

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 2019

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.

PPGPL publishes the following information as approved by the Ministry 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.

The Scope of the Business of PPGPL is as follows:

PPGPL is a subsidiary company of the National Gas Company of Trinidad and Tobago Limited with its registered office located at Rio Grande Drive, Point Lisas Industrial Estate, Point Lisas, Couva. Its core business consists of natural gas processing, natural gas liquids (NGLs) aggregation, fractionation and marketing. 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, isobutane and natural gasoline. The facility consists of a gas processing straddle plant incorporating three (3) cryogenic trains with a design capacity totalling 1.95bcfd; three (3) NGLs fractionators that separate propane, butane and natural gasoline; one (1) butane splitting facility that produces normal butane and isobutane; six (6) product storage tanks; one (1) 54 kilometer NGL pipeline; and one (1) marine LPG loading dock.

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:

- Mr. Conrad Enill
- Mr. Kenneth Allum
- Mr. Marcus Ganness
- Mr. Mark Loquan
- Mr. Dan Martineau
- Mr. Navin Rajkumar

There are five (5) Board sub-committees which assist in formulating and guiding the business and policies of PPGPL:

- The Audit Committee
- The Finance and Investment Committee
- The Human Resource Committee
- The Tenders Committee
- The Operations Committee

PPGPL's Leadership Team comprises:

- The President – Mr. Dominic Rampersad
- Five (5) Vice Presidents as follows:
 - Vice President Operations – Mr. Colin Ramesar
 - Vice President Finance and Information Technology – Ms. Dawn Callender
 - Vice President Business Development – Mr. Alvin Dookie
 - Vice President Engineering – Ms. Charlene Beepath
 - Vice President Marketing - Mr. Matik Nicholls
- Three (3) Managers as follows:
 - Manager Human Resources – Ms. Rehea Jaikaran

- Manager HSSE – Ms. Lydia Lee Chong
- Manager Corporate Services – Ms. Zareen Mohammed

- The Corporate Attorney – Ms. Florence Mulchansingh

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 (Plant Processing and Offsite and Measurement), Regulatory Services, Production Management (Plant Engineering, Advance Process Controls and Laboratory Services), Maintenance (Instrumentation and Electrical, Planning, Mechanical, Inspection and Reliability). The function also provides support to Business Development and Engineering functions in the development and implementation of selected growth projects.

Finance & Information Technology

The Finance and Information Technology department provides accounts payable, accounts receivable, payroll, financial reporting, taxation, information technology, management accounting; project cost accounting, risk management.

Business Development

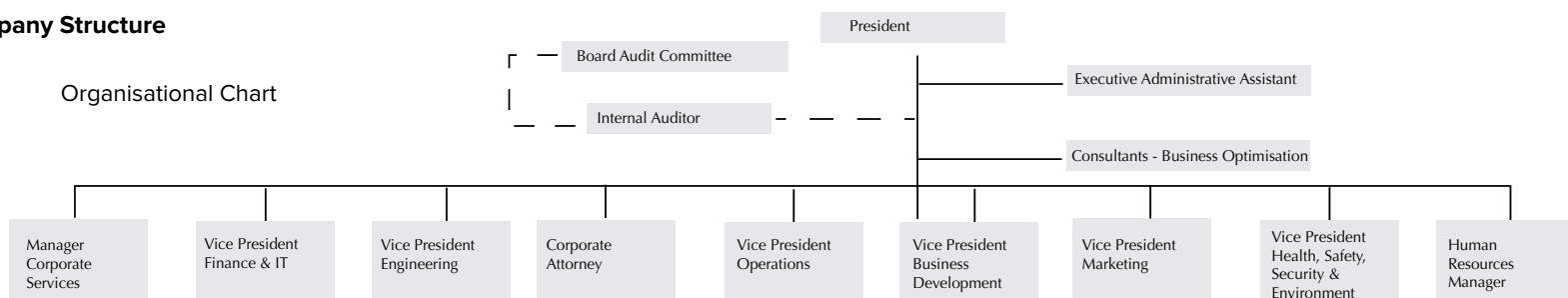
The Business Development department is responsible for the growth strategy of the company. This involves the creation of value adding business consistent with corporate strategic objectives, including the identification, evaluation, screening, promotion, development and implementation of selected growth projects. The function also supports the technical development by the Engineering Department.

Engineering

The Engineering department leads and provides detailed technical support and multi-disciplined engineering expertise for the development of PPGPL's strategic growth initiatives, plant improvement projects and solutions to chronic plant problems. The department is also

Company Structure

Organisational Chart





PHOENIX PARK GAS PROCESSORS LIMITED

responsible for the safe implementation of capital growth and plant modification projects through to commissioning and start-up.

• **Marketing**

This group's functions include

- Marketing propane, butane, isobutane, natural gasoline and condensate,
- Commercial Services – Commercial Analysis, Sales Contract Negotiations and Contract Management,
- Industry Analysis, Market Research and Intelligence,
- Shipping and Logistics Management.

• **Human Resources**

The Human Resources department has the responsibility for the development, implementation and management of human resource systems and policies for PPGPL. The department manages the planning, organising 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 organisation development activities.

• **Health Safety, Security and the Environment**

The Health Safety Security and Environment (HSSE) 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.

• **Corporate Services**

Corporate Services comprises Supply Chain Management, Administrative Services and Public Relations. Supply Chain Management manages procurement of goods and services, customs and warehousing. Administrative Services manages the facilities, offices, equipment and supply, kitchen services, travel and vehicles. Public Relations manages PPGPL's corporate communications, stakeholder relations, branding and reputation management and corporate social responsibility.

• **Legal & Corporate Secretarial Services**

The Corporate Attorney is responsible for 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 recognised 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 categorised 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, process 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 presentation to public forums, conferences.
 - k. Records related to the management of corporate events.
 - l. Registers, approvals, licences, contracts, memoranda of understanding etc.
 - m. Records relating to customs, receipt, disposal, shipping and brokerage information.
 - n. Reports and presentation dealing with 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 Accounting Operations
 - a. Records related to budgeting, capital investments, financial planning and reporting, taxation, cash management, etc.
 - b. Reports to government, audited financial accounts.
 - c. Accounting records.
 - d. 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 Limited (NGC).
 - e. Equipment Inspection Reports.
 - f. Incident Investigation Reports.
 8. Environment, Health, Safety and Security
 - a. Files dealing with Health Safety and Environmental Issues (HSSE).
 9. Policy and Procedure documents – Policy and Procedure and rules of the Organisation as it relates to the Board of Directors and Shareholders.
 10. Policy and Procedure documents as they relate to PPGPL.

SECTION 7 (1) (a) (iii)

Documents prepared for publication and inspection If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 10 a.m. and 2.30pm normal working days at:

Phoenix Park Gas Processors Limited
Public Relations Department
PPGPL Administration Office
Rivulet Road, Couva



**PHOENIX PARK
GAS PROCESSORS LIMITED**

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;
- Tenders' 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 between the hours of 10:00a.m. and 2.30p.m. only (Monday to Friday, excluding public holidays);
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 from the FOIA Unit at their website address: www.foia.gov.tt
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 PPGPL;
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 brochure, 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-day 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*

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 ext. 6008
Fax: 636-1128
Email: Indira.Rampersad@PPGPL.co.tt

To contact PPGPL, the public may
Phone: 636-1522 ext. 6300
Fax: 636-1128
Email: pr@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 Public Relations Department, 636-1522 ext. 6405.

At this time there, is no designated reading room. For the purpose of FOIA reference, documents may be viewed 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



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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 utilised 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.

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 PPGPL.

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.
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. Environmental Impact Assessments.
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. Environmental impact assessments.
3. Business Development/Engineering Decision Support Packages.

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 reorganisation 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 Organisation 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