

TRINIDAD AND TOBAGO GAZETTE

PUBLIC STATEMENT OF PETROLEUM COMPANY OF TRINIDAD AND TOBAGO LIMITED IN COMPLIANCE OF SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (1999)

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 Act gives members of the public:

1. A legal right for each person to access information held by a public authority;
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7(1)(a)(i)

Function and structure of 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.

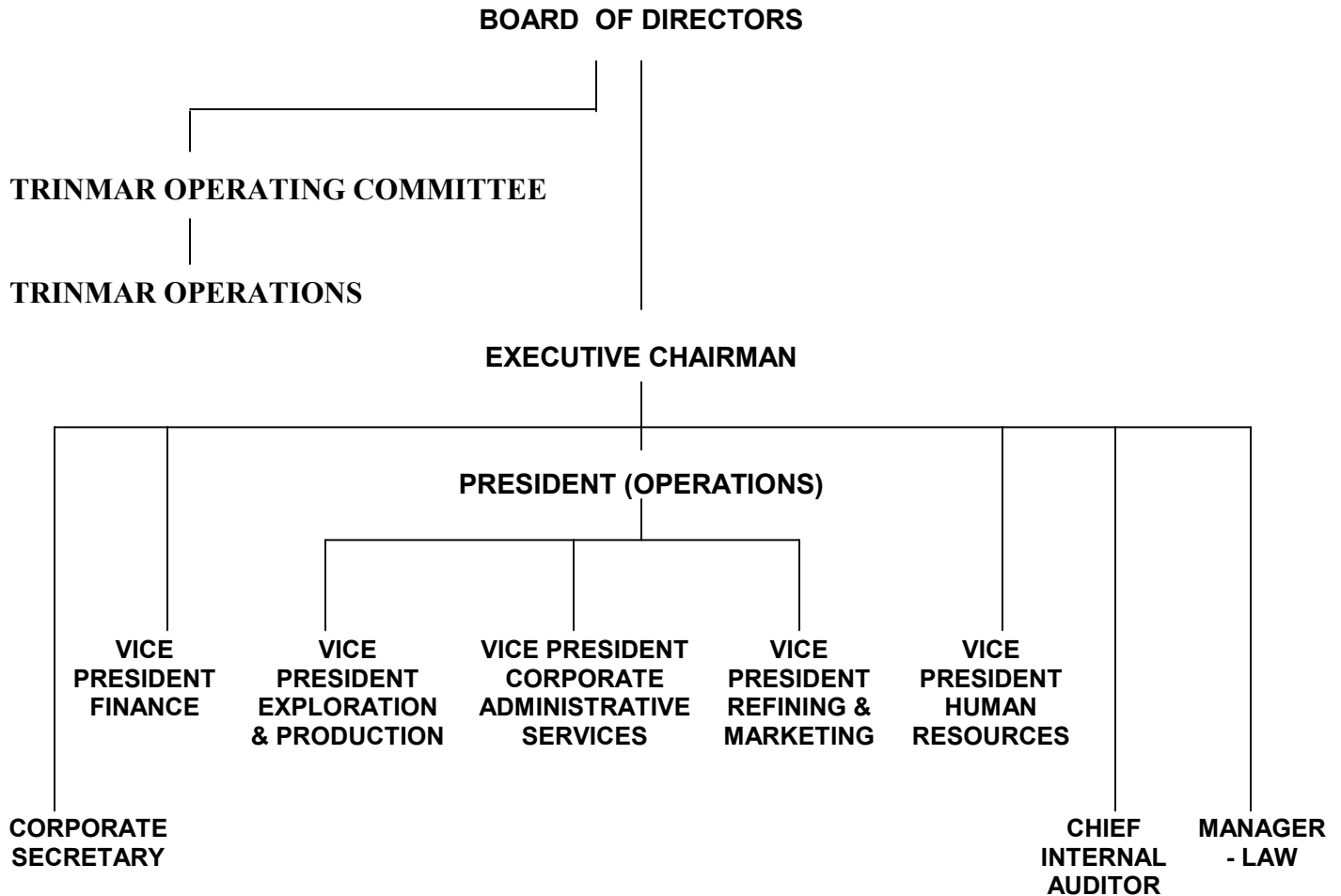
Petrotrin's mission is, as the national petroleum company, to operate to optimize the returns from its resources for the benefit of its shareholders and the citizens of Trinidad and Tobago.

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.

Organisational 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:-

Malcolm A. Jones - Executive Chairman
 Charmaine Baptiste
 Anthony Chan Tack
 Garvin Chimming
 Emile Elias
 Helena Inniss-King
 Farad Khan
 Dr. Eddie Koury
 José Pérez
 Harry Pirtheesingh
 Ramnarine Ramdass

The Executive Leadership Team is responsible for the management of the Company. Its members are:-

Wayne Bertrand	- President (Operations)
Kelvin Harnanan	- Vice President, Refining and Marketing (Ag.)
Kain Look Yee	- Vice President, Exploration and Production (Ag.)
Kevin Singh	- Vice President, Finance
Khalid Hassanali	- Vice President, Corporate Administrative Services
Rawlinson Agard	- Vice President, Human Resources

Refining and Marketing

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

REFINING AND MARKETING

MARKETING & TRADING	SUPPLY & SCHEDULING	BUSINESS & STRATEGIC SERVICES	REFINERY OPERATIONS	TECHNICAL
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PERFORMANCE IMPROVEMENT	PROCESS SAFETY MANAGEMENT	REFINERY MAINTENANCE
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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 third party crude oil on a fee basis for international customers for both fuels and lubes production
- ⇒ Sells and trades bulk refined petroleum products in the local, regional and international markets
- ⇒ Develops new downstream business opportunities.

Exploration and Production

The Exploration and Production Group operates primarily out of Santa Flora and consists of the following Departments:

EXPLORATION AND PRODUCTION

EXPLORATION & DEVELOPMENT	OPERATIONS	BUSINESS SUPPORT
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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
- ⇒ Offers farmout and lease operatorship opportunities via competitive bidding
- ⇒ Participates in up-stream joint ventures with major international companies

Corporate Administrative Services

The Corporate Administrative Services Group operates out of Pointe-a-Pierre and consists of the following Departments:

CORPORATE ADMINISTRATIVE SERVICES

CORPORATE PLANNING	CONTRACTS ADMINISTRATION	HEALTH, SAFETY, ENVIRONMENT & QUALITY	SECURITY	INFORMATION TECHNOLOGY & TELECOMMUNICATIONS
PLANNING & DEVELOPMENT/ NEW BUSINESS	ENTERPRISE WIDE BUSINESS INFORMATION SYSTEMS	PROJECTS & GENERAL ENGINEERING	COST & OPERATIONAL EFFICIENCY	SUBSIDIARY – PALO SECO AGRICULTURAL COMPANY LIMITED

Finance

The Finance Group operates primarily out of Pointe-a-Pierre and consists of the following Departments:

FINANCE

TREASURY & RISK MANAGEMENT	FINANCIAL REPORTING	BUDGETS & COST ACCOUNTING	FINANCE (E&P)	FINANCE (R&M)
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Human Resources

The Human Resources Group operates out of Pointe-a-Pierre and consists of the following Departments:

HUMAN RESOURCES

CORPORATE COMMUNICATIONS	MEDICAL	EMPLOYEE SERVICES	INDUSTRIAL RELATIONS	HUMAN RESOURCE, PLANNING & DEVELOPMENT	SUBSIDIARY – PETROTRIN EMPLOYEE ASSISTANCE PROGRAMME SERVICE LIMITED
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Trinmar Operations

The operations of Trinmar are managed by a General Manager – Trinmar Operations (Mr. Victor Mitchell). Trinmar explores for and produces crude oil and natural gas in marine areas off the south west coast of Trinidad. It consists of the following Departments:

TRINMAR OPERATIONS

PRODUCTION OPERATIONS	OPERATIONS SUPPORT SERVICES	FINANCE & ACCOUNTING	HEALTH, SAFETY & ENVIRONMENT
HUMAN RESOURCES, INDUSTRIAL RELATIONS & BENEFITS	SECURITY	BUSINESS SUPPORT	

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:

Petrotrin Public Information Unit
 Guaracara Park
 Pointe-a-Pierre
 Tel. No. 658-0056 or 658-4200 ext. 2037
 Fax No. 658-0056
 E-mail freedomofinformation@petrotrin.com

1. Petrotrin's Annual Report
2. Petromission newspaper
3. Petrovision magazine
4. 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 an FOIA Application Form from the Public Information Unit ("PIU"), Guaracara Park, Pointe-a-Pierre, or a copy can be accessed at the Company's website 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 PIU and request assistance from the Designated Officer or the Administrator – PIU 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 PIU; or
 - Mailed to the PIU; or
 - Faxed to the PIU at no. 658-0056 to be followed up by mailing or delivering the original to the PIU. 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). You should note that your request would be registered by the Administrator as having been received on the day that your application form is stamped at the PIU. 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 try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that 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 time is suspended in the computation of the thirty-day period (sec. 21{7}).
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.

Section 7(1)(a)(vi)

Officers in Petrotrin responsible for:

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

The designated officers for Petrotrin are Messrs. Michael John and Oliver Flax. All communication to them should be addressed as follows:

Designated Officer
Public Information Unit
Petrotrin
Guaracara Park
Pointe-a-Pierre

To contact the Unit, the public may either:

Phone	658-0056 or 658-4200 Ext. 2037
Fax	658-0056
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 Public Information Unit Building, Guaracara Park, 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:

- ↪ Charge for photocopies is \$0.50 per page.
- ↪ 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.

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 with 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

Section 9(1)(a)

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

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

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

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.

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

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
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

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 matters including job descriptions and 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

Section 9(1)(l)

An environmental impact statement prepared within Petrotrin.

1. Parrylands Environmental Impact Assessment
2. Study on the Moruga West Joint Venture

Section 9(1)(m)

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

1. Job evaluation and HRXpert reports
2. Valuator's Daily reports
3. Actuarial valuations

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