



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 2024

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 totalling 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 docks.

The North American operations consist of two (2) product terminal facilities, a multi-product NGL terminal located in Hull, Texas and a propane terminal located in Rush City Minnesota. The Hull, Texas terminal is designed to receive and load NGLs via pipelines, rail cars, and road

tanker wagons with supply connectivity to Mt Belvieu. It is outfitted with two (2) bi-directional product pipelines, NGL storage, eight (8) rail car loading spots and six (6) truck loading/offloading spots. The Rush City, Minnesota terminal consists of two (2) rail car offloading spots, Propane Storage and two (2) automated truck loading 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
- Prof. Donnie Boodlal
- Ms. Sandra Fraser
- Mr. Howard Dottin
- Ms. Karen Guyadeen-Gosine
- Mr. Joel Jack

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

- The Audit Committee
- The Finance and Investment Committee
- The People, Leadership & Culture Committee
- The Tenders Committee
- The Operations Committee
- The Sustainable Development & Strategic Branding Committee

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, Risk & Digital Transformation – 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) Senior Managers are as follows:
 - o Senior Manager Talent and Culture Transformation – Ms. Rehea Jaikaran
 - o Senior Manager Health, Safety and Sustainability – Mr. Rossi Atwarie
 - o Senior Manager Corporate Partnerships – Ms. Zareen Mohammed
- The Corporate Attorney/Company Secretary – Ms. Florence Mulchansingh

The Operating Groups are as follows

• Operations

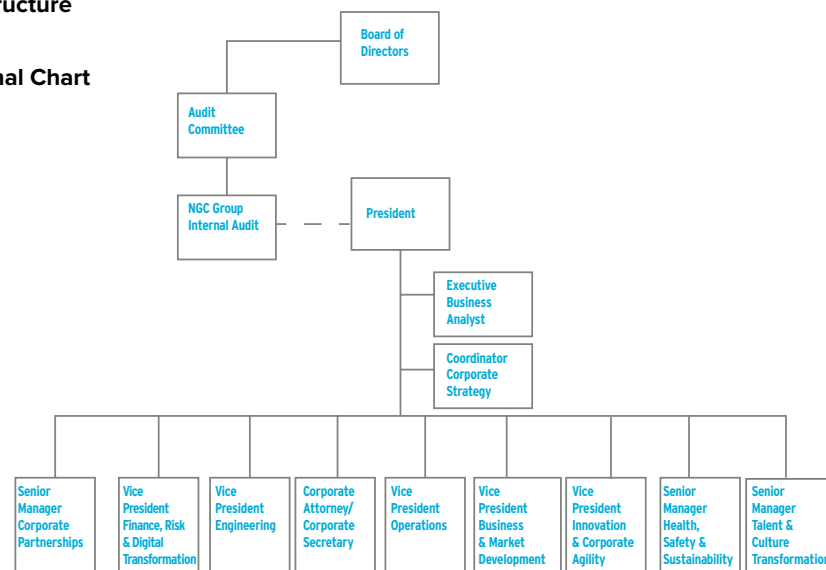
The Operations Department's main responsibility is to operate and maintain the natural gas processing facility and offsite assets. The sections in the Operations Department are as follows: General Operations, Processing (Production), Operations Improvement (Operational Excellence), Technical Services (Process Efficiency and Optimisation), Operations Planning (Efficient Work Execution) 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.

• Finance, Risk & Digital Transformation Department

The Finance, Risk & Digital Transformation Department is responsible for financial governance, financial reporting, enterprise risk management, digital transformation and cybersecurity. This includes payroll and taxation management. Support is provided to PPGPL and its subsidiaries to ensure that the organisation's financial and technological systems are secure, efficient, and effective and that all required governance systems are adhered to.

Company Structure

Organisational Chart



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• **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-added 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 (T&CT) department is responsible for developing, implementing, and managing all people management systems and policies for PPGPL both locally and internationally. The department also partners at all levels of the organisation to execute a sustainable Talent Development and Culture Transformation Strategy that delivers competitive advantage and progresses PPGPL's strategic objectives through the optimal use of employees' capabilities. T&CT fosters a workplace where innovation, collaboration, and adaptability thrive, creating a unique and attractive corporate identity and contributing to the development of a positive workplace culture. Strategic initiatives of T&CT focus on promoting a global mindset, talent transformation, talent acquisition & workforce planning, culture transformation, and augmented intelligence. T&CT's imperatives are to develop organisational capability and capacity and succeeding through the talent of people.

• **Health, Safety and Sustainability**

The Health, Safety and Sustainability (HSSS) department is responsible for occupational health as well as personal and process safety management oversight. Additionally, the department provides 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 Partnerships**

Corporate Partnerships comprise of Supply Chain Management, Facilities Management, Brand &

Communications, Technology and Information Management and performs functions related to the procurement of goods, works and services, clearance of goods and warehousing, management of all facilities security, corporate communications, stakeholder relations, corporate social responsibility, technology infrastructure and information management.

• **Law & Corporate Secretarial Services**

The Law Department is responsible for managing and mitigating legal risk and the oversight and promotion of compliance and corporate governance in accordance with international standards and best practices for PPGPL and its subsidiaries.

• **Innovation & Corporate Agility**

The Innovation and Corporate Agility Department is responsible for implementing strategy, deploying systems and driving organisational change that creates a culture of innovation within the company. In turn, a culture of innovation enables the company to consistently improve efficiency and profitability, generate new revenue growth and ensure long term sustainability of the business.

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 procedures.
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 related to market research, business intelligence, strategy development, strategy review and strategy execution.
 - b. Documents related to generation, screening, development, review, and approval of new ideas for incremental improvements in the business, new growth areas or mergers and acquisitions.
 - c. Business plans, proposals, reviews, reports, processes and procedures; project charters, reports relating to risk assessments.
 - d. Records related to development, planning, general management and execution of projects.
 - e. Records and files including bursaries, sponsorships, brochures, newsletters, photographs, maps, audio and visual material related to brand and communications activities.
 - f. Records related to inventory management, supply of products/material/services, and contractor/contract management.
 - g. Records relating to information resource management facilities, services and technology.
 - h. Records relating to marketing and business promotions.
 - i. Performance and audit assessments and analyses.
 - j. Consultancy, technical, valuation, assessment and various reports which support business decisions.
 - k. Policies, procedures and manuals, e.g. safety manual, evacuation procedures.
 - l. Speeches and presentations to public forums, conferences.
 - m. Records related to the management of corporate events.
 - n. Registers, approvals, licences, contracts, memoranda of understanding etc.
 - o. Records relating to customs, receipt, disposal, shipping and brokerage information.
 - p. Reports and presentations dealing with marketing/ commercial studies, analyses and presentations.
 - q. Reports and presentations to be placed before the Board of Directors or Sub-Committees of the Board of Directors.
 - r. Files dealing with tenders issued by PPGPL.
 - s. 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
 - d. Financial policies and procedures
 7. Risk Management
 - a. Records relating to risk assessments and management
 - b. Insurance records
 - c. Cybersecurity management records and policies

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8. Technology and Information Management
 - a. Files dealing with technology infrastructure and systems, security of the technology systems and relevant policies and procedures.
9. 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. Records related to managing plant performance, product quality and asset integrity.
 - e. Reports on the Plant Thermal Reduction (PTR) between PPGPL and the National Gas Company of Trinidad and Tobago (NGC) Limited.
 - f. Equipment Inspection Reports.
 - g. Incident Investigation Reports.
10. Health, Safety and Sustainability
 - a. Files dealing with Health, Safety and Sustainability Issues.
11. Policy and Procedure documents – Policy and Procedure and rules of the Organisation as related to the Board of Directors and Shareholders.
12. Policy and Procedure documents as related to PPGPL.
13. Documents required for safe plant operations- Process Safety Information (PSI).
14. Energy Management – Documents that include energy usage and optimisation reports, energy audits, and renewable energy integration initiatives.
15. Risk and Reliability – Detailed documentation of strategies and measures taken to identify and mitigate operational risks.
16. Emission Monitoring – Records of greenhouse gas (GHG) and other emissions data to demonstrate environmental compliance.
17. Waste Management Records – Documentation of hazardous and non-hazardous waste disposal and recycling practices.

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 2.30 p.m. on normal working days at:

Phoenix Park Gas Processors Limited
Brand and Communications Unit
PPGPL Administration Office
Rivulet Road
Couva

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

- Various pamphlets, leaflets, booklets and brochures relating to natural gas and the natural gas industry
- Annual Financial Reports
- Speeches and presentations to public forums, conferences
- PPGPL Procurement Handbook

If distribution copies of these publications are out of stock requestors would be required to pay for photocopying or 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 2.30 p.m. only (Monday to Friday, excluding public holidays). Please note that as the company continues to operate using hybrid work, 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 on the PPGPL's website: www.ppgpl.com 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 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 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
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

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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 between 10.00 a.m. and 2.30 p.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 Procedures.
- 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 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. Procurement and Disposal Advisory 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 related to:

1. Environmental Impact Assessments.
2. Consultancy reports.
3. Means and assets/ investigative reports.
4. Financial Reports and audits.
5. Health, and Safety 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 re-organisation 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**