

GOVERNMENT OF THE REPUBLIC OF TRINIDAD & TOBAGO

FREEDOM OF INFORMATION 2013 STATEMENT

MINISTRY OF ENERGY AND ENERGY AFFAIRS

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 Affairs (MEEA) 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 MEEA;
- 2) A legal right for each person to have personal information relating to himself/herself amended where it is held by MEEA 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)

MEEA: 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 MEEA whose portfolio encompasses the following:

- 1) the 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 MEEA:

Wholly Owned Enterprises

Lake Asphalt of Trinidad and Tobago (1978) Limited
National Gas Company of Trinidad and Tobago Limited
National Quarries Company Limited
Petroleum Company of Trinidad and Tobago Limited (PETROTRIN)
Trinidad and Tobago National Petroleum Company Limited
Trinidad and Tobago Marine Petroleum Company Limited

Majority Owned Enterprise

Alutrint Limited

Minority Owned Enterprise

Alutech Limited

Indirectly Owned Enterprises

La Brea Industrial Development Corporation
National Agro Chemicals Limited
National Energy Corporation of Trinidad and Tobago Limited
NATPET Investment Company Limited
NATSTAR Manufacturing Company Limited
NGC NGL Company Limited
NGC Trinidad and Tobago LNG Limited
Phoenix Park Gas Processors Limited
Powergen
Trinidad and Tobago LNG Limited
Trinidad Nitrogen Company Limited
Trinidad Northern Areas Limited
TRINMAR Limited
TRINTOC Services

MEEA DIVISIONS AND UNITS

MEEA is divided into seven (7) Divisions as follows:

- Commercial Evaluation
- Contracts Management
- Energy Research and Planning
- LNG & Gas Exports

- Downstream and Retail Marketing
- Minerals
- Resource Management

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

- Accounts
- Administration
- Communications
- HSE & Measurement
- Human Resources
- Information Technology
- Internal Audit
- Legal
- Library
- Production Sharing Contract Audit

COMMERCIAL EVALUATION DIVISION

Areas of Responsibility:

1. Fiscal & Economic Modelling

- Develops & implements fiscal and economic models for upstream, mid and downstream projects.
- Determines Government's share of profit petroleum from Production Sharing Contracts (PSCs).
- Provides technical support, reviews and advises on petroleum taxation, legislation and fiscal policies.
- Advises on fiscal incentives with respect to oil & gas projects.

2. Commercial Evaluation

- Reviews & advises on contract proposals.
- Develops and implements systems to meet administration obligations for contracts.

3. Development of New Business Opportunities

- Identifies new business & investment opportunities.
- Defines promotional avenues and potential investors.
- Reviews and comments on new energy sector projects in the upstream, midstream, and downstream.
- Develops and maintains database on energy sector investments.
- Reviews and advises on commercial aspects of development plans submitted by energy companies.

4. Negotiations

- Leads MEEA's team in the negotiation of PSCs and Exploration & Production (E&P) Licences.

CONTRACTS MANAGEMENT DIVISION

Areas of Responsibility:

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

DOWNSTREAM AND RETAIL MARKETING DIVISION

Areas of Responsibility:

1. Revenue

- Computes Ex-refinery Prices.
- Administers the Petroleum Production Levy and Subsidy Act.
- Evaluates and computes Royalty.
- Monitors local and international crude oil prices.
- Administers the Petroleum Impost.

2. Refining

- Monitors Petrotrin's refinery operations.
- Monitors downstream projects.

3. Retail Marketing and Distribution

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

ENERGY RESEARCH & PLANNING DIVISION

Areas of Responsibility:

1. Planning

- Analyses socio-economic impact of energy sector activities.
- Optimises resource development in determination of investment opportunities.
- Monitors and reviews upstream and midstream energy sector developments.
- Maximizes 'in-country' spending and develops local resources.

2. Research

- International energy sector developments and intelligence gathering.
- Engages in technological development and energy products market studies.
- Prepares technical papers and economic reviews.
- Develops renewable energy technology.
- Evaluates manpower skill requirements in the energy sector.
- Develops and analyses domestic and international energy statistics.

3. Quantitative Evaluation and Analysis

- Develops economic/statistical and financial analysis of the domestic energy sector.
- Engages in National Energy Balance modelling and development.

4. Secretariat Functions

- Implements Local Content Policy and administers the permanent Local Content Committee.
- Manages the Secretariat of the Standing Committee on Energy.
- Manages the Secretariat for the Extractive Industries Transparency Initiative.

5. Servicing Regional International Commitments

- Prepares reports on domestic energy sector development.
- Analyses and disseminates national energy sector statistics.
- Supports and develops regional international energy sector policies and relationships.

6. Renewable Energy

- Promotes and develops Renewable Energy projects.
- Supports Renewable Energy resource development and investment opportunities.

7. Expenditure

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

LNG AND GAS EXPORTS DIVISION

Areas of Responsibility:

- 1) Identify and evaluate opportunities for the creation of value along all aspects of the natural gas value chain.
- 2) Processing of pipeline licence applications and issuing of licences.
- 3) Natural Gas Supply/Sales Agreements.
- 4) Marketing of the Minister's Share of Natural Gas [from Production Sharing Contracts] and Royalty Natural Gas.
- 5) Natural Gas Supply / Demand Balance.
- 6) Natural Gas Portfolio Allocation.
- 7) Optimising Development and Utilisation of Natural Gas Transmission Infrastructure.
- 8) Natural Gas Utilizing Industries.
 - Ammonia, Methanol, Urea.
 - Downstream projects.
 - Metal Industry.
 - Electricity Generation.
- 9) LNG Plant/Operations.
- 10) Natural Gas Industry/Market Intelligence.
- 11) LNG Sales/Marketing Contracts.
 - Shipping.
 - Re-gasification.
 - Gas Sales.
- 10) Other Gas Projects.

MINERALS DIVISION

Areas of Responsibility:

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

1. The Exploration and Development Section:

- Conducts geological and geophysical surveys with a view to locating deposits of mineral resources;

- Evaluates, collects, compiles, analyses and publishes data pertaining to the quality and quantity of mineral resources of Trinidad and Tobago with a view to determining their economic potential and use;
- Prepares reports, maps and other records, provides data and maintain registers in respect of licences and provides data to the public;
- Submits proposals to the Minerals Advisory Committee ('MAC') for the establishment of mineral reserve blocks or mining zones for the proper regulation of mining activities on State and private lands in consultation with Town and Country Planning Department;
- Functions as the Secretariat for MAC;
- Performs other functions as required to give effect to the Act and Regulations.

2. The Operations Section:

- Advises licensees on proper and safe mining methods;
- Enforces regulations and monitors operations of mining, processing and other mining related activities under the Act, to ensure compliance with the licence and the provision of the Act and Regulations;
- Advises the operator of mines, in consultation with relevant Ministries, on methods of rehabilitation of lands;
- Enforces rehabilitation of State lands affected by mining in consultation with relevant Ministries;
- Conducts annual audits on licensee firms and individuals for the purpose of verifying royalties and other payments and collecting production data;
- Terminates illegal mining and illegal mining related activities on both State and private lands;
- Performs other functions as required to give effect to the Act and Regulations.

RESOURCE MANAGEMENT DIVISION

Areas of Responsibility:

1. Acreage Management

- Reservoir characterisation/production optimisation.
- Reserve determination/audits.
- Enhanced Oil Recovery studies.
- Cross Border issues.

2. Exploration and Development Planning

- Technical and commercial evaluation of idle and open acreage.

- Licensing Rounds.
- External acreage enhancement projects.
- Input in Law of the Sea negotiations and related matters.

3. Research and Development

- Develops policy with respect to areas for research & development.
- Technology research.

4. Data

- Technical data records management.
- Improves the quality of MEEA data.
- Energy Data Hub.

ACCOUNTING UNIT

The roles and functions of the Accounting Unit of the MEEA in most parts are the same as the accounting unit of any other Government Ministry or Department. However, there are functions that are performed that are unique to this Ministry. The Accounting Unit:

- collects and accounts for all revenues for which the MEEA is responsible;
- processes the payment of expenses relating to the MEEA after ensuring the proper authorization in accordance with the Exchequer and Audit Ordinance;
- records all revenue received and payments made e.g. lease payments, administrative charges, payment of licence fees etc. ; and
- records revenues collected from royalty, petroleum impost and subsidy.

ADMINISTRATION UNIT

Administration is responsible for facilities and office management in the MEEA. 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:

- **Office Management** - ensures that all physical and material requirements of the organization are supplied. The office manager maintains inventory of stationery and supplies. Office maintenance, improvement and telephone services are also the responsibility of this section.
- **Registry** - is responsible for safe-keeping and maintenance of all the MEEA records. All letters, memoranda and reports are kept on files according to a classification system. Files are routed among staff as necessary. The Registry also ‘follows up’ correspondence to ensure that replies are received or dispatched and deadlines are observed. A file register is maintained which guides the location correspondence.

COMMUNICATIONS UNIT

Areas of responsibility:

- Covers all communications with external and internal stake-holders.
- Communicates consistent general and tailored messages.
- Responsible for key presentations, press releases, conferences and events newsletters, website content, and leadership team presentations.
- Identifies marketing opportunities for investors.
- Communicates with the public about its policies, programmes, services and activities in order to inform and educate.
- Ensures such information is accurate, reliable, complete, timely, relevant and understandable.
- Takes into account the feedback concerns, issues, views and expectations of the public in establishing priorities, objectives and strategies.
- Ensures that MEEA is visible, proactive, accessible, responsive and answerable to all its stakeholders.

HSE & MEASUREMENT UNIT

Areas of Responsibility:

The Health, Safety, Environmental (HSE) and Measurement Unit:

- evaluates newly-built, modified and repaired facilities for approval purposes;
- researches and develops HSE guidelines, codes and standards.
- engages in decommissioning / abandonment;
- inspects / audits;
- investigates accidents / incidents;
- manages the National Oil Spill Contingency Plan (NOSCP);
- approves measurement systems and methods of measurement;
- monitors fiscalization of crude;
- calibrates gas meters and crude oil storage tanks; and
- calibrates service station pumps and verifies fuel specifications.

HUMAN RESOURCES UNIT

The Human Resources Unit has responsibility for planning, organizing and controlling all human resource management activities in MEEA. The responsibilities of the Unit concern the personnel and industrial relations of the MEEA and involve all matters relevant to employees from their recruitment to their exit from the service via retirement

or resignation, with emphasis placed on their training and development during employment.

This Unit is responsible for ensuring that the MEEA human resource requirements at all levels are met. Therefore, it must arrange for recruitment of new personnel as vacancies arise. This Unit maintains personal files of all members of staff, which includes information on promotions, transfers, leave, confidential reports, disciplinary and other matters relating to conditions of employment in the Public Service.

INFORMATION TECHNOLOGY UNIT

The Information Technology Unit (ITU) has overall responsibility to provide and manage highly secure, enterprise-wide, integrated information management system and cutting-edge robust information and communication technologies, strategically aligned with the objectives of the MEEA in a holistic, cost-effective and highly responsive manner that serves the needs of all our clientele.

ITU is organized into the following five (5) core areas in order to execute its mission:

- IT Business Development;
- Information Systems and Process Integration;
- Technical Operations;
- Client Services; and
- Enterprise Architecture.

INTERNAL AUDIT UNIT

The objective of the Internal Audit Unit is to assist management in the effective discharge of its responsibilities by furnishing objective analyses, appraisals, recommendations and comments on the activities reviewed. The Internal Auditor must therefore be involved in any phase of activity by which he can be of service to management. To attain this objective, the Unit:

- appraises the soundness and application of accounting, financial and operating controls;
- ascertains compliance with established policies and procedures;
- ascertains the reliability of accounting and other data developed within MEEA; and
- appraises the quality of performance in carrying out assigned responsibilities.

LEGAL UNIT

This Unit advises MEEA on general legal issues within the energy sector, does specialized petroleum law work within the Legal Unit, and acts a support service to the other Divisions and Teams/Units of MEEA. The Legal Unit:

- prepares energy and energy related contracts, licences, leases, other agreements and contracts;
- provides advisory opinions and gives advice to MEEA on all legal matters as required;
- participates as part of MEEA's team in the negotiating of PSCs, licences and other contractual arrangements; 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

The library is responsible for organizing and maintaining an information service, comprising resource material that is primarily relevant to the work of the MEEA. 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.

Library/Reading Room Facilities:

Information can be accessed from our libraries in both the MEEA 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 623-6708 ext. 2439 or by email to mgarcia@energy.gov.tt.

The policy of MEEA 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.

PRODUCTION SHARING CONTRACT AUDIT UNIT

Areas of Responsibility:

The objective of this Unit is to provide assurance to the Minister that Contractors are in compliance with the PSCs by specifically 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.

MEEA: STRUCTURE ORGANISATIONAL RE-STRUCTURING

The MEEA has embarked on a programme of re-structuring with respect to its business and operational activities. The organisational structure at present is shown in the Organization Chart attached.

EFFECT OF MEEA FUNCTIONS ON MEMBERS OF THE PUBLIC

The work of the MEEA impacts on various sectors in Trinidad and Tobago and ultimately, on every citizen of the country. Therefore, the sustainability of the sector and the optimisation of economic returns are given paramount importance by MEEA.

In its energy strategy for the longer term, MEEA is also pursuing the promotion of renewable energy development as a significant contributor to the energy mix of Trinidad and Tobago.

SECTION 7 (1) (a) (ii)

Categories of documents in the possession of the MEEA:

1. Files dealing with administrative documents for the operations of MEEA.
2. Personnel files, which detail all staff appointments, job applications, job promotion transfers, leave, resignations, retirements, death etc.
3. Files dealing with the accounting functions of the MEEA.
4. Financial records (cheques, vouchers, receipts, pay records etc.)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet documents.
7. Policy and procedure documents.
8. News releases, speeches etc. originating in the MEEA.
9. Internal and external correspondence files.
10. Maps, charts, compact and digital disks, diskettes, tapes, photographs, abstracts and catalogues.
11. Documents relating to the strategic review of MEEA.
12. Legislation and legal instruments.
13. Legal opinions and related matters.
14. Files dealing with training- local and technical co-operation.
15. Reports - annual, statistical, audit, consultants, technical, corporate etc.
16. Pamphlets, brochures, posters, newspaper clippings, and bulletins.
17. Minutes and agenda of meetings.
18. Files dealing with circulars, memoranda, notices, etc.
19. Files dealing with official functions, conferences and events hosted and attained by MEEA.
20. Books and journals.
21. Complaint/suggestion files.
22. Registers, approvals, licenses, contracts, memoranda of understanding etc.
23. Scientific and technical files/reports.
24. Files dealing with projects initiated conducted and/or facilitated by MEEA.
25. Files dealing with tenders issued by MEEA.
26. Files dealing with competitive bidding rounds held by MEEA.
27. Files dealing with health, safety and environmental issues.
28. Files dealing with energy industry statistics i.e. production, consumption and utilization.
29. Inventory files.

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 MEEA. 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, MEEA
International Waterfront Centre
#1 Wrightson Road
Port of Spain
Tel.623-6708 ext 2439
Fax: 624-3147
E-mail: librarypos@energy.gov.tt

SECTION 7 (1) (a) (iv)

Publications available from MEEA:

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

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

The Ministry's newsletter, DrillPoint, is available at the library:

The Library, Level 24
MEEA
International Waterfront Centre
#1 Wrightson Road
Port of Spain
Tel.623-6708 ext 2239
Fax: 624-3147
E-mail: librarypos@energy.gov.tt

The Library
MEEA
South Office
Maska Building
South Trunk Road
La Romaine
Tel. 697-7747 ext 3314
Email: nmohammed@energy.gov.tt

Members of the public can also visit our website for additional information at www.energy.gov.tt

SECTION 7 (1) (a) (v)

The procedure to be followed when accessing documents from the MEEA

How to request information:

(1) General Procedure

Our policy is to answer all requests, both oral and written, for information. However in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you ought to make your request in writing. You must therefore complete the appropriate form i.e. (Request for Access to Official Documents) available from our Library or Designated FOI Officer, for information that is not readily available in the public domain.

(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 you are not sure how to write your request or what details to include communicate with our Designated FOI Officer as named in section 7 (1) (a) (vi).

(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 MEEA or from another public authority, for example brochures and pamphlets etc.

(4) Responding to requests

MEEA is required to furnish copies of documents only when they are in our possession or we can retrieve them 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. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we will not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply. Please note we are not compelled to do the following:

- a) create new documents; or
- b) perform research for you.

(6) Time limits

The FOIA makes provision for a time limit of thirty (30) days for us to make the decision whether or not to disclose the documents requested by the applicant. Where we fail 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, we 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 confirm that we have received the request and to ascertain its status.

(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, MEEA may charge duplication fees in accordance with its normal replication policy.

SECTION 7 (1) (a) (vi)

Officers in the MEEA 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:

Ms. Indira Ramkissoon
Director, Legal Services
Level 25, International Waterfront Centre
#1 Wrightson Road
Port of Spain
Tel: 623-6708 ext 2551
Fax: 627-1454
E-mail: iramkissoon@energy.gov.tt

The two Alternate FOI Officers are:

Ms. Arlene Lawrence
State Counsel II
Level 15, International Waterfront Centre
#1 Wrightson Road
Port of Spain
Tel: 623-6708 Ext. 2068
Fax: 627-1454
E-mail: alawrence@energy.gov.tt

Ms. Wendy Moodie-Wight
Librarian I (Ag.)
Level 24, International Waterfront Centre
#1 Wrightson Road
Port of Spain
Tel: 623-6708 Ext 2439
Fax: 624-3147
E-mail: librarypos@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 MEEA Offices. You may make general enquiries of our Librarian at 623-6708 ext. 2439. The library/reading room in MEEA 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 MEEA 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;
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. Environment Management Act Chapter 35:05;
16. 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:

- 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 MEEA-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 MEEA;
- 11) MEEA’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) MEEA guidelines for abandoning wells;
- 15) Requirements for Geophysical Surveys for Oil & Gas Deposits;
- 16) Guidelines for Evaluation of Exploratory Wells; and
- 17) MEEA 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 MEEA, 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 MEEA 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 MEEA or to the responsible Minister of MEEA.

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 MEEA, namely

- Accident /Incident reports.

SECTION 9 (1) (d)

A report or a statement containing the advice or recommendations of a committee established within the MEEA to submit a report, provide advice or make recommendations to the responsible Minister of MEEA or to another officer of MEEA 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 MEEA by a scientific or technical expert, whether employed within MEEA 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 MEEA for analyses. A list of laboratory analyses that have been conducted can be obtained from MEEA.
- Ryder Scott Audit & Updates.

SECTION 9 (1) (f)

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

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

SECTION 9 (1) (g)

A report prepared within the MEEA 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 MEEA, or of an office, division or branch of the MEEA, whether the report is of a general nature or concerns a particular policy, programme or project administered by the MEEA.

- 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 MEEA;
- the establishment of an new policy, programme or project to be administered by the MEEA; or
- the alteration of an existing policy programme or project administered by the MEEA, whether or not the plans or proposals are subject to approval by an officer of the MEEA, another public authority, the responsible Minister of the MEEA or Cabinet.
 1. MEEA Strategy and Action Plan 2003-2010 prepared by Accenture.
 2. MEEA 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 MEEA and containing policy directions for the drafting of legislation, namely

- Minerals Policy White Paper for Trinidad and Tobago.
- Draft Minerals Policy for Trinidad and Tobago: A Green Paper, 2011.

SECTION 9 (1) (k)

A report of a test carried out within the MEEA 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 MEEA.

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

SECTION 9 (1) (m)

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

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

THE MINISTRY OF ENERGY & ENERGY AFFAIRS 2013 FOI STATEMENT