial management function of PSAEL.
4. Financial records and audit files.
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Maps, charts, photographs.
7. Policy and procedure documents.
8. Internal and external correspondence files.
9. Legislation and legal instruments.
10. Legal opinions and related matters.
11. Minutes and agendas of meetings.
12. Files dealing with circulars, memoranda, notices, bulletins etc.
13. Reports: statistical, periodic, audit, consultants', technical, corporate, valuation and accident.
14. Books, booklets, leaflets, pamphlets, brochures, posters, newspapers clippings.
15. Inventories.
16. Complaint files.
17. Registers, certificates, permits and licenses.

Section 7(1)(a)(iii)

Material prepared for publication or inspection

PSAEL's annual audited financial statements. Booklets, leaflets, pamphlets and brochures highlighting various aspects of the Company's functions, organization, operations or services.

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO UPDATED
PUBLIC STATEMENT OF
PALO SECO AGRICULTURAL ENTERPRISES LIMITED FOR 2022
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)
CONTINUED**

Section 7(1)(a)(iii) Continues

The public may inspect and/or obtain copies of the following material between the hours of 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 3:00 p.m. on normal working days at:

Address: Palo Seco Agricultural Enterprises Limited
31 Casuarina Avenue
Petrotrin Compound
Pointe-a-Pierre

Telephone: 868-658-1739 / 868-658-4147 / 868-658-3722
Fax No.: 868-658-258 or 868-658-1003

E-mail: contactform@psael.co.tt

Website: www.psael.co.tt

Section 7(1)(a)(iv)**Literature available by subscription**

This section is not applicable to PSAEL at this time.

Section 7(1)(a)(v)

Procedure to be followed when accessing a document from PSAEL

HOW TO REQUEST INFORMATION:

- **General Procedure**

PSAEL's policy is to answer all requests for information whether oral or written. 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**. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available from PSAEL or alternatively, the applicant may download a copy of the said form from the Government's FOIA website: www.foia.gov.tt.

- **Addressing Request**

To facilitate the prompt handling of your request, please address it to the Designated Officer of PSAEL named in Section 7 (1) (a) (vi).

- **Details in the Request**

Applicant should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

REQUEST NOT HANDLED UNDER THE FOIA

- A request under the FOIA will not be processed, if what is asked for is information which is readily available to the public, either from this public authority or from another public authority, for example brochures, pamphlets, reports, etc.

TIME LIMITS

- **General**

The FOIA sets a time limit of thirty (30) calendar days 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 had been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory time limit, we will acknowledge your request and advise you of its status. Since there is a possibility that request may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

- **Time allowed**

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

RESPONDING TO YOUR REQUEST

- **Retrieving Documents**

Prior to the commencement of the FOIA 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 period for keeping records before they may be destroyed. For example, The Exchequer and Audit Act, Chap. 69:01.

- **Furnishing Documents**

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document, 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.

FEES AND CHARGES

- 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 prescribe fee incurring for duplication of the said material.
- Details of charges for duplication of documents will be determined based upon individual requests by applicants.
- Applicants will be required to complete an official company invoice before funds are paid to the Cashier.

Section 7(1)(a)(vi)

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- **Addressing Request**

To facilitate the prompt handling of your request, please address it to the Designated Officer of PSAEL named in Section 7 (1) (a) (vi).

- **Details in the Request**

Applicant should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

REQUEST NOT HANDLED UNDER THE FOIA

- A request under the FOIA will not be processed, if what is asked for is information which is readily available to the public, either from this public authority or from another public authority, for example brochures, pamphlets, reports, etc.

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- **Time allowed**

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

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- **Retrieving Documents**

Prior to the commencement of the FOIA 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 period for keeping records before they may be destroyed. For example, The Exchequer and Audit Act, Chap. 69:01.

- **Furnishing Documents**

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document, 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.

FEES AND CHARGES

- 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 prescribe fee incurring for duplication of the said material.
- Details of charges for duplication of documents will be determined based upon individual requests by applicants.
- Applicants will be required to complete an official company invoice before funds are paid to the Cashier.

Section 7(1)(a)(vi)**Officers in PSAEL who are responsible for:**

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

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO UPDATED
PUBLIC STATEMENT OF
PALO SECO AGRICULTURAL ENTERPRISES LIMITED FOR 2022
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)
CONTINUED**

The Designated Officer is

Ms. Sacha Sinanan
Attorney-at-law
Palo Seco Agricultural Enterprises Limited
31 Casuarina Avenue
Pointe-a-Pierre
Sacha.Sinanan@psael.co.tt
Tel: (868) 658-5445/ 658-4147/1739/3722

The Alternate Officer is

Ms. Sabrina Singh
Corporate Secretary
Palo Seco Agricultural Enterprises Limited
31 Casuarina Avenue
Pointe-a-Pierre
Sabrina.Singh@psael.co.tt
Tel: (868) 658-1739/4147/3722/2391

All communications should be addressed as follows:

Designated Officer - Freedom of Information
Palo Seco Agricultural Enterprises Limited
31 Casuarina Avenue
Pointe-a-Pierre

Section 7(1)(a)(vii)

Advisory Boards, Councils, Committees and other bodies (where meetings/minutes are open to the public)

At the present time there are no bodies in PSAEL that fall within the meaning of this section of the FOIA.

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

Information can be accessed at PSAEL, 31 Casuarina Avenue, Pointe-a-Pierre during the hours of 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 3:00 p.m. Monday – Friday.

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

Policy of PSAEL for provision of copies of documents:

- Certain provision of documents may be subject to a small charge to cover administrative costs, where requests require large amounts of paper. This is to be determined at the discretion of the Company.
- Downloading of information from the Company's information technology systems and databases is strictly prohibited.

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

There are no statements to be published under this section at this time.

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 that apply under this section are as follows:

1. State Enterprises Performance Monitoring Manual
2. Company Loan Policy
3. Compensation Policy
4. Corrective Action and Discipline Policy
5. Donations and Sponsorship Policy
6. Dress Code Policy
7. Employment Policy
8. Grievance Policy
9. Harassment Policy
10. Leave Administration Policy and Procedure
11. Media Relations Policy
12. Performance Appraisal Manual

12. Performance Appraisal Manual
13. Performance Management Policy
14. Office Paper Recycling Program Guidelines
15. Sexual Harassment Policy
16. Training and Development Policy
17. Transport Policy
18. Corporate HSE Policy Statement
19. Emergency Response Plan
20. Incident Reporting Policy
21. Medical Emergency Policy
22. Personal Protective Equipment Policy and Procedure
23. Health, Safety and Environment Execution Manual
24. Substance Abuse Policy
25. Electronic Equipment Assignment Policy
26. Records Management Policy
27. Records Retention & Disposition Policy
28. Electronic Records Management Procedure
29. Records Management Procedure
30. Vital Records Procedure
31. Document Control Policy
32. Land Policy
33. Legal and Estate Services Department Procedure
34. Squatter Regularisation and Containment Policy

SECTION 8 (1) (b)

There are no statements to be published under this section at this time.

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

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

There are no statements to be published under this section at this time.

Section 9(1)(b)

A report or a statement containing the advice or recommendations:

- i. of a body or entity established outside PSAEL by or under a written law
- ii. or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to PSAEL or to the responsible Minister for PSAEL

State Enterprises Performance Monitoring Manual

Section 9(1)(c)

A report or a statement containing the advice or recommendations of an inter-departmental Committee whose membership includes an officer of PSAEL:

There are no statements to be published under this section at this time.

Section 9(1)(d)

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

There are no statements to be published under this section at this time.

Section 9(1)(e)

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

1. Survey plans

Section 9(1)(f)

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

1. Legal Opinions
2. Audit report

Section 9(1)(g)

A report prepared within PSAEL 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.

At this time we have no reports or statements containing advice or recommendations under this section.

Section 9(1)(h)

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

1. Departmental periodic highlights and performance indicators
2. Monthly summary of tenders and contracts awarded
3. Personal performance/assessment reports
4. Monthly Corporate Overview, annual report and other periodic financial data
5. Periodic personnel administration and human resources reports
6. Audit reports
7. Financial reports

Section 9(1)(i)

A report containing:

Final plans or proposals for the re-organization of the functions of PSAEL;
The establishment of a new policy, programme or project to be administered by PSAEL, or
The alteration of an existing policy programme or project administered by PSAEL, whether or not the plans or proposals are subject to approval by an officer of PSAEL, another public authority, the responsible Minister for PSAEL or Cabinet.

1. Budgets
2. Organisation Structures and Functional Charts
3. Human resource matters including job descriptions and evaluations and collective agreements

Section 9(1)(j)

A statement prepared within PSAEL and containing policy directions for the drafting of legislation.

At this time we have no statements containing advice or recommendations under this section.

Section 9(1)(k)

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

There are no statements to be published under this section at this time.

Section 9(1)(l)

An environmental impact statement prepared within PSAEL.

At this time we have no statements containing advice or recommendations under this section.

Section 9(1)(m)

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

1. Valuations for transfers of land
2. Valuation of Trintoc/Trintopee/PSAEL land holdings
3. Valuation of land for leasing purposes



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 2022

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 the 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 22nd August 1975 as a limited liability company under the Companies Ordinance Chapter 31 No.1 and continued as a company on 17th April 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 all NGC's shareholdings and equity interests, please see NGC's website at 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 and
- 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:

- Dr. Joseph I. Khan – Chairman
- Dr. Donnie Boodlal
- 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 People, Leadership and Culture Committee ("PLCC")
- The Tenders Committee ("TC")
- The Operations Committee ("OC")
- The Sustainable Development and Strategic Branding Committee ("SDSBC")

NGC's Leadership Team ("LT") comprises the President, Mr. Mark Loquan, four (4) Vice Presidents and five (5) Senior Managers as follows:

- Mr. Mark Loquan - President
- Mr. Edmund Subryan - Vice President, Legal and Corporate Affairs
- Ms. Verlier Quan-Vie - Vice President, Commercial
- Mr. Ramesh Harrylal - Vice President, Operations
- Mr. Narinejit Pariag - Vice President, Finance, Technology and Risk
- Mr. Winston Mohammed - Senior Manager, Projects
- Mr. Kurt Scotland - Senior Manager, Supply Chain Management
- Mr. Himalaya Boodoosingh - Senior Manager, HSE and Security



- Ms. Gillian Chevrotiere - Senior Manager, People, Leadership and Culture
- Ms. Lisa Burkett - Senior Manager, Corporate Sustainability

Further details regarding NGC's Leadership Team are available on NGC's website www.ngc.co.tt.

Company Structure

The four (4) operating Groups within NGC are:

- **Commercial** which manages upstream gas supply operations, upstream non-operating joint ventures, mid/downstream petrochemical and non-petrochemical gas sales operations, power and Light Industrial and Commercial (LIC) customer gas sales operations, LNG and petrochemical shareholder management, commercial assurance and analytics, market intelligence, energy efficiency management, energy marketing and trading operations and gas business development (organic and inorganic).
- **Finance, Technology and Risk** whose function includes financial planning and reporting, treasury and risk, financial operations, financial investments, technology and innovation and records management.
- **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** whose main functions include natural gas transportation and distribution, gas gathering and pipeline operations, maintenance and asset integrity assurance, value assurance and molecular efficiency optimisation, field engineering and maintenance projects.

There are also seven (7) independent Divisions:

- **Corporate Sustainability** provides strategic and operational sustainability, brand management, communications, corporate social responsibility ("CSR"), and stakeholder relations services to the company.
- **Health, Safety, Security and Environment** provides health, safety, security and environment management services.
- **People, Leadership and Culture (née 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 Strategy Management** functions include business intelligence, planning and alignment, and strategic initiatives to facilitate development, alignment and execution of strategy at all levels while applying the requisite quality assurance in monitoring the corporate objectives and strategic risks.
- **Supply Chain Management** provides projects, engineering and operations support, procurement, contract administration, inventory, logistics, warehousing and supply chain management services.
- **Projects** provides technical services to support the planning and execution of capital and operational projects and the existing operations. These technical services also support growth initiatives locally, regionally and internationally.

FOIA Public Statement 2022

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 a recognised as a global leader in the development of sustainable energy-related businesses.

Mission: To create exceptional value from 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 which are 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 manuals), evacuation procedures etc.
 - k. Speeches and presentations at 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 (which may be subject to confidentiality clauses).
 - 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 National Energy and estate management operations of LABIDCO.
- 9. Health, Safety, Environment and Security**
- 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.

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

If in stock and available, the public may make requests to obtain copies of these materials between the hours of 9:30 a.m. and 3:00 p.m. Monday to Friday at:

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

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

Documents available by way of subscription

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

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

Procedure to be followed to access official documents under the Act

How to request information

1. Requests for public documents and public services under the Act 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 FOIA Designated Officer ("Designated Officer") or FOIA Alternate Designated Officer ("Alternate Designated Officer") or from the FOI Unit, Office of the Prime Minister – Communications, at their website: 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. Contact information for the Designated Officer or Alternate Designated Officer is always available on NGC's website. Both the Designated Officer and Alternate Designated Officer can also be contacted at foia@ngc.co.tt.
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 or Alternate 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 (for example 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 the FOI Unit, Office of the Prime Minister – Communications, at their website: 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, for example, by way of brochures, reports, etc. Where possible, the applicant will be directed to these public sources.

Time Permitted

1. Applicants will be notified within thirty (30) calendar days or



**THE NATIONAL GAS COMPANY
OF TRINIDAD AND TOBAGO LIMITED**

- before 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 the same by the Designated Officer or Alternate 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 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 the receipt and advise the applicant of its status and may request a formal extension of time 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 email.

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 duplication of the said material.
2. Details of charges for 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)

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:

Venishea 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: foia@ngc.co.tt or venishea.paynter@ngc.co.tt

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The Alternate Designated Officer is:

Alicia Neebar
The National Gas Company of Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas, Couva
Phone: (868)636-4662/4680 ext. 1563
Fax: (868) 636-9405
Email: foia@ngc.co.tt or 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**. General information enquiries can be made to the Senior Manager - Corporate Sustainability Division at (868) 636-4662/4680, ext. 2102.

Subject to any COVID-19 safety protocols or access requirements in existence at the time, 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:

Orinoco House (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

Subject to any COVID-19 safety protocols or access requirements in existence at the time, 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



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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 Human Resources Committee
 - b. The Operations Committee
 - c. The Tenders Committee
 - d. The Audit Committee
 - e. The Finance and Investment Committee
 - f. The Sustainable Development and Strategic Branding Committee

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
- iii. Pre-lay 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
- ii. Consultancy reports
- iii. Means and assets/investigative reports
- iv. Financial reports and audits
- v. Health, Safety and Security 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

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
- 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 and 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 carried out within NGC on a product for the purpose of purchasing equipment

At this time, we have no such reports.

12) SECTION 9(1)(l)

An environmental impact statement prepared within NGC.

At this time, we have no such statements.

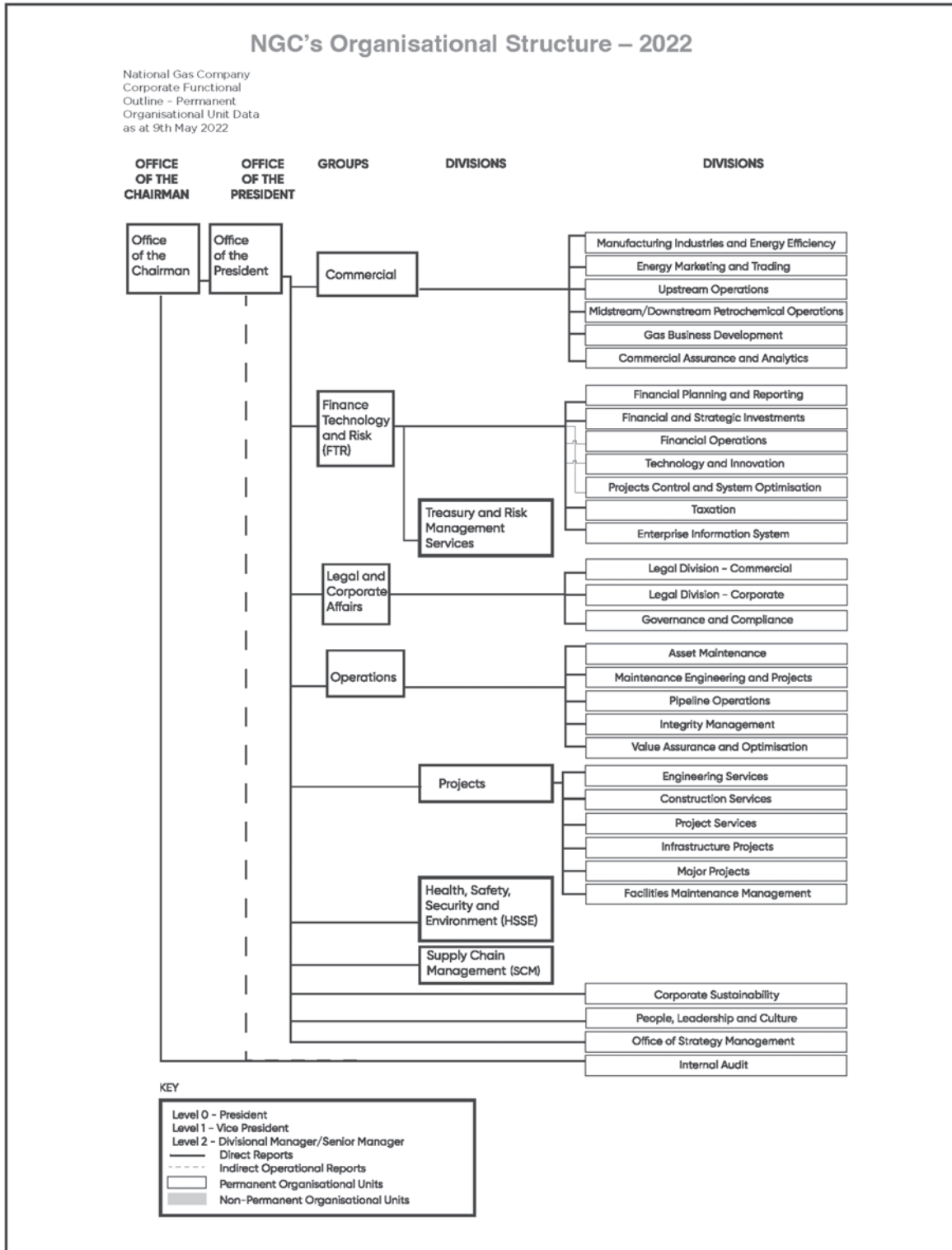
13) SECTION 9(1)(m)

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.



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THE PUBLIC'S RIGHT TO ACCESS INFORMATION UNDER THE
FREEDOM OF INFORMATION ACT RELATING TO
PHOENIX PARK GAS PROCESSORS LIMITED AND ITS OPERATIONS

FOIA PUBLIC STATEMENT 2022

Under the Freedom of Information Act 1999 (FOIA), **PHOENIX PARK GAS PROCESSORS LIMITED (PPGPL)** is required by law to publish certain information for the benefit of the public. This includes the structure and functions of PPGPL and a list of categories of documents held by PPGPL. It also identifies those documents which are eligible for public access under the Act and sets out how to obtain the same. The following satisfies the legislative requirements of the Act and is a Public Statement pursuant to Section 7(1) (b) of the Act.

The Act gives members of the public:

1. A legal right to access information held by the Public Authority.
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 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 following Statement has been approved by the Minister of Energy and Energy Industries.

STATEMENTS UNDER SECTION 7 OF THE ACT

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

PPGPL is a Trinidad and Tobago Company incorporated on 26th May 1989 under the Companies Ordinance Chapter 31 No 1 and continued as a Company on 14th April 1999 under the Companies Act Chapter 81:01 of the Laws of the Republic of Trinidad and Tobago, with its registered office at Rio Grande Drive, Point Lisas Industrial Estate, Point Lisas, Couva. PPGPL is a subsidiary company of the National Gas Company of Trinidad and Tobago Limited.

Listed below are PPGPL's wholly owned subsidiary companies:

1. Phoenix Park TT Energy Holdings Company Limited
2. Phoenix Park Global Energy Holdings LLC.
3. Phoenix Park Energy Marketing LLC.

4. Phoenix Park (Canada) Energy Marketing Ltd.

The Scope of the Business of PPGPL and its subsidiaries is as follows:

PPGPL's core business consists of natural gas processing, natural gas liquids (NGLs) aggregation, fractionation and marketing of LPG regionally, in North America and Mexico. PPGPL owns and operates Trinidad and Tobago's only natural gas processing and NGLs fractionation plant and is the largest producer and marketer of propane, mixed butane and natural gasoline in the Eastern Caribbean. The facility in Trinidad consists of a gas processing straddle plant incorporating three (3) cryogenic trains with a design capacity totaling 1.95bcfd; three (3) NGLs fractionators that separate NGLs into propane, butane and natural gasoline; six (6) product storage tanks; one (1) 54-kilometre NGL pipeline; and two (2) marine LPG loading dock. The North American operations consist of an NGL terminal located in Hull, Texas. This terminal is designed to receive and load NGLs via pipelines, Rail Cars, and Road Tanker Wagons. It is outfitted with NGL storage, eight (8) rail car loading spots and six (6) truck loading/offloading spots.

Corporate Information

PPGPL is governed by a Board of Directors appointed by its Shareholders. The Shareholders of PPGPL are as follows: NGC NGL Company Limited (51%), Trinidad and Tobago NGL Limited (39%) and Pan West Engineers & Constructors LLC (10%). The members of the Board of Directors are as follows:

- Dr. Joseph Ishmael Khan
- Mr. Dan Martineau
- Dr. Donnie Boodlal
- Ms. Sandra Fraser
- Mr. Howard Dottin
- Mr. Navin Rajkumar

There are six (6) Board sub-committees which assist in formulating and guiding the business and policies of PPGPL:



THE PUBLIC'S RIGHT TO ACCESS INFORMATION UNDER THE
FREEDOM OF INFORMATION ACT RELATING TO
PHOENIX PARK GAS PROCESSORS LIMITED AND ITS OPERATIONS

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- The Audit Committee
- The Finance and Investment Committee
- The Human Resource Committee
- The Tenders Committee
- The Operations Committee
- Sustainable Development & Strategic Branding Committee
- The Corporate Attorney - Ms. Florence Mulchansingh
- Manager Health, Safety, Security and Sustainability - Mr. Rossi Atwarie
- Manager Corporate Partnerships - Ms. Zareen Mohammed

PPGPL's Leadership Team comprises:

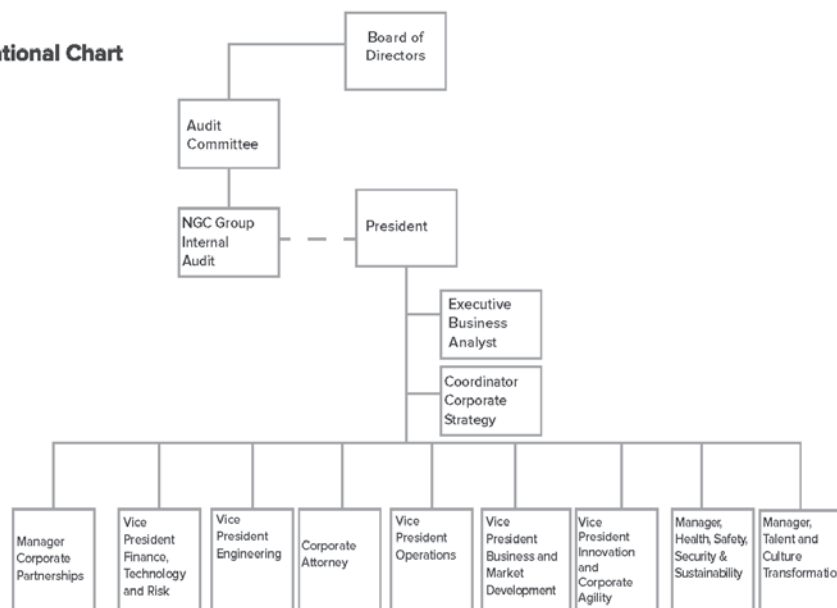
- The President – Mr. Dominic Rampersad
- Five (5) Vice Presidents are as follows:
 - o Vice President Operations – Mr. Colin Ramesar
 - o Vice President Finance, Technology and Risk– Ms. Reshma Bharat
 - o Vice President Business and Market Development – Mr. Alvin Dookie
 - o Vice President Engineering – Ms. Charlene Beepath
 - o Vice President Innovation and Corporate Agility - Mr. Matik Nicholls
- Three (3) Managers are as follows:
 - o Manager Talent and Culture Transformation - Ms. Rehea Jaikaran

Company Structure

The Operating Groups are as follows

- **Operations –**
The Operations Department's main responsibility is to operate and maintain the natural gas processing facility and offsite assets. The sections in the Operations Department are as follows, General Operations, Processing (Production), Operations Improvement (Operational Excellence), Technical Services (Process Efficiency and Optimisation) and Maintenance (Asset Integrity Management). The function also provides support to Business Development and Engineering functions in the development and implementation of selected growth projects.

Organisational Chart





THE PUBLIC'S RIGHT TO ACCESS INFORMATION UNDER THE
FREEDOM OF INFORMATION ACT RELATING TO
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- **Finance, Technology & Risk –**
The Finance, Technology & Risk Department is responsible for financial governance, financial reporting, enterprise risk management and technology. The team manages all aspects of financial planning, reporting and analysis in addition to payroll, taxation management, information technology, and risk management support to PPGPL and its subsidiaries.
- **Business and Market Development –**
The Business and Market Development Department is responsible for two functional areas:
 - (1) Business Development – responsible for the growth strategy of the company. This involves the creation of value-adding business consistent with corporate strategic objectives including the identification, evaluation, screening, promotion, development and implementation of selected growth projects. The function also supports the technical development of growth projects by the Engineering Department.
 - (2) Market Development-
This Group's functions include:
 - o Marketing Propane, Butane, Natural Gasoline and Condensate
 - o Commercial Services – Commercial Analysis, Sales Contract Negotiations and Contract Management
 - o Industry Analysis, Market Research and Intelligence
 - o Shipping and Logistics Management.
- **Engineering –**
The Engineering Department provides multi-disciplined engineering expertise for the development of PPGPL's strategic growth initiatives and leads the development of plant improvement/risk-mitigating projects and solutions to chronic plant problems. The department is also responsible for the successful and safe implementation of capital growth and plant modification projects through to commissioning and start-up.
- **Talent & Culture Transformation –**
The Talent & Culture Transformation department has the responsibility for the development, implementation and management of human resource systems and policies for PPGPL. The department manages the planning, organizing and controlling of all human resource management activities as it affects recruitment and selection, compensation and benefits administration, policy administration, training and career development, employee relations and organization development activities.
- **Health, Safety, Security and Sustainability –**
The Health, Safety Security and Sustainability (HSSS) department is responsible for occupational health, personal and process safety management oversight. Additionally, the department provides security and environmental best practice guidance to facilitate PPGPL's continued adherence to regulatory and industry best practice codes and standards while embedding Sustainability as a guiding principle for all operations.
- **Corporate Partnership –**
Corporate Partnerships comprises Supply Chain Management, Administrative Services and Brand & Communications, Project Management Office and Business Transformation; and performs functions related to Shared Services and, Business Intelligence Supply Chain Management manages procurement of goods, works and services, clearance of goods and warehousing. Administrative Services manages the facilities, offices, equipment and supply, kitchen services, travel and vehicles. Brand & Communications manages PPGPL's corporate communications, stakeholder relations, branding and reputation management and corporate social responsibility.
- **Law & Corporate Secretarial Services –**
The Corporate Attorney is responsible for



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providing legal support and services for the Company and Corporate Secretarial services.

Effect of Scope of Business on Members of the Public

The framework for the scope of business of PPGPL is as follows:

Group Vision:

To be a recognized global leader in the development of sustainable energy-related businesses.

Group Mission:

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

In the course of the business, PPGPL does not normally deal directly with members of the general public in relation to formulation of policy in, or the administration of the Public Authority.

SECTION 7 (1) (a) (ii)

Categories of Documents in the Possession of PPGPL:

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

1. General Administrative and Support Services:
 - a. Records related to property management, risk management and office services.
 - b. Files dealing with administrative documents for the operations of PPGPL.
 - c. Inventory Files.
2. Committee Deliberations
 - a. Minutes and Reports of Committees and of other internal bodies.
3. Legal Activities
 - a. Records of decisions, legislation, policies and procedures, contracts, opinions, documents pertaining to litigation and other legal proceedings, tender rules and procedure.
4. Human Resource Activities
 - a. Records relating to Human Resource

Management operations – Records regarding personnel and employment management.

- b. Records relating to Training Plans and Administration of local and foreign training.
 - c. Records relating to the recruitment and selection of personnel.
 - d. Records relating to employee compensation and benefits.
 - e. Records pertaining to the Performance Management System.
 - f. Records pertaining to Employee Relations activities.
5. Business / Marketing Activities
- a. Documents relating to the strategic review and business development of PPGPL.
 - b. Business plans, proposals, reviews, reports, processes and procedures; project charters, reports relating to risk assessments.
 - c. Records related to development, planning, general management and execution of projects.
 - d. Public relations records and files including bursaries, sponsorships, brochures, newsletters, photographs, maps, audio and visual material related to public relations activities.
 - e. Records relating to information resource management facilities, services and technology.
 - f. Records relating to marketing and business promotions.
 - g. Performance and audit assessments and analyses.
 - h. Consultancy, technical, valuation, assessment and various reports which supports business decisions.
 - i. Policies, procedures and manuals, e.g. safety manual, evacuation procedures.
 - j. Speeches and presentations to public forums, conferences.
 - k. Records related to the management of corporate events.
 - l. Registers, approvals, licenses, contracts, memoranda of understanding etc.
 - m. Records relating to customs, receipt, disposal, shipping and brokerage information.
 - n. Reports and presentations dealing with



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- marketing/commercial studies, analyses and presentations.
- o. Reports and Presentations to be placed before the Board of Directors or Sub-Committees of the Board of Directors.
 - p. Files dealing with tenders issued by PPGPL.
 - q. Files dealing with matters relating to the procurement of supplies, services and equipment – Contract Administration.
6. Financial Operations
 - a. Records related to budgeting, capital investments, financial reporting, taxation, cash and treasury management, audited financial statements.
 - b. Reports to government and shareholders
 - c. Annual financial reports
 7. Technical Operations
 - a. Records related to the purchase and sale of natural gas, building and physical infrastructure etc.
 - b. Scientific and Technical files/reports.
 - c. Files dealing with maintenance activities.
 - d. Reports on the Plant Thermal Reduction (PTR) between PPGPL and the National Gas Company of Trinidad and Tobago (NGC) Limited.
 - e. Equipment Inspection Reports.
 - f. Incident Investigation Reports.
 8. Health, Safety, Security and Sustainability
 - a. Files dealing with Health, Safety, Security and Sustainability Issues.
 9. Policy and Procedure documents – Policy and Procedure and rules of the Organization as it relates to the Board of Directors and Shareholders.
 10. Policy and Procedure documents as it relates to PPGPL.

SECTION 7 (1) (a) (iii)

Documents prepared for publication and inspection If in stock and available, the public may, subject to PPGPL's Covid-19 Health and Safety Protocols, inspect and/or obtain copies of the following material between the hours of 10a.m. and 2.30pm on normal working days at:

Phoenix Park Gas Processors Limited
PPGPL Administration Office
Rivulet Road
Couva

Phone 636-1522
Fax: 636-1128
Email: Florence.Mulchansingh@PPGPL.co.tt

- Various pamphlet, leaflets, booklets and brochures relating to natural gas and the natural gas industry,
- Annual Financial Reports,
- Speeches and presentations to public forums, conferences,
- Tender Rules and Procedures.

If distribution copies of these publications are out of stock, requestors will be required to pay for photocopying of duplication.

- General information is also available on the PPGPL's website: www.ppgpl.com

SECTION 7 (1) (a) (iv)

Documents available by way of subscription:

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

SECTION 7(1) (a) (v)

Procedure to be followed to access official documents under the FOIA:

1. Requests and public services under the FOIA will be entertained, subject to PPGPL's Covid-19 Health and Safety Protocols, between the hours of 10:00a.m. and 2.30p.m. only (Monday to Friday, excluding public holidays). Please note that as employees are currently working from home, it is also advisable to contact the Designated Officer and the Alternate Officer using the contact details provided below.
2. All requests for access to documents that are not readily available in the public domain are to be made on the Request for Access to Official Documents Form that is available at the Reception area PPGPL Administrative Office or on PPGPL's website:www.ppgpl.com or from the FOIA Unit at their website address: www.foia.gov.tt

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3. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer in the form of a letter;
 4. To ensure prompt handling of requests, the request should be addressed to the Designated Officer of Phoenix Park Gas Processors Limited;
 5. Requests will be acknowledged as official when made on the prescribed form;
 6. Applicants must provide sufficient information to enable the Designated Officer to obtain the document(s) being requested;
 7. The general policy is to answer all requests for information, both oral and written. However, in order to derive the right given to the applicant under the Act (for example the right to challenge a decision if the request for information is refused), the applicant must make such a request for information in writing;
 8. If insufficient information is provided, 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, communication with the Designated Officer 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 the public authority or from another public authority for example, by way of brochures, pamphlets, reports etc.
- Time Allowed:**
11. Applicants will be notified within 30 calendar days or before whether or not the request is approved.
 12. Applicants whose requests are incomplete or unclear will be informed of the same by the Designated Officer who will make arrangements to meet with the applicant for consultation, with a view to clarifying the request.
 13. The time limit of 30 calendar 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.
 14. An applicant, whose request for documents is refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Designated Officer will consult with the applicant about alternative resources that are open to him/her.
 15. If PPGPL fails to meet the 30-days deadline, the Act gives the applicant the right to proceed as though his/her request has been denied.
 16. If it appears that processing the applicant's request may take longer than the statutory limit, PPGPL will acknowledge the request and advise the applicant of the issue.
 17. 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 has received the request and to ascertain its status.
- Fees and Charges:**
18. 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, Section 17(2) states that where access to an official document is to be given in the form of printed copies, or copies in some form such as tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for the duplication of the said material.
 19. Details of charges for photocopies or purchase of documents will be determined based upon individual requests by applicants.
 20. Applicants will be requested to complete an official company invoice before funds are paid to the Cashier.
- SECTION 7 (1) (a) (vi)**
Officers in PPGPL responsible for:
1. The initial receipt of an action upon notices under Section 10
 2. Requests for access to documents under Section 13
 3. Application for correction of personal information under Section 36 of the FOIA
- The Designated Officer for PPGPL is **Florence Mulchansingh** and the Alternate Officer is **Indira Rampersad**.



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All Communication should be addressed as follows:

Designated Officer

FLORENCE MULCHANSINGH

Phoenix Park Gas Processors Limited
PPGPL Administrative Office
Rivulet Road
Couva
Phone: 636-1522
Fax: 636-1128
Email: Florence.Mulchansingh@PPGPL.co.tt

Alternate Officer

INDIRA RAMPERSAD

Phoenix Park Gas Processors Limited
PPGPL Administrative Office
Rivulet Road
Couva
Phone: 636-1522
Fax: 636-1128
Email: Indira.Rampersad@PPGPL.co.tt

To contact PPGPL, the public may call or send email to:

Phone: 636-1522 ext. 6300
Fax: 636-1128
Email: communications@ppgpl.com

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 meaning of this section of the FOIA.

SECTION 7 (1) (a) (viii)

Library/reading room facilities

Information in the public domain can be accessed through our website at www.ppgpl.com. General information enquiries can be made to the Brand and Communications Unit, 636-1522 ext. 6405.

At this time, there is no designated reading room. For the purpose of FOIA reference, documents may be viewed, subject to PPGPL's Covid-19 Health and Safety Protocols, between 10.00a.m. and

2.30p.m. in an area designated to accommodate the request, located at:

Phoenix Park Gas Processors Limited
PPGPL Administration Office
Rivulet Road
Couva

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

STATEMENTS UNDER SECTION 8 OF THE ACT

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

- Safety Policy and Procedure.
- Tenders Rules and Procedures.
- HR Policies and Procedures.

SECTION 8 (1) (a) (i)

This sub-section pertains to documents utilized by the public authority for its use and guidance in making decisions or recommendations, or in providing advice to persons outside the public authority, with respect to rights, privileges, benefits, obligations, penalties or other detriments. These documents contain interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law.

SECTION 8 (1) (a) (ii)

Manuals, rules of procedures, 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.

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.



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STATEMENTS UNDER SECTION 9 OF THE ACT

This section applies, in respect of a public authority, to any document that is -

SECTION 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established within Phoenix Park Gas Processors Limited.

1. Policies and procedures relating to:
 - a. The issuing and evaluation of tenders and contracts.
 - b. Personnel and administrative matters.
 - c. Information technology.
2. Accident/incident reports.
3. Inspection reports.
4. Environment and safety reports and recommendations.

SECTION 9 (1) (b)

A report, or a statement containing the advice or recommendations of a body or entity established outside PPGPL by or under a written law; or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to PPGPL or to the responsible Minister of PPGPL.

At this time, there are no such reports.

SECTION 9 (1) (c)

A report or statement containing the advice or recommendations of an inter-departmental committee whose membership includes an officer of PPGPL.

1. Reports containing advice and/or recommendations from:
 - a. Safety Committee.
 - b. Wellness Committee.
 - c. Pension Committee.
 - d. Philanthropic Contributions Committee.
 - e. Management Tenders Committee.

SECTION 9 (1) (d)

A report or statement containing the advice or recommendations of a committee established within PPGPL, to submit a report, provide advice

or make recommendations to the responsible Minister of PPGPL or to another officer of PPGPL who is not a member of the committee.

1. Accidents/incident reports.
2. Periodic financial data reports.
3. Business development projects.
4. Disciplinary action/procedures.
5. Hazard and risk assessments.

SECTION 9 (1) (e)

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

1. Feasibility studies.
2. Risk assessments.
3. Environmental impact assessment (EIAs).
4. Pre-lay and post-lay surveys.
5. Scientific tests relating to NGLs and purity products.
6. Engineering or technical studies.

SECTION 9 (1) (f)

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

1. EIAs.
2. Consultancy reports.
3. Means and assets/ investigative reports.
4. Financial reports and audits.
5. Health, safety and security reports.
6. Risk assessment.
7. Commercial/marketing studies.

SECTION 9 (1) (g)

A report prepared within PPGPL 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.

1. Feasibility studies.
2. EIAs.
3. Business development/engineering decision support packages.



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SECTION 9 (1) (h)

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

1. Financial reports.
2. Audit reports.
3. Project status reports.
4. Pension plan reporting.
5. Savings plan reporting.
6. CEC reports.
7. Environmental compliance reports.

SECTION 9 (1) (i)

A report containing final plans or proposals for the reorganization of the functions of PPGPL, the establishment of a new policy programme or project to be administered by the public authority, or the alteration of an existing policy programme or project administered by PPGPL; whether or not the plans or proposals are subject to approval by the officer of PPGPL, another public authority, the responsible Minister of PPGPL or Cabinet.

1. Budgets.
2. Business Plans.
3. Strategic Plans.
4. Strategic Staffing.
5. Corporate Workplans.
6. Approved Organization Charts and Structural Changes.

SECTION 9 (1) (j)

A statement prepared within PPGPL and containing policy directions for the drafting of legislation

At this time, PPGPL has no such statements.

SECTION 9 (1) (k)

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

At this time, PPGPL has no such reports.

SECTION 9 (1) (l)

An environmental impact statement prepared within PPGPL.

1. EIA for Growth Projects.

SECTION 9 (1) (m)

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

1. Valuation reports.
2. Actuarial reports.

Approved by:

Dominic Rampersad
President