



Government of the Republic of Trinidad and Tobago

Ministry of Energy and Energy Industries

FREEDOM OF INFORMATION STATEMENT UPDATE

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT CHAPTER 22:02

In accordance with sections 7, 8 and 9 of the **Freedom of Information Act Chap 22:02 (FOIA)** the Ministry of Energy and Energy Industries (MEEI) is required by law to publish this statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public:

- 1) A legal right for each person to access information held by the MEEI;
- 2) A legal right for each person to have personal information relating to himself/herself amended where it is held by MEEI and such information 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.

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

MEEI: FUNCTIONS

The main policy goal for the energy sector is to optimally exploit the country's hydrocarbon resources ensuring its efficient administration in order to obtain the greatest returns to the country for the benefit of all citizens. The energy sector is primarily administered by the MEEI whose portfolio encompasses the following:

- 1) management and regulation of oil and gas operations, upstream and downstream and marketing activities and the petroleum services industry;
- 2) the development and implementation of a wide range of policies related to the energy sector viz. fiscal, environmental, pricing and industry;
- 3) policy management and control of state-owned energy based companies; and
- 4) management and regulation of the minerals sector.

The following State Enterprises fall under the portfolio of MEEI:

Wholly Owned Enterprises

- The Guaracara Refining Company Limited (Guaracara)
- Heritage Petroleum Company Limited
- Lake Asphalt of Trinidad and Tobago (1978) Limited
- National Gas Company of Trinidad and Tobago Limited
- National Quarries Company Limited
- Paria Fuel Trading Company Limited
- Petroleum Company of Trinidad and Tobago Limited (PETROTRIN)
- Trinidad and Tobago National Petroleum Marketing Company Limited
- Union Estate Electricity Generation Company Limited
- Trinidad and Tobago Upstream Downstream Exploration Operating Company Limited

Majority Owned Enterprises

- ALUTRINT Limited
- POWERGEN
- Trinidad Nitrogen Company Limited

Minority Owned Enterprises

- Atlantic LNG Company of Trinidad and Tobago Limited
- ALUTECH Limited
- Eastern Caribbean Gas Pipeline Company Limited
- Trinidad and Tobago Marine Petroleum Company Limited

Indirectly Owned Enterprises

- La Brea Industrial Development Corporation Limited
- National Energy Corporation of Trinidad and Tobago
- National Enterprises Limited
- NATPET Investment Company Limited
- NGC E&P Investments Limited
- NGC E&P Investments (Barbados) Limited
- NGC CNG Company Limited
- NGC NGL Company Limited
- NGC Petrochemicals Limited
- NGC Pipeline Company Limited
- NGC Trinidad and Tobago LNG Limited
- Phoenix Park Gas Processors Limited
- Trinidad and Tobago LNG Limited
- Trinidad and Tobago NGL Limited
- TRINMAR Limited
- TRINTOC Services
- Trinidad Generation Unlimited

MEEI DIVISIONS AND UNITS

MEEI is divided into nine (9) Divisions as follows:

- Commercial Evaluation
- Contracts Management
- Energy Research and Planning
- Downstream Petroleum Management
- Minerals
- Resource Management
- Petroleum Operations Management
- Renewable Energy Division
- Energy Information Management Division

There are also ten (10) Units that provide support services to these Groups and to the rest of the Ministry namely:

- Accounts
- Administration
- Communications
- Human Resources
- Internal Audit
- Legal
- Library
- Production Sharing Contract Audit
- Subsidy Verification
- Monitoring and Evaluation

COMMERCIAL EVALUATION DIVISION

Areas of Responsibility:

1. Fiscal & Economic Modelling

- To develop & implement fiscal and economic models for upstream, mid and down stream projects.
- To determine Government's share of profit petroleum from Production Sharing Contracts (PSCs).
- To provide technical support and reviews.
- To advise on petroleum taxation, legislation and fiscal policies.
- To advise on fiscal incentives with respect to oil & gas projects.

2. Commercial Evaluation

- To review & advise on contract proposals.
- To develop and implement systems which meet administration obligations for contracts.

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- To evaluate the commercial and fiscal terms offered under competitive bid rounds, PSCs and Exploration and Production (E&P) Licences.
- To evaluate the financial capability of both state and international energy companies.

3. Development of New Business Opportunities

- To identify new business & investment opportunities.
- To define promotional avenues and potential investors.
- To review and provide comments on new energy sector projects in the upstream, midstream, and downstream.
- To develop and maintain a database on energy sector investments.
- To review and advise on commercial aspects of development plans submitted by energy companies.

4. Negotiations

- To participate in the negotiation of PSCs and E&P Licences.

CONTRACTS MANAGEMENT DIVISION

Areas of Responsibility:

1. To monitor PSCs and E&P Licences, ensuring company compliance with terms and conditions.
2. To manage the technical and commercial aspects of administration of PSCs and E&P Licences.
3. To monitor the Minister's share of Profit Petroleum and other financial obligations under the PSC.
4. To manage stakeholder interface with upstream contractors.

ENERGY RESEARCH & PLANNING DIVISION

Areas of Responsibility:

1. Planning

- To analyse socio-economic impact of energy sector activities.
- To optimise resource development in determining investment opportunities.
- To monitor and review upstream and midstream energy sector developments.
- To capitalize on 'in-country' spending and develop local resources.

2. Research

- To gather intelligence and investigate new International energy sector developments.
- To engage in technological development and energy products market studies.
- To prepare technical papers and economic reviews.
- To monitor global Renewable Energy technology developments.
- To evaluate manpower skill requirements in the energy sector.
- To develop and analyse domestic and international energy statistics.

3. Quantitative Evaluation and Analysis

- To develop economic/statistical and financial analysis of the domestic energy sector.
- To engage in National Energy Balance modelling and development.

4. Secretariat Functions

- To implement Local Content Policy and administer the permanent Local Content Committee.
- To manage the Secretariat of the Standing Committee on Energy.
- To manage the Secretariat for the Extractive Industries Transparency Initiative.

5. Servicing Regional International Commitments

- To prepare reports on domestic energy sector development.
- To analyse and disseminate national energy sector statistics.
- To provide support for and develop regional international energy sector policies and relationships.

6. Expenditure

- To monitor projects funded under the Public Sector Investment Programme (PSIP).
- To monitor projects funded under the Infrastructure Development Fund (IDF).

DOWNSTREAM PETROLEUM MANAGEMENT

Areas of Responsibility:

Downstream Retail Marketing Group

1. Revenue

- To compute Ex-refinery Prices.
- To administer the Petroleum Production Levy and Subsidy Act.
- To calculate Royalty.
- To monitor local and international crude oil prices.
- To administer the Petroleum Impost.

2. Refining

- To monitor Guaracara's refinery operations.

3. Retail Marketing and Distribution

- Wholesale and Retail Marketing Issues.
- Liquefied Petroleum Gas (LPG) for domestic fuel use.
- Compressed Natural Gas (CNG).

Supply and Transmission Group

- Forecast & Monitor Gas Supply and Demand
- Gas revenue estimates forecast/history
- Production monitoring and Gas statistics
- Proper Management of Data and Information Resources
- Field Development Plans
- Pipeline application and licensing process

Downstream Gas Utilisation Group

- To maximize revenue from the marketing of petrochemicals.
- To promote the development of downstream gas-based industries/plants.
- Diversify the Energy Sector.
- Proper Management of Data and Information Resources.
- Maintain stakeholder relationships.

LNG Group

- Monitoring the LNG Value Chain.
- Monitoring Atlantic LNG's Operations.
- Conducting critical analysis of Contractual Arrangements along the LNG Value Chain.
- Analysing and Assessing the Global LNG Outlook.
- Representing Trinidad and Tobago in the Gas Exporting Countries Forum.

MINERALS DIVISION

Areas of Responsibility:

The Minerals Act Chap. 61:03 ('Act') and the Minerals (General) Regulations 2015, govern the minerals sector in Trinidad and Tobago. The functions of the Minerals Division include: promoting and facilitating effective and efficient management and development of mineral resources in general and the State's mineral resources in particular. The Division is divided into two sections whose areas of responsibility are as follows:

1. The Exploration and Development Section:

- To conduct geological and geophysical surveys with a view to locating deposits of mineral resources;
- To evaluate, collect, compile, analyse and publish data pertaining to the quality and quantity of mineral resources of Trinidad and Tobago with a view to determining their economic potential and use;
- To prepare reports, maps and other records, which provide data to the public;
- To maintain registers in respect of licences;
- To submit proposals to the Minerals Advisory Committee ('MAC') for the establishment of mineral reserve blocks or mining zones;
- To consult with Town and Country Planning Department about the regulation of mining activities on State and private lands;
- To function as the Secretariat for MAC; and
- To perform other task that are required to give effect to the Act and Regulations.

2. The Operations Section:

- To advise licensees on proper and safe mining methods;
- To enforce regulations and monitor operations of mining, processing and other mining related activities under the Act;

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- To ensure licencees' compliance with the licence in its entirety as well as the provisions of the Act and Regulations;
- To consult with other relevant Ministries and advise the operator of mines on methods of rehabilitation of lands;
- To collaborate with other Ministries and State Entities on conducting and implementing rehabilitation exercises on State lands that have been affected by mining;
- To conduct annual audits on licensees to verify that royalties and other payments have been made and to collect production data;
- To terminate illegal mining and related activities on both State and private lands; and
- To perform any other tasks that are required to give effect to the Act and Regulations.

RENEWABLE ENERGY DIVISION

The Renewable Energy Division was established by Cabinet in July 2017 and is charged with the overall responsibility of developing and promoting the use of Renewable Energy and Renewable Energy Technologies within Trinidad and Tobago. This Division is also mandated to create an enabling environment for Renewable Energy and Energy Efficiency and for maximizing opportunities for clean energy and clean production and the development of a culture for Energy Efficiency and conservation. In doing so, the division seeks to develop and promote Renewable Energy policies and projects, while supporting Renewable Energy resource development and investment opportunities.

The Renewable Energy Division is sub-divided into two (2) streams namely:

1. Sustainable Energy Policy Development and Public Awareness; and
2. Sustainable Energy Development & Management.

Areas of Responsibility:

1. To assist the Government of the Republic of Trinidad and Tobago in fulfilling its local, regional and international commitments as it relates to Renewable Energy, Energy Efficiency and Climate Change.
2. To conduct Policy and Legislative Development and review as pertains to renewable energy.
3. To spearhead Renewable Energy and Energy Efficiency initiatives that the Ministry of Energy and Energy Industries may engage in.
4. To interact with all relevant internal and external stakeholders in the pursuit of renewable energy and energy efficiency initiatives.
5. To conduct analyses of renewable energy plants, engage in resource development and assessment.

RESOURCE MANAGEMENT DIVISION

Areas of Responsibility:

1. Acreage Management

- To characterise and optimise Reservoir usage.
- To reserve and determine oil and gas audits.
- To conduct studies on Enhanced Oil Recovery.
- To help determine the existence of any Cross-Border reserves.

2. Exploration and Development Planning

- To evaluate technical and commercial potential of open acreage.
- To participate in Licensing Rounds.
- To generate external acreage enhancement projects.
- Input in Law of the Sea negotiations and related matters.

3. Research and Development

- To improve policies with respect to areas for research & development.
- To conduct research on emerging technology in resource management.

PETROLEUM OPERATIONS MANAGEMENT DIVISION

Areas of Responsibility:

- To evaluate newly built, modified and repaired facilities for approval purposes.
- To research and develop HSE guidelines, codes and standards.
- To approve decommissioning/ abandonment of facilities.
- To inspect and audit petroleum operations.
- To investigate accidents / incidents.
- To manage the National Oil Spill Contingency Plan (NOSCP).
- To approve measurement systems and methods of measurement.
- To monitor loading of crude oil onto tankers for export.

- To ensure the calibration of gas meters, Lease Automatic Custody Transfer (LACT) units and crude oil storage tanks.
- To audit service station fuel specifications.

ENERGY INFORMATION MANAGEMENT AND TECHNOLOGY DIVISION

The Energy Information and Technology Division is responsible for the collection, collation, storage and retrieval of all energy related information in all media formats. The Division includes the Energy Data Operations Unit and the Information Technology Units. With respect to data, this division seeks to:

- To manage technical data records of the MEEI.
- To improve the quality of MEEI seismic data.
- To generate an energy Data Hub.

With respect to Geographic Information Systems, the division seeks to:

- To manage spatial datasets such as well coordinates, seismic data, mineral and geological data and concession blocks.
- To verify geospatial data.
- To analyse and query spatial data.
- To prepare maps and other publications.
- To scan, print, digitize and store maps.

Energy Data Operations

This group is responsible for establishing and enforcing Data Standards that govern how our systems receive consistent data, and for defining the business rules which guide the processing, transformation and output creation of energy related data. The Unit comprises the following three (3) teams:

- The Draughting Office Team which is responsible for the Ministry's Geographical Information Systems (GIS) as well as the production of all physical Maps and Charts.
- The Current Data Team which is responsible for receiving all incoming data from licensees and operators. It also supports the production of monthly, quarterly and annual statistics for internal use, and for approval by the Permanent Secretary for external use.
- The Legacy Data Team which is responsible for the storage, retrieval and curation of MEEI's records archive, which contains submissions by licensees and contractors, including but not limited to Seismic Data, Well Logs and Production Data.

Information Technology

This group has the overall responsibility of providing and managing information and communication systems and technologies employed by MEEI. The security, functionality and progressive operation of these systems must be strategically aligned with the objectives of the Ministry. The Unit is comprised of the following three (3) teams:

- The Network and Infrastructure Team
- The Solution Development and Implementation Team
- The Service Delivery and Support Team

ACCOUNTING UNIT

The general roles and functions of MEEI's Accounting Unit are basically the same as for other Government Ministries or Departments. The Accounting Unit is Responsible for:

1. Processing the Ministry's payroll.
2. Processing the payment of expenses relating to the MEEI after ensuring the proper authorization in accordance with the Exchequer and Audit Ordinance.
3. Collects, records and accounts for all revenue received from Royalty, lease payments, Petroleum Impost, levy, license fees, administrative fees and charges and other miscellaneous payments.
4. Payment of taxes to Board of Inland Revenue on behalf of companies in respect of Production Sharing Contracts.
5. To provide support to the Accounting Officer with the effective discharge of accounting functions and responsibilities by providing information and relevant accounting statements.

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There are functions however, that are unique to this Ministry that the Unit performs. These are:

- To collect and account for all MEEI's revenues;
- To ensure proper compliance with the Exchequer and Audit Ordinance before processing payment of any MEEI expenses ;
- To record all revenues received and payments made e.g. lease payments, administrative charges, payment of licence fees etc.; and
- To record revenues collected from royalty, petroleum impost and subsidy.

ADMINISTRATION UNIT

This Unit is responsible for facilities and office management in the MEEI. It also handles the procurement of goods and services, as well as making official travel arrangements for officers. The following areas of responsibility fall under this Unit:

- Records Management – to identify, select, order and manage organisational records.
- Procurement (Cost Management & Office Management) – to review/assess quotations and make recommendations for purchase.
- Facilities Management – to facilitate maintenance of the building (by liaising with UDeCOTT) and to monitor MEEI's furniture and materials requirement.
- General Administration – to manage customer service representatives, maids, operators/receptionists, registry systems and transportation services.

COMMUNICATIONS UNIT

This Unit is responsible for broadcasting pertinent MEEI activity and information to the general public through various channels such as newspaper, social media, television and radio. MEEI's website activity is also monitored and updated by this Unit.

Areas of responsibility:

- To cover all communications with external and internal stakeholders.
- To transmit consistent general and tailored messages.
- To produce key presentations, press releases, conferences and events newsletters, website content, and leadership team presentations.
- To pinpoint marketing opportunities for investors.
- To inform the public of MEEI policies, programmes, services and activities.
- To ensure that all information about MEEI in the public domain is accurate, reliable, complete, timely and comprehensible.
- To receive feedback and address concerns, issues, views and expectations of the public about MEEI's duties, products and services.
- To ensure that MEEI is transparent, proactive, accessible, responsive and answerable to all its stakeholders.

SUBSIDY VERIFICATION UNIT

The Subsidy Verification Unit (SVU) was established in March 2012 to implement measures that make the monitoring of the diesel supply chain more efficient. Additionally, SVU verifies the correctness of monthly subsidy claims submitted to the MEEI by the two (2) Wholesale Marketing Companies.

Areas of responsibility:

- To determine a control system for clients of who purchase and use subsidised diesel in their vessels and businesses.
- To audit the diesel supply chain.
- To verify the accuracy of purchases and sales of subsidised fuel by the service stations, marinas and peddlers on a monthly basis.
- To ensure customers' compliance with the Wholesale Marketing Licence and the Retail Marketing Licence.
- To create and maintain a database of all applicants seeking approval to purchase diesel at the subsidised price from MEEI.
- To review applications submitted for approval to purchase diesel at the subsidised price.
- To create and maintain a statistical database which identifies the hourly fuel consumption rate of engines in the various vessels and machinery.

HUMAN RESOURCES UNIT

This Unit is responsible for planning and organizing all matters relevant to employees, in MEEI.

Areas of responsibility:

- To facilitate staff industrial relations activities as provided for by law;
- To guide the enrolment and recruitment of MEEI personnel;
- To moderate training and development of employees during the course of employment.
- To arrange for recruitment of new personnel as vacancies arise;
- To maintain personal files for all members of staff, which includes information on promotions, transfers, leave and confidential reports;
- To instruct personnel on the procedure for their exit from the MEEI, including retirement from the public service or resignation.
- To keep abreast of conditions of employment in the Public Service;
- To take disciplinary action against staff if need arises.

INTERNAL AUDIT UNIT

This Unit provides independent and objective advisory services to the Accounting Officer on improving the financial management of the Ministry. It also ensures the efficient, effective, economical and ethical manner operation of the Ministry's finances.

The scope of internal audit processes covers the areas of risk, control and governance. These are comprised of the policies, procedures and operations that were designed to:

- Establish and monitor the achievement of MEEI's policy and service objectives;
- Identify, assess and manage the risks in achieving those objectives;
- Ensure the economical, effective and efficient use of resources;
- Ensure compliance with established policies (including behavioural and ethical expectations), procedures, laws and regulations;
- Safeguard the assets of MEEI from all losses, including those arising from fraud, irregularity or corruption; and
- Ensure the integrity and reliability of information, accounts and data, including internal and external reporting and accountability processes.

LEGAL UNIT

This Unit advises MEEI on all legal issues within the energy sector, gives specialized petroleum law advice, and provides general legal advice to the other Divisions and Teams/Units of MEEI. The Legal Unit:

- prepares energy and energy related contracts, licences, memoranda, other agreements and contracts;
- provides advisory opinions to the MEEI on all legal matters relating to the oil, gas, minerals and renewable energy sectors as well as in areas of Human Resource Management and General Administration as required;
- participates as part of MEEI's team in the negotiation of PSCs, licences and other contractual arrangements between the State and international oil and gas companies as well as agreements with other governments; and
- prepares preliminary drafts of relevant petroleum legislation and amendments thereto to the Chief Parliamentary Counsel as required.

The attorneys from the Legal Unit also serve on various Cabinet appointed and other Committees as nominated.

LIBRARY UNIT

This Unit is responsible for organizing and maintaining an information service comprising resource material that is primarily relevant to the work of the MEEI. The library operates from two (2) physical locations as follows:

- The main office in Port of Spain, where the collection covers a range of information items on the technical, social and economic aspects of the local, regional and international energy and minerals industry; and
- The South Office, where a smaller, more specialized, technical collection of energy-related information is available.

The library is also available for use by the general public, which includes other government agencies, energy companies, local and international researchers and students.

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PRODUCTION SHARING CONTRACT (PSC) AUDIT UNIT

Areas of Responsibility:

The main objective of this Unit is to provide assurance to the Minister that contractors/companies are compliant with the PSCs by ensuring that:

- contractors maintain adequate accounting records in accordance with generally accepted accounting practices in the international petroleum industry;
- contractors have satisfied their financial obligations, to the Minister, under the Contracts;
- claimed costs are not disqualified for cost recovery and the claimed amounts are supported by adequate audit evidence and are properly classified;
- all sales of petroleum products by the Contractors are made at 'arms-length' prices (in accordance with sales agreements) and that all amounts are brought to account; and
- cost recovery amounts and the Minister's share are calculated and accounted for in accordance with the PSCs.

MONITORING AND EVALUATION UNIT

Areas of Responsibility:

The main objective of this Unit is the development and implementation of the MEEI's Monitoring and Evaluation Framework in line with the principles of Results-Based Management as outlined in the National Monitoring and Evaluation Policy of Trinidad and Tobago. The Unit's responsibilities are as follows:

- to monitor and evaluate programmes and projects related to the National Development Agenda within the Ministry and any agencies under the purview of the MEEI;
- to lead the development and implementation of monitoring and evaluation systems for the MEEI including designing frameworks and procedures, preparing reports on monitoring and evaluation findings that are compatible with the requirements of the National Performance Framework (to the Ministry of Planning and Development) and reviewing the performance of the Public Sector Investment Programme (PSIP) and Infrastructure Development Fund (IDF) projects of the MEEI;
- to participate in the preparation of strategic plans for the MEEI;
- to establish effective monitoring and evaluation partnerships through:
 - i. the establishment of monitoring and evaluation task forces to fulfil specific short-term monitoring and evaluation objectives and technical working groups;
 - ii. the conducting of joint study tours and joint evaluations and the participation at conferences and meetings etc;
- to instil a culture of monitoring and evaluation within the MEEI through the development and implementation of an advocacy and communication plan; and
- to direct, supervise and monitor the implementation of monitoring and evaluation systems while ensuring that timely decisions on corrective actions are made and implemented.

MEEI: STRUCTURE

The MEEI organisational structure at present is shown in the Organization Chart attached.

EFFECT OF MEEI FUNCTIONS ON MEMBERS OF THE PUBLIC

The work of the MEEI impacts the Gross Domestic Product of Trinidad and Tobago and ultimately the standard of living of every citizen of the country. The sustainability of the sector and the optimisation of economic returns are therefore of paramount importance to MEEI and Trinidad and Tobago.

In its energy strategy for the longer term, MEEI is also pursuing the promotion of renewable energy development in the diversification of energy sources of Trinidad and Tobago.

SECTION 7 (1) (a) (ii)

Categories of documents in the possession of the MEEI:

1. Cabinet documents.
2. Policy and procedure documents.
3. News releases, speeches etc. originating in the MEEI.
4. Maps, charts, compact and digital disks, diskettes, tapes, photographs, abstracts and catalogues.
5. Documents relating to the strategic review of MEEI.
6. Legislation and legal instruments.
7. Reports - annual, statistical, audit, consultants, technical, corporate etc.
8. Pamphlets, brochures, posters, newspaper clippings, and bulletins.
9. Minutes and agenda of meetings.
10. Books and journals.
11. Registers, approvals, licences, contracts etc.

SECTION 7 (1) (a) (iii)

Material prepared for publication or inspection:

The Library at the Port of Spain office has a catalogue of information available at the MEEI. While the library does not offer photocopying service, the public may inspect the material between the hours of **9.00am to 3.00pm Monday to Friday** at:

The Library, Level 24	The Library
MEEI	MEEI South Office
International Waterfront Centre	Maska Building
#1 Wrightson Road	South Trunk Road
Port of Spain	La Romaine
Tel.225-4334 Ext. 2239	Tel. 225-4334 Ext. 3314
Fax: 225-5766	Fax: 697-7013
E-mail: librarypos@energy.gov.tt	Email: nmohammed@energy.gov.tt

SECTION 7 (1) (a) (iv)

Publications available from MEEI:

The following publications are available to Members of the public on the MEEI website at www.energy.gov.tt

- The Monthly Bulletin of the MEEI
- The Annual Report of the MEEI

SECTION 7 (1) (a) (v)

The procedure to be followed when accessing documents from the MEEI

How to request information:

(1) General Procedure

Our policy is to respond to all requests for information, however in order to reserve all rights given by the FOIA, (e.g. the right to challenge a decision if a request for information is refused) a request in writing must be submitted by using the Request for Access to Official Documents form. This form is available on MEEI's website.

(2) Details in 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 applicants. If there is any doubt in relation to how a request must be detailed, MEEI's Designated FOI Officer (as named in section 7 (1) (a) (vi)) can be contacted for assistance.

(3) Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it seeks information that is readily available in the public domain, either from the MEEI or from another public authority, for example brochures and pamphlets etc.

(4) Responding to requests

MEEI is required to furnish copies of documents only when they are in our possession or can be retrieved from storage. Prior to the commencement of the FOIA, old records may have been destroyed. The granting of a request for such documents would therefore be impossible. Various laws, regulations and manuals give the time periods for preserving records before they can be destroyed.

(5) Furnishing documents

An applicant is entitled to copies of information we have in our possession, custody or power. MEEI is required to furnish only one copy of a document. If a legible copy of a document to be released cannot be made, MEEI will not attempt to reconstruct it; instead, the applicant will be furnished with the best copy possible and note its quality in our reply. MEEI is not compelled to do the following:

- a) create new documents; or
- b) perform research on behalf of applicants.

(6) Time limits

The FOIA institutes a time limit of thirty (30) days to make the decision whether or not to disclose the documents requested by the applicant. Where there is failure to meet this deadline, the FOIA gives the applicant the right to proceed as if the request had been denied. Every effort will be made to comply with the time limits, but if it appears that processing the requests may

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take longer than the statutory limit, MEEI will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be wrongly addressed or routed, the applicant may wish to call or write to ascertain the status of the request and confirm that it has been received.

(7) Fees and Charges

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, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as on tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, MEEI may charge duplication fees in accordance with its normal replication policy.

SECTION 7 (1) (a) (vi)

Officers in the MEEI responsible for:

- the initial receipt of and action upon notices under section 10
- requests for access to documents under section 13; and
- applications for corrections of personal information under section 36 of the FOIA, are as follows:

The Designated FOI Officer is:

Ms. Indira Ramkissoon
Senior State Counsel
Level 25, International Waterfront Centre
#1 Wrightson Road
Port of Spain
Tel: 225-4334 Ext. 2551
Fax: 225-5764
E-mail: iramkissoon@energy.gov.tt

The two Alternate FOI Officers are:

Ms. Arlene Lawrence
State Counsel II
Level 25, International Waterfront Centre
#1 Wrightson Road
Port of Spain
Tel: 225-4334 Ext. 2506
Fax: 225-5764
Email: alawrence@energy.gov.tt

Ms. Nazeema Mohammed
Librarian I
South Office
Maska Building
South Trunk Road, La Romain
Tel: 225-4334 Ext. 3314
Email: nmohammed@energy.gov.tt

SECTION 7 (1) (a) (vii)

At the present time there are no Advisory Boards, Councils, Committees and other bodies that fall within the meaning of this section of the FOIA.

SECTION 7(1) (a) (viii)

Library/Reading Room Facilities:

Information can be accessed from our Libraries in both the North and South MEEI Offices. General enquiries may be made of our Librarian, who can be reached at 225-4334 ext. 2439. The library/reading room in MEEI's Head Office is located on Level 24, International Waterfront Centre, #1 Wrightson Road, Port-of-Spain and it is open to the public from Monday to Friday between the hours of 9:00 am and 3:00 pm.

The policy of MEEI for provision of copies of documents held in the public domain is that the provision of such documents is to be subject to a small charge to cover administrative costs.

SECTION 8 STATEMENTS

SECTION 8 (1) (a) (i)

With respect to documents containing interpretations or particulars of written laws and schemes administered by the public authority, the following legislation as amended apply:

- Petroleum Act Chapter 62:01 and Regulations;
- Petroleum Production Levy and Subsidy Act Chapter 62:02;
- Petroleum Taxes Act Chapter 75:04;
- Income Tax (In Aid of Industry) Act Chapter 85:04;
- Income Tax Act Chapter 75:01;
- Unemployment Levy Act Chapter 75:03;
- Minerals Act Chapter 61:03 and Regulations;
- Asphalt Industry Regulation Act Chapter 87:50;

- Mining Compensation Act, Chapter 61:02;
- Geological Survey Act, Chapter 60:02;
- Exchequer and Audit Act Chapter 69:01;
- Fiscal Incentives Act Chapter 85:01;
- Freedom of Information Act Chapter 22:02;

- Occupational Safety & Health Act Chapter 88:08;
- Environment Management Act Chapter 35:05; and
- Corporation Taxes Act Chapter 75:02.

SECTION 8 (1) (a) (ii)

The 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 that apply under this section are as follows:

- A Guide to obtaining a work permit in Trinidad and Tobago;
- Underground storage tank systems – Guidelines for the installation and use of underground storage tank systems;
- Above ground storage of diesel and kerosene – Guidelines for the aboveground
- LPG Storage – Guidelines and application procedure for LPG storage;
- Road Tank Wagons – Guidelines for the transportation of petroleum by road wagons (draft);
- Handling and storage of petroleum products – General guidelines for handling and storage of petroleum products – and combustible liquids;
- Code of Practice for Drilling and Production Rigs Operating in Trinidad and Tobago;
- Information requirements for Approval of Fixed Offshore Platforms;
- Information Requirements of MEEI-Data required for drilling Exploratory Wells;
- Instructions for the Preparation of Tax Claims for Useless Footage/Abandoned Interval and Qualifying Sidetrack for Certification by MEEI;
- MEEI's Final Document – Definitions of Drilling Terminology;
- Lahee Classification of Exploration & Development Wells;
- Draft Guidance on the Sustainability Incentive and Investment Tax Credit;
- MEEI guidelines for abandoning wells;
- Requirements for Geophysical Surveys for Oil & Gas Deposits;
- Guidelines for Evaluation of Exploratory Wells; and
- MEEI Templates for Mining Licence Applications: Mine Design Plans, Rehabilitation Plans, Health and Safety Plans.

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, the following will apply:

- Role of the Certified Verification Agent: Onshore and Offshore Pipelines and Facilities

SECTION 9 STATEMENTS

SECTION 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established with MEEI, including

- Accident/Incident Reports.
- Oil Spill Contingency Plans.

SECTION 9 (1) (b)

A report or a statement containing the advice or recommendations:

- Of the body or entity established outside MEEI by or under a written law; or
- By a Minister of Government of either public authority for the purpose of submitting a report or reports, providing advice or making recommendations to MEEI or to the responsible Minister of MEEI.

- There are no reports or statements to be published under this section at this time.

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 MEEI, namely

- Accident /Incident reports.

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SECTION 9 (1) (d)

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

- National Oil Spill Contingency Plan for Trinidad and Tobago.

SECTION 9 (1) (e)

A report (including any report concerning the results of studies, surveys or tests) prepared for the MEEI by a scientific or technical expert, whether employed within MEEI or not, including a report expressing the opinion of such an expert on scientific or technical matters, namely

- Reports from CARIRI'S Petroleum Testing Laboratory on samples submitted by MEEI for analyses. A list of laboratory analyses that have been conducted can be obtained from MEEI.
- Ryder Scott Audit & Updates.

SECTION 9 (1) (f)

A report prepared for the MEEI by a consultant who was paid for preparing the report, namely:

- There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (g)

A report prepared within the MEEI 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.

- There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (h)

A report on the performance or efficiency of the MEEI, or of an office, division or branch of the MEEI, whether the report is of a general nature or concerns a particular policy, programme or project administered by the MEEI.

- There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (i)

A report containing:

- final plans or proposals for the re-organization of the functions of the MEEI;
- the establishment of an new policy, programme or project to be administered by the MEEI; or
- the alteration of an existing policy programme or project administered by the MEEI, whether or not the plans or proposals are subject to approval by an officer of the MEEI, another public authority, the responsible Minister of the MEEI or Cabinet.

- Trinidad and Tobago Energy Sector Local Content and Participation Policy Framework.

SECTION 9 (1) (j)

A statement prepared within MEEI and containing policy directions for the drafting of legislation, namely:

- The Minerals Policy White Paper for Trinidad and Tobago,
- Draft Policy Paper on the Implementation of the Extractive Industries Transparency Initiative (EITI) in Trinidad and Tobago.

SECTION 9 (1) (k)

A report of a test carried out within the MEEI on the product for the purpose of purchasing equipment.

- There are no reports to be published under this section at this time.

SECTION 9 (1) (l)

An environmental impact statement prepared within the MEEI.

- There are no environmental impact statements to be published under this section at this time.

SECTION 9 (1) (m)

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

- There are no reports to be published under this section at this time.

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ORGANISATIONAL STRUCTURE

