



PUBLIC STATEMENT OF THE POINT LISAS INDUSTRIAL PORT DEVELOPMENT CORPORATION LIMITED

As at December 2023 • In Compliance with Section 7, 8 and 9 of The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA) the Point Lisas Industrial Port Development Corporation Limited (PLIPDECO) is required by law to publish the following statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public: -

1. A legal right to access information held by PLIPDECO;
2. A legal right to have official information relating to himself /herself amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
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.

PLIPDECO publishes the following statement as approved by the Minister of the Ministry of Works and Transport.
SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

Purpose and Functions of PLIPDECO.

PLIPDECO also referred to as (the Corporation) is a public company owned 51% by the Government of the Republic of Trinidad and Tobago and 49% by private shareholders including banks, insurance companies, financial institutions, company employees and the general public. The Corporation was incorporated on 16th September, 1966.

PLIPDECO's three (3) core activities are:

- Port Operations;
- Warehousing and Logistics Services; and
- Industrial Estate Management.

PLIPDECO is the owner and landlord of the 862.613-hectare Point Lisas Industrial Estate, located on the west coast of central Trinidad. The Estate houses eighty eight (88) tenants comprising a mix of world-class methanol, ammonia and urea plants, a steel plant, a power plant, and smaller light manufacturing and service companies.

The Port of Point Lisas (Port) consists of six (6) commercial berths. The Port handles a variety of cargo including containerised, break bulk, lumber, paper, consumables, dry bulk and steel.

The Port is the proud winner of the Caribbean Shipping Association's (CSA) Port of the Year Award for three successive years - 2000, 2001, & 2002 and also in the year 2018. The Port was also the recipient of the CSA's Growth and Development Award in 2008. In 2016 and 2017 the Port was the recipient of the CSA's Award in recognition of Excellence in Port Dependability and Flexibility.

PLIPDECO's MISSION

"To develop, market and operate port, logistics and industrial estate infrastructure for optimal economic growth."

PLIPDECO's VISION

"To be a global leader in port and estate management by consistently providing superior, innovative service."

PLIPDECO's VALUES

- Integrity
- Innovation
- Equity
- Service Excellence
- Health, Service & Environment

Integrity

"We will act with honesty, without compromising the truth and be personally accountable for the highest standards of behaviour."

Innovation

"We will convert knowledge and ideas to new approaches that will revolutionise the way we work."

Equity

"We are committed to acting with equity when dealing with our employees and other stakeholders, so that we continue to maintain the trust and confidence of those with whom we do business."

Service Excellence

"We will provide our customers with service and professionalism that far surpasses their expectations."

Health, Safety & Environment

"We are committed to ensuring that the working environment is safe and that all individuals take responsibility for achieving this."

Registered Office

PLIPDECO's Head Office is located at PLIPDECO House, Orinoco Drive, Point Lisas Industrial Estate, Couva.

BOARD OF DIRECTORS

PLIPDECO is governed by a Board of Directors appointed by the Corporation's shareholders. Its Members are:

Mr. Daniel Dookie	Chairman
Mr. Richardo Garcia	Director
Mr. Haydn Jones	Director
Mr. Ricardo K. Lewis	Director
Ms. Cindy Manson	Director
Ms. Ayanna Miguel	Director
Mr. St. Clair O'Neil	Director

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

ORGANIZATIONAL STRUCTURE AND STAFFING

PLIPDECO is headed by the President of the Corporation and has approximately nine hundred and thirty-six (936) employees. The Corporation is divided into 19 Divisions/Sections/Units; as outlined in the organizational chart detailed in the subsequent sections.

FUNCTIONS OF THE DIVISIONS OF PLIPDECO

Office of the President

The President is responsible for the overall management of the Corporation, conformity with policies agreed upon by the Board of Directors, leading the development and implementation of the overall organization's strategy, oversees the ongoing operations of all divisions of the Corporation, formulating and implementing the strategic plan that guides the direction of the Corporation to attain its primary goals and objectives.

Office of the Corporate Secretary

The Corporate Secretary is responsible for ensuring that the Corporation stays in compliance with both regulatory and statutory requirements while also executing all of the decisions, resolutions and changes put forth by the Corporation's Board of Directors.

Cargo Handling

The Cargo Handling Department is responsible for the receipt, storage and delivery of cargo (containerized and general cargo) effectively tracking and monitoring the movement and storage of containers. This entails the loading and discharging of cargo from and to vessels in an efficient and effective manner and providing labour resources required for cargo handling operations.

The Department also has a Logistics Unit responsible for providing cargo clearance and transportation services for customers.

Planning

The Planning Department is responsible for the planning, execution and monitoring of vessel loading and discharging operations, yard planning and management and gate management at the Port with the use of a terminal operating system.

Harbour and Marine

The Harbour and Marine Department is responsible for coordinating the efficient berthing and unberthing of vessels, at the Port of Point Lisas and other ports within the Point Lisas Harbour, in a safe, secure and timely manner.

Container Examination Station

The Container Examination Station (CES) is a Customs facility that is managed by PLIPDECO providing cargo handling services for the examination of cargo. CES is supported by Government Agencies namely Plant Quarantine, Bureau of Standards, Public Health and Food & Drugs.

Less-than-Container-Load (LCL) Warehouse

The LCL Warehouse Department is a Customs Bonded facility responsible for the stuffing and unstuffing, storage and delivery of trade and non-trade LCL cargo.

Port Civil Maintenance

The Port Civil Maintenance Department's function is to consistently provide efficient infrastructural and facilities maintenance services to ensure operational continuity.

Engineering & Maintenance

The Engineering & Maintenance Department's function is to optimize equipment reliability and availability to facilitate the provision of services via a proactive maintenance approach.

Health, Safety & Environment

The Health Safety & Environment (HSE) Department ensures a safe and healthy working environment, executes the HSE Management System of the Corporation and ensures regulatory compliance.

Information Technology

The Information Technology Department is responsible for the effective development and maintenance of IT infrastructure in order to ensure confidentiality, integrity, security and availability of the information assets for the Corporation and related stakeholders.

Financial Services

The Financial Services Department provides accurate and timely information that guides the Corporation's performance; and financial reporting in compliance with international financial reporting standards and statutory regulations.

Purchasing

The Purchasing Department is responsible for Purchasing (Goods & Services) and the Storage of Purchased Goods for the Corporation.

Legal Services

The Legal Services Department is responsible for ensuring that there are sufficient legal provisions (written or verbal) to either enforce rights or mitigate risk exposure for PLIPDECO in all its operations.

Internal Audit Services

The Internal Audit Service Department is responsible for assessing the efficacy of risk management, control and governance processes, to achieve the Corporation's objectives.

Security Services

The Security Services Department is responsible for proactively managing all risks associated with personnel, information & physical assets of the Corporation. This process involves anticipating threats and deploying countermeasures to nullify any major risk to the Corporation.

Marketing & Business Development

The Marketing and Business Development Department is responsible for effectively planning and conducting marketing and business development activities to enhance and improve the competitiveness of the Corporation's business. This process consists of enhancing port trade and estate management services; developing and introducing new business and building brand awareness. The Department is also responsible for all communication, event management and corporate social responsibility activities.

Estate & Facilities

The Estate and Facilities Department is responsible for maintenance of the roadway and drainage and lease arrangements with tenants on the Point Lisas Industrial Estate including conforming to the respective and operational covenants.

Human Resources/Industrial Relations

The Human Resource/Industrial Relations Department is responsible for the management of the Corporation's human capital. The functions include the following;

- i. Recruitment
- ii. Performance Management
- iii. Compensation & Benefits
- iv. Industrial and employee relations
- v. Training and Development

SECTION 7 (1) (a) (ii)

Categories of Documents in the possession of PLIPDECO

The following documents are in the possession of PLIPDECO, in accordance with section 7 (1) (a) (ii) of the FOIA;

- Files regarding administrative support and general administrative documents;
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirement, leave, vacation, etc.;
- Files pertaining to accounting and financial management functions;



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- Financial records (cheques, vouchers, receipts, journals, etc.);
- Files relating to the procurement of supplies, services and equipment;
- Cabinet Minutes and supporting documents;
- Informational material;
- Policy and procedure documents;
- Internal and external correspondence files;
- Client files;
- Contract administration files;
- Legislation and legal instruments;
- Legal opinions and related matters;
- Minutes/Agendas of meetings;
- Files pertaining to training – local and foreign and technical co-operation;
- Files pertaining to circular notes, memoranda, notices, bulletins and so on;
- Reports regarding consultants, technical cooperation, corporate, accidents etc.;
- Files pertaining to official functions, conferences and events hosted and attended by the Corporation;
- Inventories;
- Periodicals;
- Customers complaints/suggestion files; and
- Registers/certificates.

SECTION 7 (1) (a) (iii)

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

PLIPDECO House
Orinoco Drive
Point Lisas Industrial Estate
Couva

Telephone: (868) 636-2201

- Financial Statements
- Annual Returns
- News letters
- PLIPDECO Handbook
- Standard Operating Guidelines and Procedures for users of the Port and Estate
- Traffic Management Plan
- Emergency Evacuation Procedures
- Incident Reporting
- Claim or Complaint Procedures
- Documents in relation to provision of services
- General marketing and promotional material

SECTION 7 (1) (a) (iv)

Literature available by subscription

- PLIPDECO offers no literature by way of subscription services.

SECTION 7 (1) (a) (v)

Procedure to be followed when accessing a document from PLIPDECO.

PLIPDECO intends to respond to all information requests. However, in order to have the rights given to the applicant by the FOIA, the applicant must make the request in writing and the following procedure should be followed when making a request;

How to request Information:

- General Procedure
Obtain a FOIA application Form. The request for access to official documents form can be downloaded from the website www.foia.gov/ft
- Addressing requests
To facilitate prompt handling of the request, please address it to the Designated Officer of the Corporation (see Section 7(1) (a) (vi)).
- Details in the request
Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If an applicant is unsure of how to write your request or what details to include, please communicate with the Designated Officer.
- Requests not handled under the FOIA
A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public, either from PLIPDECO or from another public authority, or if the said information is exempted.

Responding to Applicant's Request:

- Retrieving Documents
PLIPDECO is required to only furnish copies when they are in possession or can be retrieved from storage.
- Furnishing Documents
An applicant is entitled to copies of information PLIPDECO has in its possession, custody or power. PLIPDECO is required to furnish only one copy of a document. If a legible copy of the document cannot be released

PLIPDECO may not attempt to reconstruct it. Instead, PLIPDECO will furnish the best copy and note its quality in its reply.

Please note that PLIPDECO is not compelled to do the following:

- Create new documents, for example, PLIPDECO is not required to write a new program so that a computer will print information in the format an applicant prefers; or
- Perform research for an Applicant.

Time Limits:

- General
The FOIA sets a time limit of thirty (30) calendar days from the date the request was received for determination of the request for access to documents. If PLIPDECO fails to meet this deadline, the FOIA gives the applicant the right to proceed as though the request was denied. PLIPDECO will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, PLIPDECO will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that PLIPDECO has received the request and to ascertain its status.

- Upon any consultation between the Applicant and the Designated Officer, time is suspended in the computation of the thirty-day period (Section 21 (7)) of the FOIA.

Fees and Charges:

- Section 7 (1) of the FOIA stipulates that no fees 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 by the duplication of the said material.

SECTION 7 (1) (a) (vi)

Procedure to be followed when a request for access to documents is made to PLIPDECO.

Officers in PLIPDECO are responsible for:

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

The Designated Officer for PLIPDECO is:

Mrs. Deowattee Dilraj-Batoosingh
Manager, Legal Services
PLIPDECO
Orinoco Drive,
Point Lisas Industrial Estate,
Couva
Telephone:636 2201 Ext 3030
Email: ddbatoosingh@plipdeco.com

The Alternate Officer for PLIPDECO is:

Mrs. Kelly Jackson-Baynes
Legal Counsel
PLIPDECO
Orinoco Drive,
Point Lisas Industrial Estate,
Couva
Telephone:636 2201 Ext 3032
Email: kjbaynes@plipdeco.com

SECTION 7 (1) (a) (vii)

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

- There are no bodies which fall within the meaning of this Section at this time.

SECTION 7 (1) (a) (viii)

Library/Reading Room Facilities

Certain information may be readily available in PLIPDECO's library or through its website at www.plipdeco.com.

The Reading Room at the PLIPDECO is located on the ground floor, PLIPDECO House, Orinoco Drive, Point Lisas Industrial Estate, Couva and is open to the public from Mondays to Fridays between the hours of 8:00 a.m. and 3:30 p.m.

Policy of the FOIA for the provision of copies of documents which are readily available to the public

Members of the public may:

- i. Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration the possibility that the copies may not be available in the form required; and
- ii. Be required to supply copying paper for hard copies in instances where requests require large amounts of paper. This is to be determined at the discretion of the Corporation.

SECTION 8 STATEMENTS

SECTION 8 (1) (a) (i)

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

- Companies Act, Chapter 81:01
- The Income Tax Act, Chapter 75:01
- The Exchequer and Audit Act, Chapter 69:01
- Freedom of Information Act, Chapter 22:02
- Environmental Management Act, Chapter 35:05
- Occupational Safety and Health Act, Chapter 88:08
- Industrial Relations Act, Chapter 88:01
- Shipping Act, Chapter 50:10
- The Public Procurement and Disposal of Property Act No. 1 of 2015
- Customs Act, Chapter 78:01
- Real Property Act, Chapter 56:02
- Conveyancing and Law of Property Act, Chapter 56:01
- Landlord and Tenant Ordinance Chapter 27 No. 16
- Data Protection Act, Chapter 22:04
- Disposal of Uncleaned Goods Act, Chapter 51:05
- Harbours Act, Chapter 50:06
- State Lands Act, Chapter 57:01
- Securities Act, Chapter 83:02

SECTION 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority or similar documents containing rules, policies, guidelines, practices or precedents.

- Board and Sub-Committee Minutes
- Quality and Control Policy and Procedures
- HR Policies & Procedures
- Purchasing Policy & Procedures
- Standard Work Procedures
- Records Management Manual
- Guidelines and Procedures for Tenants and users of the Point Lisas Industrial Estate
- Emergency Evacuation Routes
- HSE Policies and Procedures
- Leasing Policy
- Customer Service Policies and Procedures
- UAS (Drone) Policy
- Standard Operating Rules, Guidelines and Procedures to Govern the Port

SECTION 8 (1) (b)

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

There are no statements to be published under this sub-section.

SECTION 9 STATEMENTS

SECTION 9 (1) (a)

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

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

Section 9 (1) (b)

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

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

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 the public authority.

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

Section 9 (1) (d)

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

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



Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the public authority by a scientific or technical expert, whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.
At this time, there are no reports under this sub-section.

Section 9 (1) (f)

A report prepared for the public authority by a consultant who was paid for preparing the report.
• PLIPDECO is in possession of Auditor's Report on Financial Statements

Section 9 (1) (g)

A report prepared within the public authority and containing the results of studies, surveys, tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or new proposed Government policy, programme or project.
At this time, there are no reports under this sub-section.

Section 9 (1) (h)

A report on the performance or efficiency of the public authority, or of an office, division or branch of the public authority, whether the report is of a general nature or concerns a particular policy, programme, or project administered by the public authority.
At this time, there are no reports under this sub-section.

Section 9 (1) (i)

A report containing* (1) final plans or proposals for the re-organization of the functions of the public authority, *(2) the establishment of a new policy, programme or project to be administered by the public authority, or *(3) the alteration of an existing policy, programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the public authority or Cabinet.
At this time, there are no reports under this sub-section.

Section 9 (1) (j)

A statement prepared within the public authority and containing policy directions for the drafting of legislation.
At this time, there are no statements under this sub-section.

Section 9 (1) (k)

A report of a test carried out within the public authority on a product for the purpose of purchasing equipment.
At this time, there are no reports under this sub-section.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.
At this time, there are no statements under this sub-section.

Section 9 (1) (m)

A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.
• PLIPDECO is in possession of Valuation Reports (Property and Pension Plan)

PLIPDECO 2023 FOIA Statement Update.