



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 51

Port-of-Spain, Trinidad, Monday 5th March, 2012—Price \$1.00

No. 33

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EQUAL OPPORTUNITY COMMISSION (EOC)

2012 FREEDOM OF INFORMATION STATEMENT

IN COMPLIANCE WITH SECTIONS 7, 8, 9 OF THE FREEDOM OF INFORMATION ACT 1999 (FOIA)

- In accordance with section 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA) the Equal Opportunity Commission (EOC) is required by law to publish this statement, which lists the documents and information generally available to the public from the EOC.

The FOIA gives members of the public:

- A legal right for each person to access information held by the Commission.
- A legal right for each person to have personal/official information relating to him/herself amended where it is held by the Commission and such information is incomplete, incorrect or misleading.
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- 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)

Structure and Function of the Equal Opportunity Commission

Establishment of the Equal Opportunity Commission

The Equal Opportunity Commission was established by Section 26 (1) of the Equal Opportunity Act, 2000 as amended (“the Act”) for the purpose of exercising the jurisdiction conferred upon it by that Act. The Commission commenced operations in April 2008 with the appointment of the first Commissioners.

Mission Statement

“The Equal Opportunity Commission will be guided by the Equal Opportunity Act of 2000 which seeks to prevent, eliminate and discourage acts of discrimination in relation to race, gender, religion, disability, origin including geographical origin, ethnicity, and marital status or by victimization in employment, education, provision of accommodation, provision of goods and services and acts of offensive behaviour. It recognizes the importance of the removal of all barriers to the free flow of resources of talent, opportunities and aspirations so that each individual can contribute to the national endeavor and expect a fair response in return. In the pursuit of these objectives, the Commission shall seek to conciliate complaints that come before it, sensitize the public through education programmes and other programmes for the purpose of eliminating discrimination, prepare and publish appropriate guidelines for the avoidance of discrimination and will invite the wider society to participate as fully as possible in this enterprise”.

Structure of the EOC

The Commission comprises five Commissioners including a Chairman and a Vice- Chairman.

Administratively the Commission is divided into six units with a Chief Executive Officer (CEO) heading the units. The CEO is responsible for planning, organizing, coordinating activities and resources for all the operational functions of the Commission.

The six (6) Units are as follows:

- Administration Unit
- Communications Unit
- Research Unit
- Legal Unit
- Investigators/Social Workers
- Conciliation/Mediation Unit

ADMINISTRATION UNIT

The Administration Unit is divided into four sub units Administration, Human Resources, Accounts and Information Technology.

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Administration is responsible for facilities and office management in the EOC. The unit handles procurement of goods and services and ensures that the physical and material requirements of the EOC are supplied. This unit also maintains the inventory of stationery and supplies and conducts office maintenance and improvements.

The Unit includes the following personnel who carry out the administrative functions within the unit: Receptionist/Telephone Operator, Verbatim Reporter, Office Attendant, Clerk/Stenographer, Driver/Messenger and Business Operations Assistants.

The unit also includes the Records Manager who is responsible for the safe-keeping and maintenance of all the EOC records.

Human Resource is responsible for all human resources requirements at the EOC. This unit maintains personnel records of all members of staff and other matters relating to terms and conditions of employment. The Unit consists of the Human Resources Officer and a Clerical Officer.

Accounts is responsible for the receipt and management of the EOC's financial resources and for the management of the EOC's expenditures according to good accounting standards. The Unit consists of the Accounting Assistant and a Business Operations Assistant.

Information Technology is responsible for providing and managing the information technology and systems policy; which includes planning administration, information system and application support, networking and communications and service support.

The Unit consists of the Information Technology Manager and Data Operators.

COMMUNICATIONS UNIT

Communication Unit has the following responsibilities:

- To conduct all communications with internal and external stakeholders;
- Press releases, conferences and events letters, website content and key presentations;
- To communicate with the public about the EOC's functions, policies, programmes and services in order to inform and educate;
- To ensure such information is accurate, reliable, complete, timely, relevant and understandable;
- To ensure that the EOC is visible, accessible, responsive and answerable to all its stakeholders.

The Communication Unit consists of the Communication Specialist and a Business Operations Officer.

RESEARCH UNIT

The main responsibility of the Research Unit is to develop, conduct and foster research and educational programmes and other programmes for the purpose of eliminating discrimination and promoting equality of opportunity and good relations between persons of different status.

More specifically the Unit,

- assist in planning, organizing and conducting programmes of research into areas related to the functions and objectives of the EOC;
- collects, analyses and evaluates data on relevant trends of equality ; and

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- Liaises and collaborates with other Research Units in Government Ministries and Departments and private organizations, for the exchange of information relating to the Equality of Opportunity for the citizenry of Trinidad and Tobago.

LEGAL UNIT

This Unit advises the EOC on all legal issues that pertain to the investigation, conciliation, legislation and function of the EOC.

INVESTIGATIONS/SOCIAL WORKERS

The primary function of this unit to investigate all complaints of discrimination lodged with the EOC.

CONCILIATIONS/MEDIATIONS UNIT

The primary function of this unit is to facilitate voluntary un-coerced resolution of a dispute among parties to the complaint.

The Organisational Chart of the EOC is contained herein at Appendix 1.

Functions of the Commission

The functions of the Commission as set out in section 27 (1) of the Act are as follows:

- (a) to work towards the elimination of discrimination;
- (b) to promote equality of opportunity and good relations between persons of different status;
- (c) to keep under review the working to the Act and any relevant law and when so required by the Minister, or where necessary draw up and submit to the Minister proposal for amending them;
- (d) to receive, investigate and as far as possible, conciliate allegations of discrimination;
- (e) to develop, conduct and foster research and education programmes and other programmes for the purpose of eliminating discrimination and promoting equality of opportunity and good relations between persons of different status;
- (f) to prepare and publish appropriate guidelines for the avoidance of discrimination;
- (g) to do any other thing conducive or incidental to the carrying out of its functions.

SECTION 7 (1) (a) (ii)

Categories of documents in the possession of the EOC:

1. Files dealing with administrative documents for the operation of the EOC.
2. Personnel files, which detail all staff appointments to date, job applications etc.
3. Files dealing with the accounting functions of the EOC.
4. Financial records (vouchers, purchasing orders, receipts etc.)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Complaints files.

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7. Publication Files and Reports
8. Legislation and legal instruments.
9. Pamphlets/leaflets, brochures, newspaper clippings and posters.
10. Minutes and agenda of meetings.
11. Files dealing with circulars, memoranda etc.
12. Books and journals.

SECTION 7 (1) (a) (iii)

Materials prepared for publication or inspection:

- 1) The Equal Opportunity Act, 2000 and The Equal Opportunity (Amendment) Act 2000;
- 2) Complaint Form;
- 3) Lodging a complaint of discrimination leaflet;
- 4) Freedom of Information Statement 2010 & 2011;
- 5) Reports relating to investigations of complaints pursuant to section 39(1)(d) of the Act;
- 6) Publication notices

Copies of the above publications are available for inspection at the EOC's office between the hours of 8:00am and 3:00pm Mondays to Fridays.

Alternatively the Complaint Form and lodging a complaint leaflet can be obtained from the Regional Corporation Office, the Wardens Office or the District Revenue Office in your area or downloaded from the EOC website www.equalopportunity.gov.tt.

SECTION 7 (1) (a) (iv)

Literature available by Subscription

Not applicable at this time

SECTION 7 (1) (a) (v)

The procedure to be followed when accessing documents from the EOC:

1. How to request information:

- **General Procedure**

The EOC's policy is to answer all requests, both oral and written, for information. However in order to exercise the rights given by the FOIA (for example the right to challenge a decision if a request for information is refused), a request must first be made in writing. An applicant must, complete the appropriate form (Request for Access to Official Documents) available from the EOC's Reception Desk or from its Designated Officer, for information that is not readily available in the public domain.

- **Addressing Request**

To facilitate the prompt handling of a request, it should be addressed to the Designated Officer at the EOC:

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The Designated Officer is:

Miss Michelle Benjamin

Legal Officer II

1st Floor, Ceramic (Trinidad) Limited Building

37 Wrightson Road

Port of Spain

Tel: 625 5815 Fax: 623 4319

E-mail: michelle.benjamin@equalopportunity.gov.tt**• Details in the Request**

An 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. An applicant who is unsure how to write a request or what details to include should inquire of the Designated Officer.

• Request not handled under the FOIA

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the EOC or from another public authority (e.g. brochures and pamphlets etc.), or if the said information is exempted.

2. Responding to your Request**• Retrieving Documents**

The EOC is required to furnish copies of documents only when they are in its possession.

• Furnishing Documents

The EOC is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead the best copy possible will be furnished.

Please note the EOC is not compelled to do the following:

- (a) Create new documents, or
- (b) Perform research for an applicant.

3. Time Limits**• Time Allowed**

The EOC will determine whether to grant a request for access to information as soon as practicable **but no later than 30 days as required by Section 15 of the FOIA.**

• General

The FOIA sets certain time limits for a public authority to decide whether to disclose documents requested. If the EOC fails to meet the deadlines, the FOIA gives an applicant the

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right to proceed as if the request has been denied. Every effort will be made to comply with the time limits, but where it appears that processing a request may take longer than the statutory limit, the EOC will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be wrongly addressed or routed, an applicant may wish to call or write to confirm that EOC has received a request and to ascertain its status.

4. 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 other form, such as a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

SECTION 7 (1)(a)(vi)

The officer in the EOC responsible for:

- a) the initial receipt of and action upon notices under section 10 of the FOIA;**
- b) requests for access to documents under section 13 of the FOIA; and**
- c) applications for correction of personal information under section 36 of the FOIA is as follows:**

The Designated FOI Officer is:

Miss Michelle Benjamin

Legal Officer II

1st Floor, Ceramic (Trinidad) Limited Building

37 Wrightson Road

Port of Spain

Tel: 625 5815 Fax: 623 4319

E-mail: michelle.benjamin@equalopportunity.gov.tt

SECTION 7 (1)(a)(vii)

A statement listing all boards, councils, committees and other bodies constituted by two or more persons, that are part of, or that have been established for the purpose of advising, the EOC, and whose meetings are open to the public, or the minutes of whose meetings are available for public inspection.

Panel of Advisors on religious issues

Pursuant to section 26(3) of the Act a panel of advisers to the Commission comprising representatives of every principal religion in Trinidad and Tobago is to be appointed by the Minister with responsibility for Equal Opportunity. There is to be consultation with such panel when the EOC considers a complaint of discrimination on the grounds of religion.

SECTION 7 (1)(a) (viii)

Information can be accessed through the Designated Officer **between the hours of 8:30am and 3:00pm Mondays to Fridays, at the EOC's office located at:**

1st Floor, Ceramic (Trinidad) Limited Building,

#37 Wrightson Road, Port of Spain.

SECTION 8(1) STATEMENTS

Section 8(1)(a)

The public is entitled to access documents that are provided by the EOC for the use or guidance of the EOC or its officers 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, being:

- (i) documents containing interpretations or particulars of written laws or schemes administered by the EOC, not being particulars contained in another written law; or;
- (ii) Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the EOC, or similar documents containing rules, policies, guidelines, practices or precedents.

The above documents will be made available to the public as they are developed, and include:

Governing Legislation

Equal Opportunity Act of 2000

Equal Opportunity (Amendment) Act 2001

SECTION 8(1)(b)

The public is also entitled to access documents that are provided by the EOC for the use or guidance of the EOC or its officers in enforcing written laws or schemes administered by the EOC 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.

The above documents will be made available as they are produced by the EOC

SECTION 9 STATEMENTS

SECTION 9 (1) (a)

Any report or statement containing the advice or recommendations, of a body or entity established within the EOC:

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

SECTION 9(1) (b)

Any report or statement containing the advice or recommendations:

- of a body or entity established outside the EOC 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 the EOC or to the responsible Minister of the EOC.

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

SECTION 9 (1)(c)

Any report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the EOC.

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

SECTION 9 (1) (d)

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

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

SECTION 9 (1) (e)

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

There are no reports to be published under this section at this time

SECTION 9 (1) (f)

Any report prepared for the EOC by a consultant who was paid for preparing the report.

There are no reports to be published under this section at this time

SECTION 9 (1)(g)

Any report prepared within the EOC 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 reports to be published under this section at this time

SECTION 9 (1)(h)

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

There are no reports to be published under this section at this time

SECTION 9 (1)(i)

Any report containing:

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

There are no reports to be published under this section at this time

SECTION 9 (1)(j)

Any statement prepared within the EOC and containing policy directions for the drafting of legislation.

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

SECTION 9(1)(k)

Any report of a test carried out within the EOC on a product for the purpose of purchasing equipment.

There are no reports to be published under this section at this time

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SECTION 9 (1)(l)

Any environmental impact statement prepared within the EOC.

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

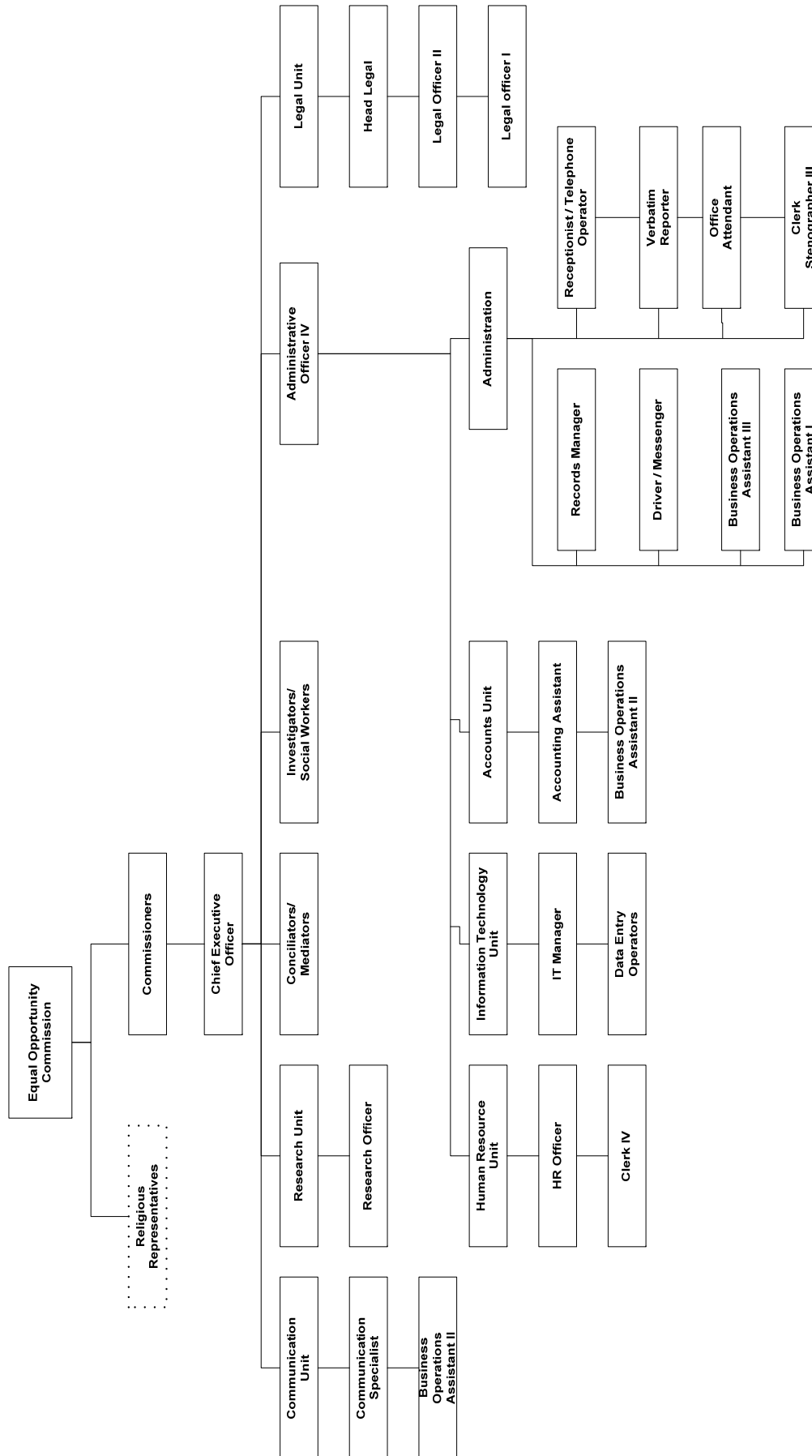
SECTION 9 (1)(m)

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

There are no reports to be published under this section at this time

EQUAL OPPORTUNITY ORGANIZATIONAL CHART

Appendix 1



**PUBLIC STATEMENT OF THE PETROLEUM COMPANY OF
TRINIDAD AND TOBAGO LIMITED
IN COMPLIANCE OF SECTIONS 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT (1999)
(2011 UPDATE IN ACCORDANCE WITH SECTIONS 7(1)(B) & 9(2)(B) of the FOIA)**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 ("FOIA"), the Petroleum Company of Trinidad and Tobago Limited ("PETROTRIN") is required by law to publish the following statements which list the documents and information existing within PETROTRIN and are generally available to the public.

The FOIA gives members of the public:

1. A legal right to access information held by a public authority;
2. A legal right 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 PETROTRIN

PETROTRIN was incorporated on 1993 January 21 as a limited liability company and is wholly owned by the Government of the Republic of Trinidad and Tobago. The registered office of the Company is located at PETROTRIN Administration Building, Southern Main Road, Pointe-a-Pierre, Trinidad, West Indies. By the PETROTRIN Vesting Act, 1993, the exploration, production, manufacturing and marketing assets, liabilities and obligations of Trinidad and Tobago Oil Company Limited and Trinidad and Tobago Petroleum Company Limited were vested in PETROTRIN from 1993 October 01.

PETROTRIN is engaged in the exploration for and production of crude oil and natural gas, refining of crude oil, international sales of petroleum products and supply to the local retail market sector. Its land operations are spread over the southern half of Trinidad. Its marine operations are located mainly off the southwest coast of Trinidad.

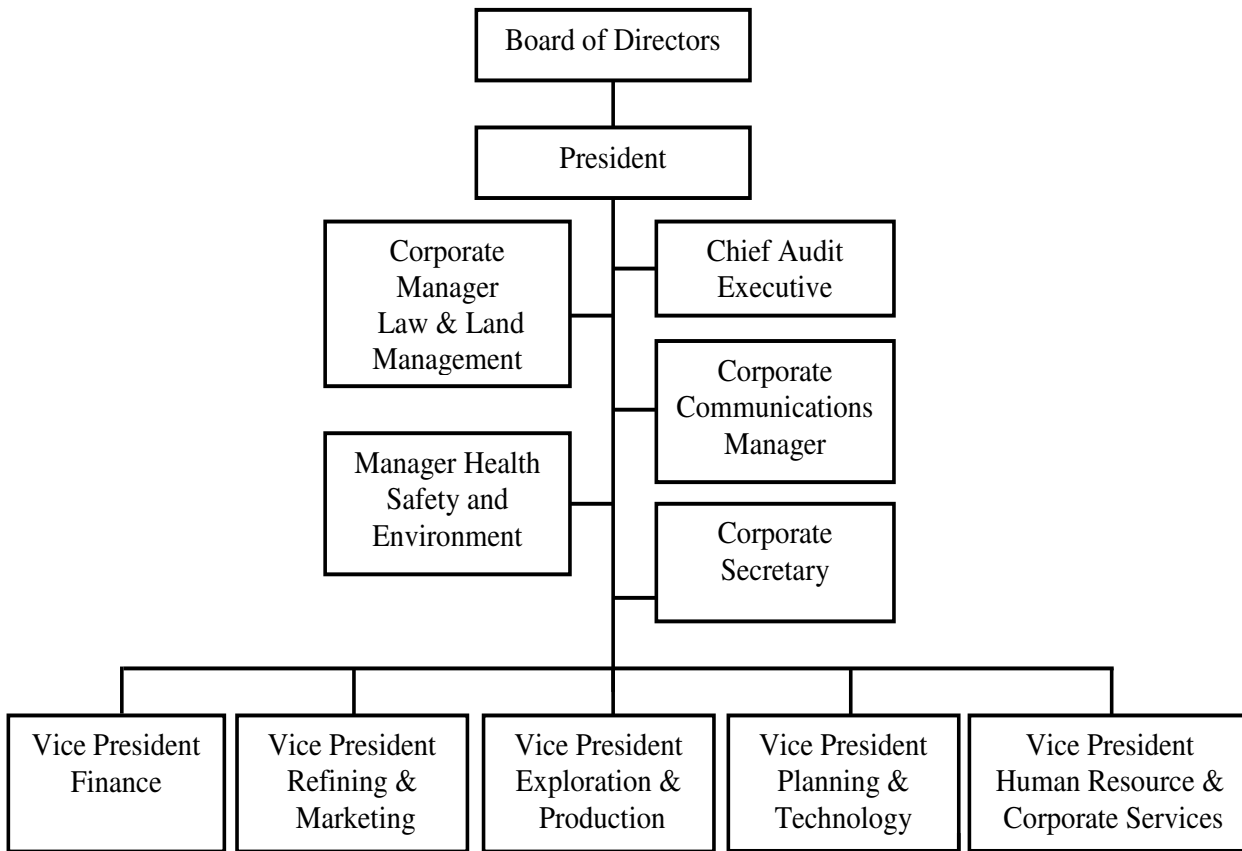
PETROTRIN's mission is, as the national petroleum company, to operate to optimize the returns from its resources for the benefit of its shareholders and the citizens of Trinidad and Tobago.

Its vision is to be a high performing energy organization, that delivers superior results to its shareholders every time, all the time; to be a premier fully integrated petroleum-based energy organization, the preferred supplier in the Caribbean and Latin America, recognized for its responsiveness to its employees, customers, the State and other stakeholders; to make PETROTRIN innovative, dynamic, viable and efficient; safe in its operations and sensitive to the ecology; driven by customers, competent and empowered people, creative business ideas and appropriate leading technology.

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Organizational Structure

The Organizational 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:-

Lindsay Gillette - Chairman
 Aleem Hosein - Deputy Chairman
 Charles Baisden
 Peter Burke
 Carl Hector
 Peter Inglefield
 Khemram Jokhoo
 Reshard Khan
 Rudranath Maharaj
 Arnold Ram
 Krishendath Ramoutar

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Refining and Marketing

The Refining and Marketing Group is located at Pointe-a-Pierre and consists of the following Departments:

REFINING AND MARKETING

REFINING	MARKETING AND TRADING	PERFORMANCE IMPROVEMENT
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The Refining and Marketing Group:

- ⇒ Converts indigenous and imported crude oil into high quality petroleum products at its refinery at Pointe-a-Pierre
- ⇒ Processes crude oil on a fee basis for third parties
- ⇒ Develops new downstream business opportunities.
- ⇒ Acquires crude oil for the refinery
- ⇒ Sells and trades bulk refined petroleum products in the local, regional, extra-regional and international markets
- ⇒ Operates the Company's port and marine facilities

Exploration and Production

The Exploration and Production Group operates out of Santa Flora and has fields from Guayaguayare in the east to Point Fortin in the west. It consists of the following Departments:

EXPLORATION AND PRODUCTION

EXPLORATION & DEVELOPMENT	PRODUCTION OPERATIONS	JOINT VENTURES
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The Exploration and Production Group:

- ⇒ Explores for and produces crude oil and natural gas in land and marine areas of Trinidad
- ⇒ Transports own and third-party crude oil from the refinery
- ⇒ Transports natural gas to production facilities, refinery and/or gas processing plant
- ⇒ Provides technical expertise to support the operations and to economically increase oil and gas production, find new reserves
- ⇒ Offers farmout and lease operatorship opportunities via competitive bidding
- ⇒ Participates in up-stream joint ventures with local independent and major international companies
- ⇒ Manages PETROTRIN's interest in the various joint ventures including lease operatorships and farmouts
- ⇒ Seeks new E&P joint venture arrangements for increasing reserves and production

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Finance

The Finance Group operates primarily out of Pointe-a-Pierre and provides services to the entire organization through its bases at Pointe a Pierre and its shared services support functions in Santa Flora and Point Fortin Operations. It consists of the following Departments:

FINANCE

FINANCIAL ACCOUNTING	MANAGEMENT ACCOUNTING	TREASURY & RISK MANAGEMENT	PROCUREMENT	INFORMATION & COMMUNICATION TECHNOLOGY
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Planning & Technology

The Planning & Technology Group operates out of Pointe-a-Pierre and consists of the following Departments:

PLANNING & TECHNOLOGY

STRATEGY AND BUSINESS DEVELOPMENT	ENGINEERING AND CONSTRUCTION	PROJECT IMPLEMENTATION
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The Planning & Technology Group is responsible for strategic planning as well as for developing and implementing new projects.

HUMAN RESOURCE & CORPORATE SERVICES

The Human Resource & Corporate Services Group whilst primarily based in Pointe a Pierre, provides services to the entire organization through its bases at Pointe a Pierre and its shared services support functions in Santa Flora and Point Fortin Operations. It consists of the following Departments:

INDUSTRIAL RELATIONS AND CORPORATE SERVICES	HUMAN RESOURCE	MEDICAL
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Section 7(1)(a)(ii)**Categories of documents in the possession of PETROTRIN**

1. Files dealing with administrative support and general administration of the operations of PETROTRIN
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 PETROTRIN
4. Financial records and audit files
5. Files dealing with matters relating to the procurement of supplies, services and equipment
6. Maps, charts, photographs, compact discs, diskettes, abstracts, tapes, catalogues
7. News releases and speeches originating from PETROTRIN
8. Policy and procedure documents
9. Internal and external correspondence files
10. Documents relating to strategic review of PETROTRIN
11. Legislation and legal instruments
12. Legal opinions and related matters
13. Files dealing with training (local and foreign) and technical co-operation
14. Minutes and agendas of meetings
15. Files dealing with circulars, memoranda, notices, bulletins etc.
16. Reports: statistical, periodic, audit, consultants', technical, corporate, valuation and accident
17. Environmental impact assessments
18. Books, booklets, leaflets, pamphlets, brochures, posters, newspapers clippings
19. Files dealing with official functions, conferences and events hosted and attended by PETROTRIN
20. Inventories
21. Periodicals and publications
22. Complaint/suggestion files
23. Registers, certificates, permits and licenses
24. Scientific and Technical files/Reports
25. Files dealing with projects initiated, conducted and/or facilitated by PETROTRIN
26. Medical files of employees (current and retired)
27. Files dealing with contractors associated with PETROTRIN
28. Files dealing with tenders issued by PETROTRIN
29. Files dealing with health, safety and environment issues
30. Contract files inclusive of Collective Agreements

Section 7(1)(a)(iii)**Material prepared for publication or inspection**

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:

Information Resource Center
PETROTRIN Learning Center
Pointe-a-Pierre
Tel. No. 658-4200 ext. 2753/2789
Fax No. 658-4323
E-mail freedomofinformation@petrotrin.com

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1. PETROTRIN's Annual Report
2. Petroconnect magazine
3. Booklets, leaflets, pamphlets, videotapes and brochures highlighting various aspects of the Company's functions, organization, operations or services.

Section 7(1)(a)(iv)

Literature available by subscription

This section is not applicable to PETROTRIN at this time.

Section 7(1)(a)(v)

Procedure to be followed when accessing a document from PETROTRIN

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The following procedure should be followed when making a request:

1. Request a FOIA Application Form from the Information Resource Center ("IRC"), PETROTRIN Learning Center, Pointe-a-Pierre, or a copy can be accessed at the Company's website www.petrotrin.com or obtain a copy from the Government FOIA Unit at their website address: www.foia.gov.tt
2. You can either fill out the Form at the IRC and request assistance from the Records and Information Specialist or if you are certain of what to do, you can fill out the Form at your convenience. Please note that pursuant to sec.13(2) of the FOIA your request need not be specific but sufficient information is to be provided so that the document may be identified with reasonable effort.
3. The Form may be:
 - Hand delivered to the IRC; or
 - Mailed to the IRC, Room 112, PETROTRIN Learning Center, PETROTRIN, Pointe A Pierre; or
 - Faxed to the IRC at no. 658-4323 to be followed up by mailing or delivering the original to the IRC. Please note that for the purpose of calculating the time limit set out at 4 below, electronic signatures i.e. fax, e-mail etc., are not acceptable and computation will therefore commence upon receipt of the original document.
4. There is a time limit of not later than thirty days for your request to be determined by the Company (sec. 15). Your request will be registered as having been received on the day that your application form is stamped at the IRC. This means that the thirty-day period does not start to run until the request is received by the Unit. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will endeavour 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 requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.
5. Upon any consultation between yourself and the Designated Officer in PETROTRIN time is suspended in the computation of the thirty-day period (sec. 21{7}).

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6. You must get a notice in writing from the Company of its decision and the reasons for the decision taken (sec. 23{1}).
7. If your request for the information is granted and you need a copy of the data on paper, diskette or compact disc, you are required to pay the prescribed fee (sec. 17{2}) as set out in the Regulations to the FOIA prior to receiving the data. You will be notified of the appropriate fee. You are entitled to receive the document(s) within seven days of payment of the relevant fee. If we fail to provide the information within the seven day period, you are entitled to a refund of the fees paid in addition to access to the document(s) requested. Please note that the actual making of the request is free of charge (sec. 17{1}).
8. You have the right to correct by supplementing, amending or deleting personal information in an official document if the information is inaccurate, incomplete, misleading or not relevant to the purpose for which the document is held by the Company (sec. 36).
9. If your request for some or all of the information or for correction to personal information is denied and you are dissatisfied with the reasons, then you have the right to:-
 - (a) apply to the High Court for Judicial Review of the decision (sec. 39). Please note however, that pursuant to sec. 11 of the Judicial Review Act, No. 60 of 2000 an application for judicial review shall be made promptly and in any event within three months from the date of the decision; or
 - (b) write to the Ombudsman within twenty-one days of receiving the decision of the Company (sec. 38A).

A request under the FOIA will not be processed to the extent that it asks for information which is currently available in the public domain, either from PETROTRIN or from another public authority, for example brochures and pamphlets etc.

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 periods for keeping records before they may be destroyed e.g. The Exchequer and Audit Act, Chap. 69:01.

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 that we are not compelled to do the following:

- a. 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.
- b. Perform research for you.

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Section 7(1)(a)(vi)

Officers in PETROTRIN responsible for:

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

The designated officer for PETROTRIN is The Corporate Manager Law and Land Management, Mrs. Janice Koylass-Abraham and the Corporate Secretary, Ms. Roseanna Hospedales, is the alternate. All communication should be addressed as follows:

Designated Officer
Room 112
Information Resource Center
PETROTRIN Learning Center
PETROTRIN Pointe-a-Pierre

To contact the IRC, the public may either:

Phone	658-4200 Ext. 2753/2789
Fax	658-4323
e-mail	freedomofinformation@petrotrin.com

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 PETROTRIN 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 our reading room at PETROTRIN's Information Resource Center, PETROTRIN Learning Center, 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.

Policy of PETROTRIN for provision of copies of documents:

- ↪ Certain provision of documents may be subject to a small charge to cover administrative costs.
- ↪ Users will be liable for any damage caused to the Company's property through the said user's willful malicious use of the said property
- ↪ Downloading of information from the Company's information technology systems and data bases is strictly prohibited
- ↪ No smoking, eating or drinking is allowed in the Reading Room.

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SECTION 8 STATEMENT

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

SECTION 9 STATEMENT

The public is asked to note that due to the volume of documents produced by the Company pertaining to this Section, an index has been prepared and is available for inspection upon request.

Section 9(1)(a)**A report or a statement containing the advice or recommendations, of a body or entity established within PETROTRIN**

1. Departmental workshops, seminars and training sessions
2. Policies and Procedures with regard to
 - a. the issuing and evaluation of tenders and contracts
 - b. consultant register of interest
 - c. personnel administrative matters
 - d. information technology
 - e. Company property
 - f. lease acquisition
 - g. schedule of financial authorities
 - h. car lease rental
 - i. housing – residential properties
 - j. governance issues
3. Accident/Incident Reports
4. Implementation of Geographic Information System Pilots
5. Hurricane Emergency Response Plan
6. Pipeline inspection
7. Recommendations for the release of Company lands
8. Proposal for remediations
9. Crude production, storage, preparation and handling requirements
10. Human resource and personnel issues reports
11. Information technology improvements and strategies
12. Royalty Split Reports
13. Pollution, health, safety, environment and other field visit reports
14. SW Soldado Development Plan
15. Tools, equipment and materials reports including reliability, inventory, dispatch, movement, repairs and servicing
16. Legal Opinions
17. Agreements and contracts
18. Statement of State owned trees cut and purchased by PETROTRIN
19. SAP R/3 matters
20. Statement of earnings
21. Daily electrical outage reports
22. Safety inspections
23. Standing field instructions
24. Project emergency response plans and respondent tabletop exercises
25. Oil spill contingency plans and respondent tabletop exercises

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Section 9(1)(b)**A report or a statement containing the advice or recommendations:**

- (i) of a body or entity established outside PETROTRIN 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 PETROTRIN or to the responsible Minister of PETROTRIN**

- 1. Project implementation plans
- 2. Restart of oil producing fields
- 3. Safety and inspection reports
- 4. Information technology report

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 PETROTRIN:**

- 1. Integration of Trinmar into PETROTRIN
- 2. Voluntary Selective Separation Plan Task Force report
- 3. Review of Wells, Lease Operatorship Programme
- 4. Accident/incident reports
- 5. Pre-budget preparation
- 6. Employee benefit plans
- 7. Financial instruments and arrangements

Section 9(1)(d)**A report or a statement containing the advice or recommendations, of a committee established within PETROTRIN to submit a report, provide advice or make recommendations to the responsible Minister of PETROTRIN or to another officer of PETROTRIN who is not a member of the committee.**

- 1. Accident/incident reports
- 2. Pollution claims
- 3. Periodic financial data reports
- 4. First draft of the National Oil Spill Contingency Plan for Trinidad and Tobago
- 5. Cost efficiency reports
- 6. Human resource matters
- 7. Listing of external legal services
- 8. Requests for assistance from Government agencies
- 9. Manual and digital Maps
- 10. Pollution, environmental and other field visit reports
- 11. Stakeholder survey of the Shore of Peace Cremation Site
- 12. Information technology reports
- 13. Process safety management reports
- 14. HAZOPs
- 15. Safety Committee reports
- 16. Site Inspection Visit reports
- 17. HSE Audit reports

Section 9(1)(e)

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

1. Suriname gas station project
2. Asbestos test clearance reports for schools
3. Health, safety and environmental reports
4. The southern district land spreading unit – field supervisor’s guide
5. Trinity Waterflood-corrosion and biocide treatment
6. Restart of steam injection in Parrylands “E” area
7. Crude production, storage, preparation and handling requirements reports
8. Information technology reports
9. Pipelines network
10. Groundwater management
11. Survey plans
12. Technical work programmes prior to execution of jobs
13. Emergency response plans
14. Oil spill contingency plans
15. Refinery program reports
16. Laboratory analyses
17. IADB Annual Environmental reports

Section 9(1)(f)

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

1. Training programmes
2. Legal Opinions
3. Benchmarking reports
4. Health, safety and environment reports
5. Job evaluation and HRXpert reports

Section 9(1)(g)

A report prepared within PETROTRIN 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. Reports which impact on engineering standards and codes.

Section 9(1)(h)

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

1. Departmental periodic highlights and performance indicators
2. Crude production, storage, preparation and handling requirements
3. Monthly summary of tenders and contracts awarded
4. Balance scorecard and benchmarking

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5. Cost efficiency reports
6. Team building exercises
7. Personal performance/assessment reports
8. Monthly Corporate Overview, annual report and other periodic financial data
9. Periodic personnel administration and human resources reports
10. Lease operatorship performance reports
11. Performance enhancement report
12. Health, safety and environment periodic reports
13. Project status reports
14. Tools, equipment and materials reports including performance and reliability
15. Marine reports including cargoes, boat costs, passenger boardings, allocation of resources with crane barge and vessels
16. Listing of outstanding diagnostics jobs
17. Insurance audits
18. Reports of periodic and ad hoc meetings with suppliers of goods and services
19. Annual technical reports
20. Report to Customs and Excise Division
21. Reports of Internal Audit Department on review of Company policies, procedures, processes and operations.

Section 9(1)(i)

A report containing:

- (i) **final plans or proposals for the re-organization of the functions of PETROTRIN;**
- (ii) **the establishment of a new policy, programme or project to be administered by PETROTRIN or**
- (iii) **the alteration of a existing policy programme or project administered by PETROTRIN, whether or not the plans or proposals are subject to approval by an officer of PETROTRIN, another public authority, the responsible Minister of PETROTRIN or Cabinet.**

1. Budgets
2. Business Plan
3. Strategic Plan
4. Organisation structures and functional charts
5. Human resource documents (such as job descriptions, evaluations, manpower proposals and collective agreements)

Section 9(1)(j)

A statement prepared within PETROTRIN 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 PETROTRIN on a product for the purpose of purchasing equipment.

1. Information technology reports
2. Brush transformers
3. Guidelines for the purchase of new plant and equipment
4. Product certificates of quality

Section 9(1)(l)

An environmental impact statement prepared within PETROTRIN.

1. Environmental impact assessments on PETROTRIN's operations (both existing and proposed)

Section 9(1)(m)

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

1. Valuators Daily reports
2. Actuarial valuations

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