



**Port Authority of the Cayman Islands Publication Scheme
Produced in accordance with the Chief Secretary's Code of Practice**

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1. About the publication scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Port Authority of the Cayman Islands to making information available to the public as part of its normal business activities.

The Port Authority of the Cayman Islands will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
 - regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Port Authority of the Cayman Islands will generally not publish:

- information in draft form;
- information that is not held by the Port Authority of the Cayman Islands, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Port Authority of the Cayman Islands' (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at <http://www.caymanport.com/FOI.php>. If you are still having trouble locating information listed under our scheme, please contact Ms. Juliette Wright, Information Manager Designate.

Email

If information is listed in our publication scheme but is not published on the website, we may be

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A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

able to send it to you by email. You can email us at FOI@Caymanport.com to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Mr. James C. Parsons at (345)914 3725 or Ms. Juliette Wright at (345)914 3702 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Mr. James C. Parsons, Jr.
Information Manager
Port Authority of the Cayman Islands
P.O. Box 1358
Grand Cayman KY1-1108
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Mr. James C. Parsons at (345)914 3725 or Ms. Juliette Wright at (345)914 3702.

The Port Authority of the Cayman Islands will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Port Authority of the Cayman Islands is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Port Authority of the Cayman Islands strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the Port Authority of the Cayman Islands offers for sale. This includes: Ship Schedules, etc. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service. Or the Ship Schedules may be downloaded

free of charge from <http://www.caymanport.com/shipschedules.php>. Here you able to enter specific search criteria. However, if you wish, you may visit our offices between the hours of 8:30am and 4:30pm and purchased the latest Ship Schedule for \$1.00. Also, all forms can be downloaded free of charge from <http://www.caymanport.com/Forms.php>.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Port Authority of the Cayman Islands will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Port Authority of the Cayman Islands has received your payment.

5. Requests for information outside the publication scheme

Information held by the Port Authority of the Cayman Islands that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

For further details please visit <http://www.caymanport.com/FOI.php#Request>.

6. Complaints

The Port Authority of the Cayman Islands aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please write or call Mr. James C. Parsons at (345)914 3725 or Ms. Juliette Wright at (345)914 3702, and we will try to resolve your complaint as quickly as possible. If you do not have access to the internet, you may collect a copy of our Complaints Policy and form from any of our office locations between the hours of 8:30am and 4:30pm.

Our internal complaints process allows us to gain valuable information from the people it serves, and allows the organization to improve its reputation as one of the best public authorities. Information given by people complaining often contains useful criticism. Complaints made by the public can provide valuable decision and policy making information to management as well as highlight the challenges faced by employees.

Further information about our complaints procedures can be obtained from <http://www.caymanport.com/cipa/UserFiles/File/Complaints%20Policy%20&%20Procedures.pdf>.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,
2nd Floor, Elizabethan Square, Building 1
George Town, Grand Cayman

PO Box 10727,
Grand Cayman KY1-1007,
CAYMAN ISLANDS

Telephone: +1 345 747 5402
email: appeals@ico.gov.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Port Authority of the Cayman Islands

Ministry

Ministry of Finance, Tourism & Development

Chief Officer

Mr. Carson Ebanks, Ministry of Finance, Tourism & Development, 4th Floor, Government Administration Building, Grand Cayman KY1-9000, Cayman Islands.

Name and Title of Head

Mr. Paul Hurlston, Port Director

Information Manager

Mr. James C. Parsons, Jr.
Information Manager
Port Authority of the Cayman Islands
P.O. Box 1358
Grand Cayman KY1-1108
Cayman Islands
Direct Line: (345)914 3725
Office: (345)949 2055
Email: jparsons@caymanport.com
FOI email: FOI@caymanport.com or foi.poa@gov.ky
Website: www.caymanport.com
Freedom of Information Website: <http://foi.gov.ky>

Designate

Ms. Julette Wright
Information Manager Designate
Port Authority of the Cayman Islands
P.O. Box 1358
Grand Cayman KY1-1108
Cayman Islands
Direct Line: (345)914 3702
Office: (345)949 2055
Email: jwright@caymanport.com
FOI email: FOI@caymanport.com or foi.poa@gov.ky
Website: www.caymanport.com
Freedom of Information Website: <http://foi.gov.ky>

Organisation and functions

The Port Authority of the Cayman Islands is a statutory body established on September 15, 1976 under the Port Authority Law. The Port Authority of the Cayman Islands activities involves the management of the maritime affairs of the Cayman Islands. Our Mission at the Port Authority of the Cayman Islands is to contribute to the economic development of the Cayman Islands by fostering and stimulating waterborne commerce and shipment of freight. We achieve this by effectively managing the maritime affairs of the Cayman Islands and by accommodating the volume of imports by sea through the provision of adequate docking and cargo handling/storage facilities.

Cayman Islands being a very popular tourist destination, we strive to assist in the promotion of tourism through the provision of appropriate arrival and departure facilities for cruise ship passengers.

P.O. Box 1358
Grand Cayman KY1-1108
Cayman Islands
Tel: (345)949-2055
Fax: (345)949-5820
Email: info@caymanport.com
Website: www.caymanport.com

The scope of the Port Authority of the Cayman Islands activities is:

1. Providing and maintaining facilities for offloading of cargo imports into all three Islands.
2. To contribute to the growth of cruise tourism (and thereby the economy), by providing and maintaining facilities to accommodate the cruise ship passengers.
3. Providing and maintaining navigational markers in Cayman Islands waters.
4. Providing a patrolling presence, using two fully equipped motor vessels, in the immediate harbour area of the Cayman Islands during cruise ship visits.
5. Providing a safe and enjoyable environment for the Port Authority's staff and customers.
6. Carrying out the Port Authority Laws.

Location and hours	Matters handled
Grand Cayman: Admin Office 45A Harbour Drive George Town	Human Resources Clearing of Cargo

8:30am to 4:30pm Monday to Friday	
Billing Office 8:30am to 4:30pm Monday to Friday 8:30am to 12pm Saturday	Clearing of Cargo
Warehouse - Cargo Distribution Centre 8am to 5pm Monday to Friday 8am to 12pm Saturday	Pick-up of Cargo
Dock 45A Harbour Drive George Town 6pm to 6am Monday to Sunday (closed on public holidays from 12 midnight before the holiday until 12 AM after the holiday)	Taxi Dispatch
Container Yard 8am to 5pm Monday to Friday 8am to 12pm Saturday and 6pm to 6am Monday to Sunday (closed on public holidays from 12 midnight before the holiday until 12 AM after the holiday)	Pick-up of Containers Pick-up of Cargo Return of Empty of Containers
Cruise Operations 6am to 6pm Monday to Sunday	Cruise Operations
Cayman Brac:	
Admin Offices 385 Creek Road Cayman Brac 8:30am to 4:30pm Monday to Friday 8:30am to 12pm Saturday	Clearing of Cargo
Warehouse 385 Creek Road Cayman Brac 8am to 5pm Monday to Friday 8:30am to 12pm Saturday	Pick up of Cargo

Boards and committees

Name	Meetings	Minutes
Port Authority of the Cayman Islands Board Mr. Stefan Baraud, Chairman Mr. Woodrow "Woody" Foster, Deputy Chairman Mr. Rudy Garvin, Member Mr. Carlon Powery/Mr. Dale Ramoon, Member	Meets weekly and is not opened to the public.	Minutes are only available in hard copy and can be obtained by requesting a copy in writing from the Information Manager at the below address: Mr. James C. Parsons, Jr. Information Manager

<p>Mr. Curley Evans, Member Mrs. Sonia McLaughlin, Member Mr. Carson Ebanks, Member Mr. James "Sonny Boy" Bodden, Member Mr. Noel March, Member Mr. Ashton Bodden, Member Mr. Paul Hurlston, Secretary</p>	<p>Port Authority of the Cayman Islands P.O. Box 1358 Grand Cayman KY1-1108 Cayman Islands Direct Line: (345)914 3725 Office: (345)949 2055 Email: jparsons@caymanport.com FOI email: FOI@caymanport.com or foi.poa@gov.ky Website: www.caymanport.com Freedom of Information Website: http://foi.gov.ky</p>
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Frequently asked questions

- Who owns the Port?
- What size ships can the Port Accommodate?
- What is the maximum lifting capacity of the Port cranes?
- What type of cargo can be handled?
- What is the time of the cargo ship operations?
- What time can cargo be collected?
- What cargo lines service the Cayman Islands?
- From which cities or countries does the majority of our cargo come from?
- What do I need to do in order to collect the cargo I have imported?
- What cruise lines call at the Cayman Islands?
- What is the time of cruise ship operations?
- Why do I need a username/password?
- How do I make an FOI request?

Who owns the Port?

The Port is a statutory authority owned by the government of the Cayman Islands and run by an appointed Board of Directors.

What size ships can the Port Accommodate?

The Port can accommodate vessels up to 120m or 400 ft in length with a water draft of no more than 5m or 16.5 ft.

What is the maximum lifting capacity of the Port cranes?

The maximum lifting capacity of the cranes is 40 tons.

What type of cargo can be handled?

Containers, RoRo, Break-bulk and Bulk.

What is the time of the cargo ship operations?

1800hrs to 0600 hrs (6pm to 6am)

What time can cargo be collected?

Cargo can be collected from the Cargo Distribution Centre on Portland Road Monday through Friday from 8am to 5pm and Saturdays 8am to 12 noon.

What cargo lines service the Cayman Islands?

Thompson Shipping/Tropical Shipping
Seaboard Marine
West Indian Marine
Seafreight Ltd

From which cities or countries does the majority of our cargo come from?

Florida, USA and Jamaica.

What do I need to do in order to collect the cargo I have imported?

- 1) Pay the freight charges to the shipping company that you shipped with. (If shipped with a broker, pay them directly for shipping, customs, and Port Authority charges.)
- 2) Pay Customs Duty
- 3) Pay Port Authority's fees
- 4) Collect the cargo.

What cruise lines call at the Cayman Islands?

All major cruise lines call at the Cayman Islands. These are: Carnival, NCL, RCL, Costa, Princess, Celebrity, Cunard, Disney, Holland and MSC.

What is the time of cruise ship operations?

Cruise operations occur seven (7) days per week from 0600 hrs to 1800 hrs (6am to 6pm), except Good Friday and Christmas Day. The Port is closed for these two days each year.

Why do I need a username/password?

You will need a username/password only if you are bringing in cargo or releasing cargo and wish to clear it online.

How do I make an FOI request?

If you wish to make a request for information then you should contact the Information Manager listed above or in his absence, the Information Manager Designate. Requests may also be made through our Government assigned email address foi.poa@gov.ky or the Port Authority's own FOI email address foi@caymanport.com. Requests must be in writing (letter, email or facsimile) and must include your name and an address (either postal or e-mail). Please be as specific as possible about the information you would like, as this will help us to respond promptly. Where possible, please include a contact telephone number so we can call to discuss your request if necessary.

We will respond to your request immediately. The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. We are obligated by law to always acknowledge receipt of all FOI requests made to the Information Manager and we are also

obligated to let you know if there is a need to extend the deadline. For detailed advice on what sorts of information is exempt please see the FOI Unit website.





STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

The key strategic goals and objectives (from an ownership perspective) for The Port Authority of the Cayman Islands are:

1. Improve the image of the Cayman Islands and the experience of the cruise tourists, by upgrading the cruise ship arrival facilities in George Town and Spotts.
2. Improve efficiency of the cargo operations by repairing and enhancing the cargo facility in Industrial Park by purchasing additional property adjacent to CDC as well as expanding and relocating the present dock facility.
3. To fine tune the existing computer system, to meet management's needs for more useful management reports and to serve the customer needs more efficiently.
4. To improve human resource and risk management aspects, through developing and maintaining an operations safety/risk management manual.
5. To improve operations through the purchase of new equipment and the repairs to existing equipment.
6. Improve the efficiency of the administration by constructing additional offices unto the current billing office that will house all administrative and accounting staff in one central location.

Governance*

-  Port Authority Law (1999 Revision)
-  Port Authority Regulations (2003 Revision)
-  Complaints-handling procedure
 - HR policies and procedures
 - Public Accountants Law (2009 Revision) - International Public Accounting Standards
 - Information management policy; Disposal schedule (records retention policy)
-  Operating policies and procedures; Standards of service
 - Shipping Laws and Regulations
 - Labour Law (2007 Revision) and Regulations
 - Public Service Management Law
 - National Archive and Public Records Law 2007
 - Freedom of Information Law 2007
 - Freedom of Information Regulations 2008
 - Electronic Transactions Law 2003 revision
 - Public Management and Finance Law (2005 Revision) and (Regulations 2007 Revision)
 - Public Service Management Law (2007 Revision) and Personnel Regulations (2006 Revision)
 - Workmen's Compensation Law (1996 Revision)
 - Immigration Law (2006 Revision) and Regulations
 - Health Insurance Law (2005 Revision) and Regulations (2005 Revision)
 - National Pensions Law (2000 Revision) and Regulations
 - Customs Law (2007 Revision) and Regulations
 - Marine Conservation (Marine Parks) Regulations (2007 Revision)
 - Environmental Health Laws and Regulations

- Other Local Laws and Regulations

*Copies can be obtained upon request from Information Manager

Corporate Management*

- Corporate plans
- Annual reports
- Audit reports on overall operations or major projects
- Compliance assessments; inspections; reviews; performance evaluations
- Statistics**
- Risk management assessments
- Hurricane Plan - Plans for business continuity, hazard management and disaster recovery: this is found in our Employee Manual

* Copies can be obtained upon request from Information Manager

** Specialized reports can be created to collate specific information when necessary

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies. Principal accounting polices are adopted and are prepared in accordance with International Public Accounting Standards.

Financial management*

- Finance and Accounting
- Annual Budget
- Financial statements; Half-yearly / quarterly reports
- Sources of revenue; Investments; Capital programme
- Accounting procedures; Contracting procedures
- Board members allowances and expenses
- Ministerial expenditure
- List of current tenders, contracts or quotations; Recently-awarded contracts
- Auction


















*Copies can be obtained upon request from Information Manager






Administration*

- Insurance policies
- Press releases
- Job vacancies; career opportunities
- Staff pay and grading structures
- Records management file plan or classification scheme
- Training and Safety
- Information Technology
- Human Resources
- Insurance Policies
- Press releases
- Staff pay and grading structures
- Records management file plan or classification scheme

*Copies can be obtained upon request from Information Manager

POLICIES & PROCEDURES*

-  Port Authority Law (1999 Revision)
-  Port Authority Regulations (2003 Revision)
-  Complaints-handling procedure
- HR policies and procedures:
 - Policy No. 01: Absence Notification
 - Policy No. 02: Annual Vacation
 - Policy No. 03: Compensatory Time
 - Policy No. 04: Computer and Technology Resource Usage
 - Policy No. 05: Drug and Alcohol
 - Policy No. 06: Ground Vehicular Transportation Procedures
 - Policy No. 07: Guidelines for Handling Less than Container Loads (LCL Units)
 - Policy No. 08: Handling Applications for Persons Wishing to Solicit Business at the Port Authority's Facilities
 - Policy No. 09: Progressive Discipline Programme
 - Policy No. 10: Punch Clock
 - Policy No. 11: Purchase Orders
 - Policy No. 12: Sale of Fuel
 - Policy No. 13: Selection of Ships at Spotts
 - Policy No. 14: Telephone Calls
 - Policy No. 15: Theft
 - Policy No. 16: Time off Without Pay
 - Policy No. 17: Sexual Harassment
 - Policy No. 18: Watersports Operators Soliciting Business on the Port
 - Policy No. 19: Cellular Telephone Usage
 - Policy No. 20: Travel
 - Policy No. 21: Outside Employment
 - Policy No. 22: Complaints Policy & Procedures
 - Policy No. 23: Lost/Damaged Port Equipment
- Information management policy; Disposal schedule (records retention policy)
-  Operating policies and procedures; Standards of service
- Labour Law (1996 Revision)
- Public Service Management Law
- Traffic Law (2003 Revision)
-  Port Policies:
 -  LCL Container Loading Regulations
 -  Taxies Applying To Work At The Port
 -  Water Sport Operators Applying To work At The Port
-  Coastal water Regulations:
 -  Collision Rules
 -  Control Of Vessels
 -  General Rules of Navigation in Coastal area for all vessels
 -  Rules for Snorkelers and Divers
 -  Rules for Swimmers
-  Marine Conservation Law
-  Boating Safety:
 -  File a Float Plan

-  Carry Safety Equipment
-  Make Sure Your Vessel is Seaworthy
-  Fuel Management
-  Radio Etiquette
-  Current Fee Structure – Port Charges


*Copies can be obtained upon request from Information Manager

DECISIONS & RECOMMENDATIONS*

- Board Meeting
- Minutes of meetings
- Evaluation procedures
- Assessment criteria

*Copies can be obtained upon request from Information Manager

LISTS & REGISTERS

-  FOI disclosure log: can be a found at <http://www.caymanport.com/FOI.php>
- Asset Register*
 - Register of interests
 - Schedule of Property
 - Schedule of Vehicles

*Copies can be obtained upon request from Information Manager

OUR SERVICES*


As specified in our mission statement Port Authority of the Cayman Islands is responsible for seaport cargo and cruise operations in the Cayman Islands. Under each of these sections come more specific duties from cargo clearance to Taxi dispatcher service in and within the vicinity of the Seaports. We have two seaport locations in Grand Cayman; Harbour Drive and Spotts, respectively.













Port Authority does business with local, national and international visitors, customers, shipping companies and agents.

-  Mission of the Port
-  Board of Directors
-  Executive Management
-  Human Resources
-  Press Releases
-  Operating Hours
-  Contact Us
-  History
-  Port Statistics
-  FOI
-  FAQ

*Available on our website: <http://www.caymanport.com/abouttheport.php>

General Forms*

-  Job Application Form

-  Pre-Arrival Notification
-  Declaration of Security Check for Local Vessels & Vehicles
-  Declaration of Security
-  Mooring Application Form
-  Watersports Operators Application Form
-  Taxi Application Form
-  Complaints Policy & Procedures
-  Complaints Report Form
-  Guidelines for Obtaining Port IDs
-  Boat License Application Form
-  Credit Application and Agreement
-  Freedom of Information - FOI

*Available on our website: <http://www.caymanport.com/Forms.php>

All documents can be obtained by writing or calling our Information Manager or his Designate at the below addresses between the hours of 8:30am and 4:30pm, Monday to Friday.

Information Manager

Mr. James C. Parsons, Jr.
 Information Manager
 Port Authority of the Cayman Islands
 P.O. Box 1358
 Grand Cayman KY1-1108
 Cayman Islands
 Direct Line: (345)914 3725
 Office: (345)949 2055
 Email: jparsons@caymanport.com
 FOI email: FOI@caymanport.com or
foi.poa@gov.ky
 Website: www.caymanport.com
 Freedom of Information Website:
<http://foi.gov.ky>

Designate

Ms. Julette Wright
 Information Manager Designate
 Port Authority of the Cayman Islands
 P.O. Box 1358
 Grand Cayman KY1-1108
 Cayman Islands
 Direct Line: (345)914 3702
 Office: (345)949 2055
 Email: jwright@caymanport.com
 FOI email: FOI@caymanport.com or
foi.poa@gov.ky
 Website: www.caymanport.com
 Freedom of Information Website:
<http://foi.gov.ky>