



The TCI Ports Authority Sponsorship Letter 2021, include key transparency requirements for the operation of the Board. As outlined in the letter the Board is required to make public, summary information of its meetings and decisions, following each meeting.

The Chairman, Directors, Management, and Staff of the Ports Authority are committed to maintaining this level of transparency and hereby present a summary of our last meeting.

PORTS AUTHORITY BOARD OF DIRECTORS MEETING #9/21 SEPTEMBER 29TH ,2021

INTRODUCTION - The Board of Directors met at the Conference Room of the Department of Disaster Management and Emergency on September 29th 2021.

Present at this meeting were: **Appointed Directors:** Urban Jason Francis (Chairman), Correy Forbes, Derek Rolle, E Lavardo Ewing, James Astwood, Acting PS/Ministry of Immigration & Border Services, Delton Jones (Director of Ports), Linda Malcolm (Acting Collector of Customs), and Paula Myers (Board Secretary).

The following Directors were absent: Artavia Bassett (Deputy Chair), Athenee Harvey-Basden (PS/Finance) Garvin Thomas, (Director of PWD)

The Financial Controller: Ms. Shawna Lewis participated in the meeting by invitation from the Chairman

SUMMARY OF MEETING OUTCOMES

Port operations - Directors received a report on the Covid-19 Vaccination Policy and was pleased that the staff vaccinate rate was now 64%, which is an improvement from the 46% rate at the beginning of the summer.

Board Governance - Directors formally adopted the suite of Board Governance documents discussed at Meeting No. 8.21 held on September 8th, 2021.

Ministerial Relations - Management advised the Board that a Paper was prepared on sustainable Stevedoring Services and that the 2021 Stevedoring Tariff came into effect on September 20th, 2021. Directors received a presentation, discussed and ratified a request for Supplementary expenditure which was previously submitted to the Ministry.

Proposed Regulations to charge for overtime at South Caicos Port – Directors discussed and approved a proposal from Management to propose regulations for consideration by the government to introduce a fee to be charged to vessels requesting services at South Caicos Port outside of normal working hours.

Property Vesting – Directors reiterated their thanks and appreciation to the government for the progress being made to vest properties to the Ports Authority and held preliminary discussions on the vesting of the port office building at Grand Turk. Directors also approved for a Request for Quotations (RFQ) to be prepared for a consultancy to carry out a structural assessment and prepare designs and cost to rehabilitate the Grand Turk port office building.

III Code Progress Report – Management provided an update on preparations for the upcoming IMO Instruments Code Audit; and made a presentation on potential support to the OTs from the United Kingdom’s Maritime and Coast Guard Agency (MCA) under the Conflict Stability and Security Fund (CSSF) program to support capacity

building in the areas related to Coastal State obligations. These include IMO Level 1 oil spill training, training in Dangerous Goods Management; Management of Aids to Navigation and a consultancy to undertake a risk based assessment of ports and waterways in the TCI using the International Association of Lighthouse Authorities (IALA) Simplified Risks Assessment (SIRA) methodology. Directors welcomed the UK assistance and approved for the Ports Authority participate in the various programs.

World Maritime Day 2021 – Directors approved World Maritime Day observances as proposed by Management under the theme: “*Seafarer: At the Core of Shipping’s Future*”. Directors recalled the rich maritime heritage of the TCI and requested Management to continue to highlight local seafarers in the Ports Authority’s publications (the Anchor and Navigator) on an ongoing basis.

Progress Report on Implementation of Key Program Strategies for 2021/22 – Directors received a presentation on progress being made to implement Key Programs Strategies for 2021 and was advised that the Ports Authority is on track to achieve the majority of them.

Financial Reports - The Financial Controller presented financial report for August. The highlights were as follows:

- Income was \$409,490 (compared with a budget of \$398,762) and expenditure, including transfer of net revenue of TCIG was \$408,554 (compared with an estimate of \$ 412,870).
- Net operating income was \$ 936. 00 (compared with a budget estimate of -\$14,109).
- Total assets and matching Total Liabilities and Equity were \$12,741,170.

Directors also received report on the performance of the Employee Savings Plan (ESP) and approved an investment proposal from the Committee overseeing the Plan and Management.

HR Matters

- Directors approved a number of HR related proposals in accordance with the Staff Policies and Procedures proposed by Management.
- Directors also received reports on filling several staff openings and approved taking forward the agreed recommendations.
- Additionally Directors approved proposals from Management to recognize staff celebrating 10 years of employment with the Ports Authority, during the week of October 21st, 2021 to also include a small cocktail reception.

CAPITAL PROJECTS REPORT

1. Directors received a report from the Chairman of the Infrastructure Committee on a meeting held on September 1, 2021.
2. Directors received a report from Management on the current status of capital projects included in the 2021/22 Budget.
3. Directors discussed 3 concepts from the consultants designing the Boat Slips at Bellefield Landing and requested further information to support decision making on a preferred option.
4. Director welcomed a progress report on the consultancy to prepare the Master Plan for Bellefield Landing
5. Director noted plans to complete the ITT Construction of new Port Office Complex at South Dock, Provo were progressing with a view towards submission by the end of the month, subject to receipt of final comments from the Infrastructure Committee.
6. Directors discussed and approved a proposal from Management to undertake Maintenance Dredging at South Dock, Provo

DATE FOR THE NEXT MEETING

The Board scheduled its next meeting for October 27th, 2021.

Delton Jones
Director of Ports, October 1, 2021