



Government of the Republic of Trinidad and Tobago

Ministry of Energy and Energy Industries

GOVERNMENT OF THE REPUBLIC OF TRINIDAD & TOBAGO
Updated Public Statement of the 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 Chapter 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 utilise 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, downstream, and marketing activities and the petroleum services industry;
- 2) 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 the MEEI:

Wholly Owned Enterprises

- The National Gas Company of Trinidad and Tobago Limited
- Trinidad and Tobago National Petroleum Marketing Company Limited
- Trinidad and Tobago Upstream Downstream Exploration Operating Company Limited
- Trinidad Petroleum Holdings Limited

Majority Owned Enterprises

- Alutrint Limited
- Alutech Limited

Indirectly Owned Enterprises

- Atlantic LNG Company of Trinidad and Tobago
- Atlantic LNG 2/3 Company of Trinidad and Tobago Unlimited
- Atlantic LNG 4 Company of Trinidad and Tobago Unlimited
- Eastern Caribbean Gas Pipeline Company Limited
- ELF Exploration Trinidad B.V.
- The Guaracara Refining Company Limited (Guaracara)
- Heritage Petroleum Company Limited
- La Brea Industrial Development Company Limited
- Liquid Fuels Company of Trinidad and Tobago Limited
- National Agro Chemical Limited
- National Energy Corporation of Trinidad and Tobago Limited
- NATPET Investments Company Limited
- NATSTAR Manufacturing Company Limited
- NGC CNG Company Limited
- NGC E&P Investments Limited
- NGC E&P (Barbados) Limited
- NGC E&P Investments (Barbados) Limited
- NGC E&P Netherlands Cooperatief U.A
- NGC Green Company Limited
- NGC NGL Company Limited
- NGC Petrochemicals Limited
- NGC Pipeline Company Limited (NPL)
- NGC Trinidad and Tobago LNG Limited (formerly NGC LNG (Train 4) Ltd.)
- Paria Fuel Trading Company Limited
- Petroleum Company of Trinidad and Tobago Limited
- Petrotrin EAP Services Limited
- Petrotrin Panama Incorporated
- Phoenix Park Gas Processors Limited
- South East Coast Consortium National Reafforestation Programme

- Phoenix Park Gas Processors Limited
- Total E&P Trinidad B.V.
- Trinidad and Tobago Limited LNG Limited [formerly NGC LNG (Train 4)]
- Trinidad and Tobago Marine Petroleum Company Limited
- Trinidad and Tobago NGL Limited
- Trinidad Nitrogen Company Limited
- Trinidad Northern Areas Limited
- TRINTOC Services Limited
- (Teak, Samaan, Pou)

MEEI DIVISIONS AND UNITS

MEEI comprises eight (8) Divisions as follows:

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

There are also eight (8) Units that provide support services to these Divisions and to the rest of the MEEI namely:

- Accounts
- Administration
- Communications
- Human Resources
- Internal Audit
- Legal
- Production Sharing Contract (PSC) Audit
- Monitoring and Evaluation

COMMERCIAL EVALUATION DIVISION

Areas of Responsibility:

1. Fiscal & Economic Modelling

- To develop economic models of PSC and Exploration and Production (E&P) licences that calculate Financial Obligations, Royalty, Government's Share of profit petroleum, Petroleum taxes and free cash flow to the Contractor.
- To provide commercial support and reviews.
- To advise on petroleum taxation, legislation and fiscal policies.
- To advise on financial obligations in the PSC.

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- To advise on fiscal incentives with respect to oil & gas projects.

2. Commercial Evaluation

- To review & advise on commercial aspects of contract proposals.
- To develop and implement systems which meet administration obligations for contracts.
- 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 review and provide comments on new energy sector projects in the upstream, midstream, and downstream.
- 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

The ERPD provides the platform for strategic planning and oversight for Trinidad and Tobago's energy sector by scanning, monitoring and evaluating global energy activities. The Division continuously assesses the socio-economic impacts of energy activities and makes recommendations on optimal resource development and investments.

The Division is the repository of information for the MEEI and leads research on international energy developments, conducts technology and market studies, prepares technical reports and economic reviews, tracks global technology (including renewables, alternatives and disruptive technology) and develops domestic and international energy statistics to inform policy.

ERPD undertakes quantitative economic, statistical, and financial analysis of the domestic sector. The Division services regional and international commitments by preparing reports on domestic sector developments, analyzing and disseminating national energy statistics, supporting international organisations, shaping regional/international policy, and representing the MEEI in stakeholder fora to promote energy diplomacy.

The Division monitors State Energy Companies operations as well as capital spending by tracking projects funded under the Public Sector Investment Programme (PSIP) and the Infrastructure Development Fund (IDF), ensuring alignment with national priorities and timely delivery.

Areas of Responsibility:

1. Planning

- Analyse socio-economic impact of energy sector activities.
- Identifying resource development in determining investment opportunities.
- Monitor and review upstream, midstream, and downstream energy sector developments.
- Monitor energy sector performance by reviewing indicators, comparing actual and planned performance, and recommending corrective measures as needed.
- Conduct comparative analysis on global energy trends and develop strategies aligned with the MEEI's strategic plan.

2. Research

- Gather intelligence and investigate new international energy sector developments.
- Engage in technological development and energy products market studies.
- Prepare reports, technical papers and economic reviews.
- Monitor global technology developments in areas including renewable, alternative and disruptive technologies in energy.
- Analyze manpower skill requirements in the energy sector.
- Develop and analyze domestic and international energy statistics.
- Direct and oversee the conduct and summary of research, guiding data collection on prices, global supply and demand, and political/economic instability to support strategy and planning.

3. Quantitative Evaluation and Analysis

- Develop economic/statistical and financial analysis of the domestic energy sector.
- Engage in National Energy Balance modelling and development.
- Collate and compile National Production and Prices data, prepare the National Energy Statistics and the national Energy Balance and other reports, for Cabinet as well as local, regional, and international stakeholders.

4. Secretariat Functions

- Implement Local Content Policy and provide administrative support to the Permanent Local Content Committee.
- Represent the MEEI on the Work Permit Advisory Committee chaired by the Ministry of Homeland Security.
- Manage the Secretariat of the Standing Committee on Energy.
- Provide administrative support to the Secretariat for the Extractive Industries Transparency Initiative.
- Collate the MEEI's contribution to the National Budget, review documents and follow up on required actions for the National Budget.
- Perform all routine functions to ensure that obligations and commitments to international stakeholders are satisfied, these include: US Department of Energy (US DOE), the World Bank, the International Monetary Fund (IMF), the Organisation of American States (OAS), the Caribbean Community (CARICOM), the Latin American and Caribbean Energy Organisation (OLACDE); Gas Exporting Countries Forum (GECF); World Energy Council (WEC), World Petroleum Council (WPC), Joint Organisations Data Initiative (JODI).

5. Servicing Regional and International Commitments

- Prepare reports on domestic energy sector development.
- Analyze and disseminate national energy sector statistics.
- Provide technical and secretarial support to international organisations and develop regional/international energy sector policies and relationships.
- Analyze, collate, prepare and submit energy sector reports for input into the final submission for international rating agencies' annual review of the domestic economy.
- Represent and participate in local, regional and international conferences and seminars to promote energy diplomacy.
- Service international energy commitments of Trinidad and Tobago and liaise with ministries and agencies (local, regional, and international) to request and provide relevant data.
- Represent the MEEI on committees, working groups and stakeholder meetings; participate in discussions, share information, and provide recommendations and advice.

6. Expenditure

- Monitor projects funded under the Public Sector Investment Programme (PSIP).
- Monitor projects funded under the Infrastructure Development Fund (IDF).
- Manage the MEEI's PSIP portfolio and Local Content programme interfaces, ensuring alignment to plan and timely reporting.

7. Administrative Reports

- Prepare the Annual Administrative Report of the MEEI in accordance with Section 66D of Act No. 29 of 1999, cited as the Constitution (Amendment) Act 1999.
- Request from all State Energy Companies under the purview of the MEEI their Annual Administrative Reports and to submit these reports to the Cabinet.

DOWNTSTREAM PETROLEUM MANAGEMENT DIVISION

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/Terminalalling

- To monitor Guaracara's refinery operations.
- To monitor terminalalling operations by Paria Fuel Trading Company Limited

3. Retail Marketing and Distribution

- To administer the Wholesale and Retail Marketing Licences.
- To administer the Marine Bunkering Licence.
- Peddling operations.
- Liquefied Petroleum Gas (LPG) for domestic fuel use.
- To administer the Compressed Natural Gas (CNG) Licences.

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4. Subsidy Verification

- To determine a control system for clients 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.

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

The Minerals Sector of Trinidad and Tobago is governed by the Minerals Act Chapter 61:03 (the Act) and the Minerals (General) Regulations made thereunder (the Regulations). In accordance with this legislation, the Minister of Energy and Energy Industries, under whose portfolio the mining sector falls, is responsible for the general administration of the Act and Regulations, and the Director of Minerals is responsible for the implementation of the Act.

Minerals Advisory Committee

The Minerals Advisory Committee ('MAC') is an independent statutory committee established under Section 15 of the Act, and includes representatives of various Ministries/Departments and the Tobago House of Assembly. The Permanent Secretary serves as Chairman, and the Director of Minerals serves as Deputy Chairman, of the MAC. The duties of the MAC, as listed under Section 16 of the Act include to:

- Advise the Minister on matters of general policy with respect to exploration, mining, processing, import and export of minerals and other minerals related matters;
- Receive and consider applications for licences and to make recommendations thereof to the Minister;
- Advise the Minister on the establishment of mining zones and the establishment of mining blocks therein;
- Advise the Minister on the quantum of performance and rehabilitation bonds;
- Advise the Minister on matters of the environment as they relate to mines;
- Review the provisions of the Act and the Regulations from time to time and make recommendations to the Minister as may be considered necessary; and
- Advise the Minister on all such matters that may be referred to it.

The Minerals Division currently comprises of three (3) Sections

(i) Exploration and Development Section

The functions of this Section are mainly to conduct Geological surveys in order to locate mineral deposits and to determine their economic potential use.

(ii) Operations Section

The function of the Section is mainly to regulate the Minerals industry. The aim is to ensure/enforce compliance with the Act, the Regulations and licences, and also includes addressing complaints/illegal mining and related activities.

(iii) Director of Minerals Secretariat

The functions of the Director of Minerals Secretariat Unit include:

- a. Administrative, planning, budgeting, performance measurement, performance management, and reporting functions;
- b. Minerals audit functions; and
- c. MAC Secretariat functions.

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 conduct and manage 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 Health, Safety and Environment (HSE) guidelines, codes and standards.
- To ensure compliance with environmental laws, regulations and international conventions and prevent the State incurring environmental liabilities.
- To approve the use of oilfield and industrial chemicals and manage quality control.
- 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 Management and Technology Division is responsible for the provision of secure information management systems and communication technologies that facilitate the collection, collation, storage and retrieval of all energy related information in all media formats. The Division includes the Energy Data Operations and the Information Technology functional teams, as well as Library services.

With respect to data, this division seeks:

- To manage technical data and seismic records of the MEEI.
- To improve the quality of MEEI data reporting.
- To maintain an energy data repository.
- To enable secure accessibility of industry data to the MEEI's authorized internal and external stakeholders.

With respect to Geographic Information Systems, the division seeks:

- 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.

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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. This Unit group comprises the following three (3) teams:

- Draughting Office Team - Responsible for the MEEI's Geographical Information Systems (GIS) as well as the production of all energy related Maps and Spatial Graphics.
- Data Processing Team - Responsible for receiving all incoming data from licensees and operators. It also supports the generation of monthly, quarterly and annual statistics for internal use, and for approval by the Permanent Secretary for external use.
- Data Management Team - Responsible for the storage, retrieval, curation and dissemination of MEEI's records archive, collection, which contains submissions by licensees and contractors, including but not limited to Seismic Data, Well Data, Technical Reports 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 MEEI. The group is comprised of the following three (3) teams:

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

Library Services

This group 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 Head 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.

Library/Reading Room Facilities:

Information can be accessed from our libraries in both the MEEI North and South Offices located at Level 24, International Waterfront Centre, #1 Wrightson Road, Port-of-Spain and Maska Building, South Trunk Road, La Romaine respectively. Both libraries are open to the public from Monday to Friday between the hours of 9:00 a.m. to 3:00 p.m. In order to better serve your information needs, it is highly recommended that requests be made in advance, either by telephone at 225-4334 ext. 2439 or by email to librarypos@energy.gov.tt.

The policy of MEEI for provision of copies of documents held in the public domain is that the documents are for reference use in the library and are not available for loan to the general public.

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 MEEI'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.

There are functions however, that are unique to the MEEI 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

Areas of Responsibility:

This Unit provides a range of administrative and internal services (office management, file/document registry, facilities services and support and customer service, that support the business goals of the Ministry and contributes to its efficiency. In addition to the making of official travel arrangements for officers.

Procurement Unit

The Procurement Unit is a subset of the Administration unit that is responsible for the prequalification of suppliers and the procuring of all goods and services for the Ministry. Additionally, the disposal of unserviceable items.

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.

HUMAN RESOURCES UNIT

This Unit is responsible for managing, planning, organizing and advising on all matters relevant to staff in the MEEI.

Areas of responsibility:

- Manages the functions in the MEEI in accordance with the Public Service Commission Regulations, Civil Service Regulations and policies and guidelines as outlined by the Chief Personnel Officer and the Director of Personnel Administration;
- Manages the recruitment process and the onboarding of staff in the MEEI;
- Manages training and development of staff during the course of employment;
- Manages the Performance Appraisal System;
- Manages the disciplinary process in the MEEI;
- Facilitates labour relations activities as provided for by law;
- Provides a supportive environment through trust and open communication;
- Develops Human Resource policies and procedures; and
- Maintains records for all members of staff, which includes information on promotions, transfers, leave and confidential reports.

INTERNAL AUDIT UNIT

This Unit provides independent and objective advisory services to the Accounting Officer on improving the financial management of the MEEI. It also ensures the efficient, effective, economical and ethical manner of operation of the MEEI's finances in accordance with the financial legislative laws by which we are governed.

Areas of responsibility:

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.

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LEGAL SERVICES UNIT

This Unit advises the 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 the MEEI.

Areas of responsibility:

The Legal Services 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 Services Unit also serve on various Cabinet appointed and other Committees as nominated.

PSC AUDIT UNIT

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

Areas of responsibility:

- 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 qualify for cost recovery under the terms of the Contract and Accounting Procedures. 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
- The Minister's share of Profits are calculated and accounted for in accordance with the provisions in the PSCs.

MONITORING AND EVALUATION UNIT

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:

Areas of Responsibility:

- To monitor and evaluate programmes and projects related to the National Development Agenda within the MEEI 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 PSIP and 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 Organizational Chart attached as Appendix I.

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 the country as a whole.

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:

- a. **Files, Records, Manuals and Documents**
 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, licenses, contracts, etc.
 12. Financial Records (schedule of accounts, cheques, vouchers, receipts, cash books, pay records, invoice orders, journals, vote books, salary records, requests for release of funds, application for credit on the Exchequer Account, monthly expenditure statements, annual statement of budgetary proposals, annual financial statements, projections of expenditure etc.)
 13. Files dealing with matters relating to the procurement of supplies, services and equipment, and asset management
 14. Audit files
 15. Files dealing with contracts for services and consultancy services

b. Publications:

1. Periodicals
2. Newsletters
3. Surveys
4. Reports
5. Published Statements

c. Forms:

1. Freedom of Information Act Request Forms

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

MEEI
International Waterfront Centre
#1 Wrightson Road
Port of Spain
Tel.225-4334 Ext. 2439
Fax: 225-5764
E-mail: librarypos@energy.gov.tt

The Library

MEEI South Office
Maska Building
South Trunk Road
La Romaine
Tel. 225-4334 Ext. 3314
Email: umohammed@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 Consolidated Monthly Bulletin of the MEEI
- The Annual Report of the MEEI
- Annual Schedule of Planned Procurement Activities FY 2024-2025

SECTION 7 (1) (a) (v)

The procedure to be followed when accessing documents from the MEEI

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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 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:

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

The Designated FOI Officer is:

Mrs. Indira Ramkissoon-Rambarose
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:

Mrs. Arlene Holder Senior State Counsel Level 25, International Waterfront Centre #1 Wrightson Road Port of Spain Tel: 225-4334 Ext. 2506 Fax: 225-5764 E-mail: alawrence@energy.gov.tt	Ms. Nazeema Mohammed Librarian I South Office Maska Building South Trunk Road, La Romain Tel: 225-4334 Ext. 3314 E-mail: nmohammed@energy.gov.tt
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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:

1. Petroleum Act Chapter 62:01 and Regulations;
2. Petroleum Production Levy and Subsidy Act Chapter 62:02;
3. Petroleum Taxes Act Chapter 75:04;
4. Income Tax (In Aid of Industry) Act Chapter 85:04;
5. Income Tax Act Chapter 75:01;
6. Unemployment Levy Act Chapter 75:03;
7. Minerals Act Chapter 61:03 and Regulations;
8. Asphalt Industry Regulation Act Chapter 87:50;
9. Mining Compensation Act, Chapter 61:02;
10. Geological Survey Act, Chapter 60:02;
11. Exchequer and Audit Act Chapter 69:01;
12. Fiscal Incentives Act Chapter 85:01;
13. Freedom of Information Act Chapter 22:02;
14. Occupational Safety & Health Act Chapter 88:08;
15. Environmental Management Act Chapter 35:05;
16. Corporation Taxes Act Chapter 75:02;
17. The Oil Pollution of Territorial Waters Act Chapter 37:03;
18. The Standards Act, Chapter 82:03;
19. Oil Pollution of the Sea Act Chapter 37:01;
20. Marine Areas (Preservation and Enhancement) Act Chapter 37:02;
21. State Lands Act, Chap. 57:01;
22. Town and Country Planning Act, Chap. 35:01;
23. Forests Act, Chap. 66:01;
24. Water and Sewerage Act, Chap. 54:40;
25. Constitution of the Republic of Trinidad and Tobago Chapter 1:01;
26. Freedom of Information Act, Chapter 22:02;
27. Civil Service Act, Chapter 23:01;
28. Public Service Commission Regulations, 1966;
29. Industrial Relations Act, Chapter 88:01;
30. Financial Regulations, 1965;
31. Exchequer and Audit Act, Chapter 69:01;
32. Pensions Act, Chapter 23:52;
33. Public Procurement and Disposal of Public Property (Amendment and Validation) Act, Act 13 of 2023;
34. Public Procurement and Disposal of Public Property Regulations 2021;
35. Public Procurement and Disposal of Public Property (Simplified Procurement) Regulations 2024; and
36. Legal Notices.

Some of these documents can be purchased from the Government Printery or accessed online via <https://www.ttparliament.org>.

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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:

- 1) A Guide to obtaining a work permit in Trinidad and Tobago;
- 2) Underground storage tank systems – Guidelines for the installation and use of underground storage tank systems;
- 3) Above ground storage of diesel and kerosene – Guidelines for the aboveground;
- 4) LPG Storage – Guidelines and application procedure for LPG storage;
- 5) Road Tank Wagons – Guidelines for the transportation of petroleum by road wagons (draft);
- 6) Handling and storage of petroleum products – General guidelines for handling and storage of petroleum products – and combustible liquids;
- 7) Code of Practice for Drilling and Production Rigs Operating in Trinidad and Tobago;
- 8) Information requirements for Approval of Fixed Offshore Platforms;
- 9) Information Requirements of MEEI-Data required for drilling Exploratory Wells;
- 10) Instructions for the Preparation of Tax Claims for Useless Footage/Abandoned Interval and Qualifying Sidetrack for Certification by MEEI;
- 11) MEEI's Final Document – Definitions of Drilling Terminology;
- 12) Lahee Classification of Exploration & Development Wells;
- 13) Draft Guidance on the Sustainability Incentive and Investment Tax Credit;
- 14) MEEI guidelines for abandoning wells;
- 15) Requirements for Geophysical Surveys for Oil & Gas Deposits;
- 16) Guidelines for Evaluation of Exploratory Wells;
- 17) MEEI Templates for Mining Licence Applications: Mine Design Plans, Rehabilitation Plans, Health and Safety Plans;
- 18) MEEI Requirements for Pipeline Hydrotest Discharge Permit;
- 19) Decommissioning and Abandonment Guidelines for Energy Sector Assets;
- 20) Procedure for the Approval for the use of Oilfield and Industrial Chemicals and the Chemical Approval Request Form;
- 21) Guidelines to Operators for the Approval of a Waterflood and Water Alternating Gas (Wag) Projects;
- 22) Guidelines to Operators for the Approval of a CO2 Injection Project;
- 23) Guide to MEEI approval for Development Plans;
- 24) Workover Definitions;
- 25) Circular Memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Office, Director of Personnel Administration and other Departments;
- 26) Functions Delegated by the Public Service Commission;
- 27) Functions Devolved by the Chief Personnel Officer;
- 28) Guidelines for Contract Employment in Government Ministries, Departments, and Statutory;
- 29) Authorities, subject to Statutory Authorities Act, Chapter 24:01, issued by the Personnel Department;
- 30) Annual Budget Documents of the Republic of Trinidad and Tobago;
- 31) Comprehensive Handbook on Procurement Retention & Disposal;
- 32) Basic Procurement Handbook;
- 33) Preparation of Handbook & Special Guidelines for Approval;
- 34) General Guidelines for Simplified Procurement;
- 35) Cloud Computing Policy;
- 36) National ICT Plan 2018-2022 ICT Blueprint; and
- 37) Business Continuity Management Policy for the Public Service.

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:

- 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:

- Accident /Incident reports.
- Inspection reports

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:

- 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:

- 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.
- Natural Gas Reserves Estimate Audit & Updates.

SECTION 9 (1) (f)

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

- MEEI Strategy and Action Plan 2003-2010 prepared by Accenture.
- MEEI Proposed Organization Structure 2013 prepared by Inflection Consulting.

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 a 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.

1. MEEI Strategy and Action Plan 2003-2010 prepared by Accenture.

2. MEEI Strategic Planning 2007-2010 prepared by Evolve Partners LLP.

3. 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:

- The Minerals Policy White Paper for 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.

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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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Appendix I



Ministry of Energy and Energy Industries ORGANISATIONAL STRUCTURE

