



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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### **PUBLIC STATEMENT OF THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED IN COMPLIANCE WITH SECTIONS 7, 8 and 9 OF THE FREEDOM OF INFORMATION ACT 1999**

Under the Freedom of Information Act 1999 ("the Act"), The National Gas Company of Trinidad and Tobago Limited (NGC) is required by law to publish certain information for the benefit of the public. This includes the structure and functions of NGC and a list of categories of documents held by NGC. It also identifies those documents which are eligible for public access under that Act and sets out how to obtain same. The following information satisfies the legislative requirements of the Act.

The Act gives members of the public:

1. A legal right for each person to access information held by the Public Authority;
2. A legal right for each person to have official information relating to him/herself amended where it 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; 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.

**The National Gas Company of Trinidad and Tobago Limited publishes the following information as approved by the Minister of Energy and Energy Industries:**

#### **STATEMENTS UNDER SECTION 7 OF THE ACT**

##### **Section 7 (1) (a) (i)**

NGC is a wholly-owned state enterprise established on August 22<sup>nd</sup> 1975. NGC is also the parent company of the following affiliates:

AFFILIATES	NGC's SHAREHOLDING INTEREST
National Energy Corporation of Trinidad and Tobago Limited (NEC)	100%
La Brea Industrial Development Company Limited (LABIDCO)	83%
NGC Trinidad and Tobago LNG Limited (NGC LNG) which NGC holds 10% equity interest in Atlantic LNG Company of Trinidad and Tobago (ALNG)	100%
NGC Iron Company Limited	100%

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## THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED

## FREEDOM OF INFORMATION ACT, 1999

**THE SCOPE OF BUSINESS OF NGC AND ITS AFFILIATES IS:-**

- Purchase and sale of natural gas
- Transmission and distribution of natural gas
- Collection and compression of low pressure natural gas
- Natural Gas market development, including project planning and development, investment facilitation and marketing promotion of Trinidad and Tobago as a competitive location for natural gas-based investments.
- Port, Marine and site infrastructure development and management
- Equity investment management

**CORPORATE INFORMATION**

The NGC's registered office is located at Orinoco Drive, Point Lisas Industrial Estate.

The Company is governed by a Board of Directors appointed by the Company's shareholder, the Corporation Sole. Four Board sub-committees assist in formulating and guiding the business and policies of the Company:-

- The Audit Committee
- The Finance Committee
- The Human Resources Committee
- The Tenders Committee

The Company's executive management team comprises of the President, four (4) Vice Presidents and the General Counsel.

**COMPANY STRUCTURE**

The four operating groups are:-

**The Technical Operations Group** whose functions comprise gas transmission and distribution; gas compression; engineering services relating to the construction of pipeline and related facilities as well as transport services, civil engineering works and materials management.

**The Business Development Group** carries out functions related to NGC's role as facilitator of gas-based development. These include project planning and development; project evaluation; strategic planning and research; marketing and promotion; and gas resource management.

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## THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED

## FREEDOM OF INFORMATION ACT, 1999

**The Legal Group** provides legal, corporate secretarial, contracts administration, environment, safety, security, and commercial services.

**The Finance and Administration Services Group** provides accounts payable, accounts receivable, payroll, financial reporting, treasury services, risk management, information technology and administrative services.

There are three independent divisions:

**The Corporate Communications Division** provides community relations, public relations and information services.

**The Human Resource Division** whose functions comprise training and development, human resource planning, organization relations and compensation management.

**The Internal Audit Division** provides independent, objective assurance and consultancy designed to improve the organisation's operations.

**EFFECT OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC**

The framework for the scope of business of NGC and its affiliates is two-fold:

- 1) To maximize value from the Company's business transactions for the benefit of the people of Trinidad and Tobago by leveraging its competencies and unleashing its entrepreneurial spirit;
- 2) To establish Trinidad and Tobago as a major player in the global natural gas business

In its course of business, the NGC does not normally deal directly with members of the general public.

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## THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED

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**STATEMENTS UNDER SECTION 7 OF THE ACT****Section 7 (1) (a) (ii)****CATEGORIES OF DOCUMENTS IN THE POSSESSION OF NGC**

The NGC maintains records that relate to its administrative functions, support services and its technical operations (related to its core business activities). These records are generally categorized as follows:

- 1) General Administration And Support Services
  - a) Records related to property management, risk management and office services.
- 2) Intra-Governmental Correspondence
  - a) Correspondence with Ministries, Cabinet and other public authorities
  - b) Reports to the Central Statistical Office and other governmental financial management institutions
- 3) Committees Deliberations
  - a) Minutes and reports of Committees and of other internal bodies
- 4) Legal Activities
  - a) Records of decision, legislation, policies and procedures, contracts and agreements, litigation and other legal proceedings, tenders' procedure and process
- 5) Business Activities
  - a) Cabinet notes and minutes
  - b) Business plans, proposals, reviews, reports
  - c) Records related to development, planning and general management of projects
  - d) Human resource management operations
  - e) Public relations including, bursaries, sponsorships, brochures, newsletters, photographs, maps, audio and visual material related to public relations activities
  - f) Records of programmes and relations with pipeline communities
  - g) Information resource management facilities, services and technology
  - h) Marketing and business promotions
  - i) Performance and audit assessments and analyses
  - j) Consultancy, technical, valuation, assessment and various reports which support business decisions
  - k) Policies, procedures and manuals e.g. safety manual, evacuation procedures
  - l) Speeches and presentations to public forums, conferences
  - m) Records related to the management of corporate events

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- 6) Financial And Accounting Operations
  - a) Records related to budgeting, capital investments, financial planning and reporting, taxation, cash management etc.
  - b) Reports to government, audited financial accounts laid in Parliament and other public Financial entities
  - c) Accounting records
  - d) Annual financial reports
  
- 7) Technical Operations
  - a) Records related to the management and maintenance of gas resources, building and physical infrastructure, including port and marine operations of the NEC and estate management operations of LABIDCO

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THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED

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**Section 7 (1) (a) (iii)****DOCUMENTS PREPARED FOR PUBLICATION AND INSPECTION**

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 9:30 a.m. and 3:00 p.m. on normal working days at:-

The National Gas Company of Trinidad and Tobago Limited,  
Corporate Communications Division  
Orinoco Drive  
Point Lisas Industrial Estate  
POINT LISAS

Phone: (868) 636-4662, 4680

Fax: (868) 679-2384

- Gasco Magazine (*quarterly*)
- Various pamphlets on natural gas and the natural gas industry
- Annual Financial Report
- Speeches and presentations to public forums, conferences
- Tenders procedure

If distribution copies of these publications are out of stock, requestors would be required to pay for photocopying or duplication.

- All general information is also available on the Company's website, [www.ngc.co.tt](http://www.ngc.co.tt)

**Section 7 (1) (a) (iv)****DOCUMENTS AVAILABLE BY WAY OF SUBSCRIPTION**

The NGC does not currently publish any documents that are available by way of subscription.

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## THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED

## FREEDOM OF INFORMATION ACT, 1999

**Section 7 (1) (a) (v)****PROCEDURE FOR ACCESSING OFFICIAL DOCUMENTS UNDER FOIA****How to Request Information**

- 1) Requests and public services under the FOIA will be entertained between the hours of 10:00am and 2:30pm daily.
- 2) All requests for access to documents that are not readily available in the public domain are to be made on the *Request for Access to Official Document(s) Form* that is available from the Designated Officer or from the FOIA Unit.
- 3) Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer in the form of a letter.
- 4) To ensure prompt handling of requests, please address it to the Designated Officer of the National Gas Company of Trinidad and Tobago Limited.
- 5) Requests will be acknowledged as official when made on the prescribed form.
- 6) Applicants must provide sufficient information to enable the Designated Officer to identify the document(s) being requested.

**Time Allowed**

- 7) Applicants will be notified within thirty (30) calendar days or before whether or not the request is approved.
- 8) Applicants whose requests are incomplete or unclear will be informed of same by the Designated Officer who will make arrangements to meet with the applicant for consultation with a view to clarifying the request.
- 9) The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.
- 10) Applicants' whose request for documents is refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Officer will consult with the applicant about alternative recourses that are open to him/her.

**Fees and Charges**

- 11) Details of charges for photocopies or purchase of documents will be determined based upon individual requests by applicants.
- 12) Applicants will be required to complete an official company invoice before funds are paid to the Cashier.
- 13) Regulations for fees under the FOIA are not yet in force and, except for duplication charges, documents will be provided for free.

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## THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED

## FREEDOM OF INFORMATION ACT, 1999

**Section 7 (1) (a) (vi)****Officers in the NGC responsible for**

- 1) The initial receipt of and action upon notices under section 10;
- 2) Requests for access to documents under section 13; and
- 3) Application for correction of personal information under section 36 of the FOIA

The *Designated Officer* is:

ANN MOORE-SPENCER  
The National Gas Company of Trinidad and Tobago Limited  
Orinico Drive  
Point Lisas Industrial Estate  
COUVA

Phone: (868) 636-4662, 4680 ext 134  
Fax: (868) 679-2384  
Email: [annm@ngc.co.tt](mailto:annm@ngc.co.tt)

The *Alternate Officer* is:

VALARIE WALTERS  
The National Gas Company of Trinidad and Tobago Limited  
Orinico Drive  
Point Lisas Industrial Estate  
COUVA

Phone: (868) 636-4662, 4680 ext 100  
Fax: (868) 679-2384  
Email: [valarie.walters@ngc.co.tt](mailto:valarie.walters@ngc.co.tt)

**Section 7 (1) (a) (vii)****ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES (WHERE MEETINGS/MINUTES ARE OPEN TO THE PUBLIC)**

At this time, there are no bodies that fall within the meaning of this section of the FOIA.



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THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED

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**Section 7 (1) (a) (viii)****LIBRARY/READING ROOM FACILITIES**

Information in the public domain can be accessed through our website at [www.ngc.co.tt](http://www.ngc.co.tt). General Information enquiries can be made to the Corporate Communications Division, Public Relations Officer, at (868) 636-4662, ext. 380.

For the purposes of FOIA reference, documents may be viewed between 9:30 a.m. and 3:00 p.m. in the designated reading area located at the

Administration Building  
The National Gas Company of Trinidad and Tobago Limited  
Orinico Drive  
Point Lisas Industrial Estate  
COUVA

The public is required to adhere to the rules and regulations outlined for use of the facility.

**STATEMENTS UNDER SECTION 8 OF THE ACT**

The following in-house documents can be made available for inspection only upon request.

- Safety policy and procedures
- Tenders procedure
- Recruitment policy
- Visitors security policy
- Third party accident/injury policies and procedures
- Information dissemination policies and procedures

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## THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED

## FREEDOM OF INFORMATION ACT, 1999

**STATEMENTS UNDER SECTION 9 OF THE ACT****Section 9 (1) (a)**

*A report, or statement containing the advice or recommendations, of a body or entity established within The National Gas Company of Trinidad and Tobago Limited.*

At this time, we have no such reports or statements.

**Section 9 (1) (b)**

*A report, or statement containing the advice or recommendations, (1) of a body or entity established outside The National Gas Company of Trinidad and Tobago Limited by or under written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the National Gas Company of Trinidad and Tobago Limited or to the responsible Minister.*

At this time, we have no such reports or statements.

**Section 9 (1) (c)**

*A report, or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of The National Gas Company of Trinidad and Tobago Limited.*

At this time, we have no such reports or statements.

**Section 9 (1) (d)**

*A report, or statement containing the advice or recommendations, of a committee established within The National Gas Company of Trinidad and Tobago Limited to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the National Gas Company of Trinidad and Tobago Limited who is not a member of the committee.*

At this time, we have no such reports or statements.

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## THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED

## FREEDOM OF INFORMATION ACT, 1999

**Section 9 (1) (e)**

*A report (including a report concerning the results of studies, surveys or tests) prepared for the National Gas Company of Trinidad and Tobago Limited by a scientific or technical expert, whether employed within the National Gas Company of Trinidad and Tobago Limited or not, including a report expressing the opinion of such an expert on scientific or technical matters.*

At this time, we have no such reports.

**Section 9 (1) (f)**

*A report prepared for The National Gas Company of Trinidad and Tobago Limited by a consultant who was paid for preparing the report.*

At this time, we have no such reports.

**Section 9 (1) (g)**

*A report prepared within the National Gas Company of Trinidad and Tobago Limited 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.*

At this time, we have no such reports.

**Section 9 (1) (h)**

*A report on the performance or efficiency of the National Gas company of Trinidad and Tobago Limited, or of an office, division or branch of the National Gas Company of Trinidad and Tobago Limited, whether the report is of a general nature or concerns a particular policy, programme or project administered by the National Gas Company of Trinidad and Tobago Limited.*

At this time, we have no such reports.

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THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED

## FREEDOM OF INFORMATION ACT, 1999

**Section 9 (1) (i)**

*A report containing (1) final plans or proposals for the re-organization of the functions of the National Gas Company of Trinidad and Tobago Limited, (2) the establishment of a new policy, programme or project to be administered by the public authority, (3) the alteration of an existing policy programme or project administered by the National Gas Company of Trinidad and Tobago Limited, whether or not the plans or proposals are subject to approval by an officer of the National Gas Company of Trinidad and Tobago Limited, another public authority, the responsible Minister or Cabinet.*

At this time, we have no such reports.

**Section 9 (1) (j)**

*A statement prepared within the National Gas Company of Trinidad and Tobago Limited and containing policy directions for the drafting of legislation.*

At this time, we have no such statements.

**Section 9 (1) (k)**

*A report of a test carried out within the National Gas Company of Trinidad and Tobago Limited on a product for the purpose of purchasing equipment.*

At this time, we have no such reports.

**Section 9 (1) (l)**

*An environmental impact statement prepared within the National Gas Company of Trinidad and Tobago Limited.*

At this time, we have no such statements.

**Section 9 (1) (m)**

*A valuation report prepared for the National Gas Company of Trinidad and Tobago Limited by a valuator, whether or not the valuator is an officer of the National Gas Company of Trinidad and Tobago Limited.*

At this time, we have no such reports.