



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1028

APPOINTMENT TO ACT TEMPORARILY AS PRESIDENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

IT IS HEREBY NOTIFIED for general information that Her Excellency, the President of the Republic of Trinidad and Tobago, left the country on vacation leave on the morning of 8th July, 2022. In accordance with the provisions of section 27 subsections (1) and (2) of the Constitution of the Republic of Trinidad and Tobago, Ms. CHRISTINE KANGALOO, President of the Senate, is acting temporarily as President of the Republic of Trinidad and Tobago and continuing during the absence out of the country of Her Excellency Paula-Mae Weekes.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*

8th July, 2022.

1029

APPOINTMENT OF A DEPUTY DIRECTOR OF THE POLICE COMPLAINTS AUTHORITY

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister and the Leader of the Opposition, in exercise of the power vested in her by section 6(1) of the Police Complaints Authority Act, 2006, has appointed Ms. MICHELLE SOLOMON-BAKSH, as Deputy Director, Police Complaints Authority with effect from 12th July, 2022 for a period of five (5) years.

R. ARMORER-SINGH
*Communications Manager
Police Complaints Authority*

1030

REVOCATION OF APPOINTMENT TO PERFORM THE FUNCTIONS OF THE PRIME MINISTER

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 78(1) of the Constitution of the Republic of Trinidad and Tobago and all other powers thereto her enabling, has revoked, with effect from the evening of 30th June, 2022, the authority conferred on the Honourable Minister of Finance, Mr. COLM IMBERT, M.P., by Instrument dated 2nd June, 2022 to perform the functions of the Prime Minister.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*

1st July, 2022.



COMMISSION OF ENQUIRY INTO

**ALL OF THE CIRCUMSTANCES WHICH LED TO THE TRAGIC INCIDENTS
WHICH OCCURRED ON FRIDAY FEBRUARY 25, 2022, AT FACILITIES OWNED
BY PARI A FUEL TRADING COMPANY LIMITED, LOCATED AT NO. 36
SEALINE RISER ON BERTH NO. 6, POINTE-A-PIERRE, WHICH LED TO THE
DEATHS OF FOUR (4) EMPLOYEES OF LMCS LIMITED.**

PROCEDURAL RULES

In exercise of the powers conferred on it under section 9 of the Commissions of Enquiry Act Chapter 19:01, the Commission of Enquiry appointed by the President of the Republic of Trinidad and Tobago and which appointment was published in the *Trinidad and Tobago Gazette* makes the following Rules:

PART 1

Interpretation

1. In these Procedural Rules:
 - (i) *Commission* means the Commission of Enquiry appointed by the President of the Republic of Trinidad and Tobago.
 - (ii) *Commissioners* mean Mr. Jerome Lynch Q.C. and Mr. Gregory Wilson Esq. being the persons appointed as Commissioners by Her Excellency, the President of the Republic of Trinidad and Tobago under the provisions of the Commissions of Enquiry Act Chapter 19:01.
 - (iii) *Commission Counsel* means Counsel appointed to the Commission and retained by the Government of the Republic of Trinidad and Tobago to act as Counsel to the Commission.
 - (iv) *Designated email address* means:
 - (a) in the case of the Commission, the email address notified to any person (and their recognised legal representatives if any), by the Secretary to the Commission, in whatever manner she sees fit, as the email address to be used for communication by email; and

PROCEDURAL RULES—CONTINUED

- (b) in the case of any person, the email address notified by the person to the Secretary to the Commission, in writing, as the email address to be used for communication by email.
- (v) *Designated postal address* means:
 - (a) in the case of the Commission, the address notified to any person (and their recognised legal representatives if any), by the Secretary to the Commission, in whatever manner she sees fit, as the address to which correspondence should be sent; and
 - (b) in the case of any person, the address notified by that person to the Secretary to the Commission, in writing, as the address to be used for postal communications.
- (vi) *document* includes any paper writing or material that is in electronic, audiotape or videotape form, digital reproductions, photographs, maps, graphs, microfiche and any data or information recorded or stored by means of any device or on any platform.
- (vii) *electronic means* includes any website, software or electronic programme in use for the time being for the purposes of receiving and sending documents and operated on platforms as determined by the Commission.
- (viii) *hearing* means procedural, evidentiary and/or any other hearing of the Commission whether in-person, or electronically/virtually or a hybrid of both and whether in public or in private.
- (ix) *media* refers to the print and electronic media including newspaper, radio and television broadcasters and the Parliament channel.
- (x) *person* means a person, group of persons, association, entity or organization. The singular includes the plural and the plural includes the singular; the masculine gender includes the feminine; the word *person* includes bodies corporate, companies, partnerships, sole traders, trusts and any association of persons.
- (xi) *Report* means the Final Report issued by the Commissioners to Her Excellency the President.
- (xii) *Rules* mean these Procedural Rules as may be amended from time to time.
- (xiii) *Service* means in relation to any documents, summons or subpoenas, personal service or service by electronic means.
- (xiv) *Secretary* means the person so appointed by the President and who, when appointed, will be the Head of the Secretariat.

PROCEDURAL RULES—CONTINUED

- (xv) *Secretariat* means the administrative office of the Commission.
 - (xvi) *Standing* means a person who has expressly been granted *standing* by the Commission in accordance with Part 4 of the Rules.
 - (xvii) *Terms of Reference* refers to the Commission's Terms of Reference gazetted on 22nd April 2022 including any amendment thereto.
2. Any requirement under these Rules that a document is given or sent to any person by the Commission is satisfied by that document being-
- (a) delivered in person; or
 - (b) sent by registered mail to the person's designated postal address; or
 - (c) sent by email to a person's designated email address.
3. Any requirement under these Rules that a document is received by the Commission is satisfied by that document being:
- (a) left at the Commission's designated postal address (where it has been acknowledged as having been received);
 - (b) sent to the Commission's designated postal address by registered mail; or
 - (c) sent by email to the Commission's designated email address.

PART 2**General**

4. The Commission by its Terms of Reference is:-
- (a) To enquire into –
 - (i) the circumstances which led to the tragic incidents which occurred on Friday February 25, 2022, at facilities owned by Paria Fuel Trading Company Limited ("Paria") located at No. 36, Sealine Riser on Berth No. 6, Pointe-a-Pierre which led to the deaths of four (4) employees of LMCS Limited ("LMCS");
 - (ii) the scope of works issued by Paria for the underwater maintenance exercise on a 30-inch pipeline which LMCS' divers were carrying out on Friday February 25, 2022 within a hyperbaric chamber at the said No. 36, Sealine Riser on Berth No. 6;

PROCEDURAL RULES—CONTINUED

- (iii) and ascertain the proposals and plans submitted by LMCS to conduct the works at the said No.36 Sealine Riser on Berth No. 6;
 - (iv) and examine generally the policies, procedures, practices and conduct relating to Paria and LMCS' employees, organized and contracted labour for these types of maintenance exercises;
 - (v) and identify the precise facts and circumstances which led up to and resulted in the loss of life and whether this was reasonable and justifiable in the particular circumstances;
 - (vi) and examine all of the decisions and actions taken after it became clear that the five (5) LMCS' divers went missing;
 - (vii) and investigate the nature, extent and application of any standing orders, policy considerations, legislation or other instructions in dealing with the situation which gave rise to these incidents;
 - (viii) and identify whether Paria and LMCS had in place any lifesaving contingency plans in the event that life threatening incidents occurred and, if so, whether such or any plans were employed in response to these incidents; further, whether they employed sufficient safeguards and measures to ensure the safety of their contracted employees, property and the prevention of these incidents and to rescue the five (5) LMCS' divers;
 - (ix) and determine the adequacy and mechanical integrity of equipment utilized by LMCS;
 - (x) and determine the adequacy of LMCS' plans utilized for the operation of the maintenance exercise;
 - (xi) and identify whether by act or omission any identified or unidentified person or entity directly or indirectly caused loss of life;
 - (xii) and examine the role played by Paria and LMCS through their respective units, individually and collectively in dealing with these incidents; and
 - (xiii) and examine all other material circumstances leading up to and surrounding the incidents which took place on February 25, 2022 that led to the tragic deaths of the four (4) LMCS' divers and continuing up to the recovery of their bodies.
- (b) To make observations and recommendations arising out of the deliberations, as may be deemed appropriate, in relation to –

PROCEDURAL RULES—CONTINUED

- (i) whether there has been any breach of duty by any persons or entities;
 - (ii) whether there are any grounds for any criminal proceedings to be initiated against any persons or entities;
 - (iii) whether criminal proceedings should be recommended to the Director of Public Prosecutions for his consideration;
 - (iv) the appropriate and best practices and/or policies and/or procedures to be utilised by companies such as Paria and LMCS for the conduct of these types of maintenance exercises and in response to these types of incidents;
 - (v) the policies, measures, mechanisms and systems that should be implemented to prevent the recurrence of the tragic incidents which occurred on Friday February 25, 2022 and continuing up to the recovery of the bodies of the four (4) LMCS' divers; and
 - (vi) making any other recommendations that may be deemed necessary in the circumstances.
5. The Commission is governed and guided by the Commissions of Enquiry Act Chap. 19:01 as may be amended from time to time.
6. The Commissioners have the power to control the Commission's process and procedures in advance of and during the hearings. The Commissioners may set up timetables, convene hearings on preliminary and procedural matters, make rulings in respect of the application of these Rules, and convene procedural and evidentiary hearings as they deem fit.
7. Notice of any hearing will be provided by the Secretary with as much notice as is practicable.
8. Unless otherwise directed by the Commissioners, hearings shall commence at 10:00 a.m. and conclude at 3.30 p.m. There shall be refreshment breaks as determined by the Commissioners.
9. All persons and their counsel shall adhere to these Rules. Any person may raise any issue of non-compliance with these Rules with the Commissioners. The Commissioners shall deal with a breach of these Rules as it sees fit including, but not restricted to, revoking the standing of a person and imposing restrictions on the further participation in or attendance at the hearings by any person, counsel, individual or member of the media.
10. The Commissioners may depart from these Rules when it considers it appropriate to do so.

PROCEDURAL RULES—CONTINUED

11. The Commissioners may amend these Rules or dispense with compliance with them as it deems necessary in order to ensure that it complies with the Terms of Reference.

12. The Commissioners may reschedule any date set for any hearing or the doing of anything. The Commission shall notify all counsel and any person affected by the re-scheduling.

13. All applications to the Commission shall be in writing and submitted to the Secretary at the earliest possible opportunity save that the Commissioners may, at their discretion, permit an oral application without notice

PART 3**Investigation**

14. The Enquiry by the Commission has commenced and will continue with an investigation by the Commission, including obtaining information and documents in relation to the Terms of Reference. The principal objective of the investigation is to identify the witnesses for the evidentiary hearing.

15. The investigative phase will consist primarily of the collection and review of documents from persons with information, inspection of physical evidence (including plant and equipment), consultations and interviews of persons with information.

16. All persons are required to preserve originals of all documents relevant to the Commission's Terms of Reference that are in their possession, power or control and any relevant physical evidence in their possession, power or control until such time as the Commissioners have ordered otherwise.

PART 4**Standing**

17. Commission Counsel have standing throughout the Enquiry and shall assist the Commission throughout the Enquiry and are responsible for ensuring that the Enquiry is conducted in an orderly fashion and that all matters bearing on the public interest and falling within the Terms of Reference are brought to the Commission's attention.

18. Persons who wish to participate in the Enquiry may apply for standing. The Commissioners may grant *standing* if it is satisfied that an applicant:

- (a) has played or may have played, a direct and significant role in relation to the matter to which the Enquiry relates;
- (b) has a substantial and direct interest in the subject-matter of the Enquiry;
- (c) may be subject to explicit or significant criticism during the proceedings of the Enquiry or in the Report; or

PROCEDURAL RULES—CONTINUED

- (d) should participate in the Enquiry as his participation may be helpful to the Commission in fulfilling the Terms of Reference.
19. Applications for standing may be made to the Commission by submitting a written request to the Secretary:-
- (a) giving the name of the person seeking standing and his contact information;
 - (b) giving the name of the legal representative of the person seeking standing (if any) together with his contact information;
 - (c) saying (in no more than 3 pages) why standing is sought; and
 - (d) enclosing copies of any relevant documents.
20. The Commissioners shall determine on what terms a person may participate in the Enquiry, and the nature and extent of such participation.
21. Counsel representing a witness who is called to testify before the Commission may participate during the hearing of that witness' evidence without the necessity of applying for standing.
22. Counsel shall be required to be admitted to practice at the Supreme Court of Judicature of the Republic of Trinidad and Tobago and in receipt of a valid Practising Certificate pursuant to Section 23 of the Legal Profession Act Chapter 90:03, in order to represent a person or a witness before the Commission.

PART 5**Evidence****A. General**

23. The Commission may receive evidence in such or any form that it considers to be helpful in fulfilling the Terms of Reference whether or not such evidence would be admissible in a court of law.

B. Collection of Documentary Evidence

24. All persons granted *standing* under Part 4 of these Rules shall, as soon as practicable after being granted standing, produce to the Commission, true copies of all documents in their possession or control having any bearing on the subject matter of the Enquiry. Documents in the possession or control of a person granted standing that are already in the possession of the Commission shall be listed but need not be produced, unless specifically requested by the Commission. Upon the request of the Commission, persons granted standing shall also provide originals of relevant documents in their possession or control for inspection.

PROCEDURAL RULES—CONTINUED

25. Upon the request of the Commission, anyone not being a person granted standing shall produce to the Commission true copies of all documents in their possession or control which have any bearing on the subject matter of the Enquiry. Documents in the possession or control of a person without standing that are already in the possession of the Commission shall be listed but need not be produced, unless specifically requested by the Commission. Upon the request of the Commission, such persons without standing shall also provide originals of relevant documents in their possession or control for inspection.

26. All documents received by the Commission shall be collated and indexed in electronic form and treated by the Commission as confidential, unless and until they are made part of the public record or the Commissioners otherwise directs. The Commission may submit or disclose any relevant document to a potential witness prior to the testimony of the witness or to a person with standing, subject to the limitations described in Rule 34(b) below.

27. Any person required to produce a document or documents whether pursuant to a subpoena or summons issued under the Commissions of Enquiry Act Chap.19:01 or otherwise, and who claims privilege in respect of such document or documents, shall apply to the Commission for an order of non-disclosure, stating the basis and reasons for the claim of privilege. The Commissioners shall determine whether such claim of privilege is justified.

28. Where privilege is claimed, and is upheld by the Commissioners, the Commission shall not disclose the privileged document but may, with the assistance of the person benefitting from the privilege, prepare and produce a summary of the document or a redacted version for disclosure.

C. Witness Interviews and Disclosure

29. The Commission, with or without the assistance of Commission Counsel, may interview persons believed to have information or documents bearing on the subject matter of the Enquiry. The Commission may choose whether or not to attend an interview and Commission Counsel shall provide the Commission with a transcript or summary of all interviews conducted in its absence.

30. Persons interviewed by Commission Counsel may choose to have counsel present during the interview, but are not required to do so.

31. A person whose interview is requested by the Commission or Commission Counsel shall answer all relevant questions and produce any relevant documents.

32. A subpoena or summons may be issued if the person to be interviewed requests one or if the Commissioners or Commission Counsel deems it prudent to compel the attendance of the person or the production of relevant documents.

33. (a) Where the Commissioners or Commission Counsel determines that a person who has been interviewed should be called as a witness in a hearing, the Commission Counsel, in advance of the testimony by the witness at the hearing, may:-

- (i) prepare a statement of the witness' anticipated evidence or a summary

PROCEDURAL RULES—CONTINUED

of the witness' anticipated evidence;

- (ii) provide a copy of the statement or summary to the witness for his review before he testifies in the hearing; and
- (iii) invite the witness to sign the statement if he wishes and to submit the original signed statement to the Secretary.

(b) A witness statement or summary, whether signed or unsigned, may be disclosed by the Commission to persons with standing upon their written undertaking to use it only for the purposes of the Enquiry and on the terms described in Rule 34(b) below.

34. (a) Unless the Commissioners order otherwise, all relevant non-privileged documents in the possession of the Commission shall be disclosed to a potential witness reasonably in advance of the witness interviews and/or hearing or within a reasonable time of the documents becoming available to the Commission.

(b) Before any documents (including statements and summaries) are provided to a person or a potential witness, the person or potential witness must undertake in writing to use these documents only for the purposes of the Enquiry, to keep their contents confidential to himself and his counsel unless and until those documents have been admitted into evidence, and to abide by such restrictions on disclosure and dissemination as the Commissioners considers appropriate.

(c) The Commissioners may, upon application, release any witness, person or Counsel in whole or in part from the provisions of an undertaking regarding the use or disclosure of documents or information.

35. Commission Counsel may refuse to call witnesses or present evidence proposed by a person granted standing and in such a case, a person granted standing may apply to the Commissioners for an order permitting that evidence to be called or presented. Such application will be made in advance of the hearing, where possible. If the Commissioners are satisfied that the evidence of the witness is required, the Commissioners may direct that a witness be called or may allow the requesting party to call the witness and adduce his evidence (in which case Rules 44 and 45 apply where appropriate).

D. Witnesses

36. Witnesses who testify at a hearing shall give their evidence under oath or upon affirmation.

37. Each person called to give evidence before the Commission will be requested to provide a written and signed statement being the evidence in chief of that witness. All witness statements including exhibits are to be provided in both hard copy and electronic format.

38. Any person given standing shall be at liberty to submit an original signed witness statement to the Secretary whether prepared by the person or his legal representative.

PROCEDURAL RULES—CONTINUED

39. At a hearing, witnesses who have provided signed witness statements shall be invited under oath or upon affirmation to confirm their written statements which shall then be accepted as the evidence-in-chief of that witness.
40. Witnesses are entitled to have their own counsel present while they testify. A witness's counsel has standing in the Enquiry for the purposes of that witness' testimony and may re-examine the witness if necessary.
41. Witnesses may be called to give evidence in the Enquiry more than once and may be recalled as determined by the Commissioners.
42. (a) Where it considers it advisable, the Commissioners may issue a summons or subpoena requiring a witness to give evidence on oath or affirmation and/or to produce documents or other things.
- (b) A summons or subpoena may be issued in relation to:
- (i) pre-hearing interviews conducted by the Commissioners or Commission Counsel;
 - (ii) pre-hearing requests for documents; or
 - (iii) the hearings.
43. The Commissioners shall consider any evidence adduced that is relevant to the Enquiry and the Terms of Reference. Where evidence is challenged or objected to on any ground, the Commissioners shall give only such weight to that evidence as they determine to be appropriate, having regard to all the circumstances.

E. Oral Examination

44. Subject to what is otherwise provided in these Rules, the order of examination of a witness shall be as follows:-
- (a) Where a witness has provided a signed witness statement:-
- (i) the witness after being sworn in or having affirmed, will be invited by the Commissioners or Commission Counsel to certify that what is contained in his witness statement is true and correct and, if so, the witness statement will be admitted into evidence as the witness' evidence-in-chief;
 - (ii) the Commissioners or Commission Counsel may then examine the witness by way of leading and non-leading questions;
 - (iii) the witness may then be cross-examined by persons granted standing (or their counsel) to the extent of their interest and in accordance with such time limits as the Commissioners may direct. If persons (or their

PROCEDURAL RULES—CONTINUED

counsel) are unable to agree the order of cross-examination, the Commissioners shall determine the order of cross-examination;

- (iv) the witness may then be cross-examined by any person not granted standing (or their counsel) as determined by the Commissioners upon an application;
 - (v) counsel for the witness (if any) may re-examine the witness; and
 - (vi) the Commissioners or Commission Counsel may then further examine the witness by way of leading and non-leading questions.
- (b) Where a witness has not provided a signed witness statement:-
- (i) the witness after being sworn in or having affirmed, counsel for the witness (if any) will be permitted to elicit the witness' *viva voce* evidence-in-chief in accordance with the customary rules governing the examination of one's own witness in court proceedings, unless otherwise directed by the Commissioners;
 - (ii) if the witness has not retained counsel, the Commissioners or the Commission Counsel may elicit the witness' *viva voce* evidence-in-chief as in (b)(i) above; and
 - (iii) the witness may then be cross-examined or re-examined as in (a)(iii), (iv), (v) and (vi) above.
- (c) The Commissioners shall be at liberty at any stage of the hearing to ask questions of a witness on the evidence adduced.

45. A witness' counsel may apply to the Commissioners for permission to amplify that witness' witness statement and, if granted, only in accordance with the Commission's directions.

46. After a witness has been sworn in or affirmed, no counsel or person other than Commission Counsel may speak to that witness about the evidence he has given until the witness has completed his evidence. Commission Counsel may not speak to the witness about his evidence while the witness is being cross-examined by other counsel, except with the permission of the Commissioners.

F. Use of Documents at Hearings

47. Before a witness testifies at the Enquiry, the Commission may, where practicable and appropriate, provide the witness with an electronic bundle of those documents that are likely to be referred to during the witness's testimony.

48. Without the permission of the Commissioners, no document shall be used in examination unless the document was first provided to the Commission pursuant to these Rules.

PROCEDURAL RULES—CONTINUED

G. Access to Hearings and to the Evidence

49. Hearings will ordinarily be open to the public. The media shall have access to the hearings at any time subject to Rules 50 and 51 below. One pooled television camera shall be permitted, but the Commissioners may direct that broadcasting be suspended at any time as determined by the Commissioners.

50. Where the Commissioners are of the opinion that it is necessary in the interest of the maintenance of order or the proper administration of justice or the due conduct of the Enquiry to exclude all or any members of the public and/or the media from the hearing room, it may, after hearing submissions from interested parties, direct that such or any parts of the hearing as it deems appropriate, be conducted in the absence of the public and/or the media or on such terms and conditions as the Commissioners may direct.

51. Applications from witnesses or persons to conduct any part of the hearing in the absence of all or any members of the public and/or the media shall be made in writing to the Commission at the earliest possible opportunity.

52. The transcripts and exhibits from the hearings shall be made available as soon as practicable for public viewing. Transcripts shall be posted on the Commission's website as soon as is reasonably practicable; transcripts of any part of the hearing held in the absence of the public and/or the media pursuant to Rule 50 above may be made available for public viewing on such terms as the Commissioners may direct if, after hearing the evidence and any submissions, the Commissioners conclude that it is in the public's interest to release these transcripts or redacted portions.

PART 6**Notices Regarding Alleged Misconduct**

53. The Commissioners shall not make a finding of misconduct on the part of any person unless that person (including if the person is deceased, his estate), has had reasonable notice of the substance of the alleged misconduct and has been given a full opportunity during the Enquiry to be heard in person or by counsel.

54. Any notices of alleged misconduct shall be delivered on a confidential basis to the person to whom the allegations of misconduct refer or his counsel, together with a summary of the allegations with such particularity as to enable the person to understand and appreciate the allegations and answer them.

PART 7**Opening Speeches**

55. Counsel for the Commission shall make an opening speech at the commencement of the first evidentiary hearing and at the commencement of any subsequent evidentiary hearing as determined by the Commissioners.

56. The Commission may invite persons given standing or their counsel (if any) to make opening speeches before the commencement of the testimony of witnesses and on such

PROCEDURAL RULES—CONTINUED

terms and conditions, including time limits, as the Commissioners may direct.

PART 8**Submissions**

57. All counsel may make submissions in relation to any matter as directed by the Commissioners subject to any restrictions that the Commissioners deems appropriate.

58. The Commissioners shall direct when submissions are to be made and whether they are to be made orally and/or in writing.

PART 9**Hearings**

59. There shall be a procedural hearing on a date, time and venue to be determined by the Commissioners, to be attended by the Commissioners, the Commission Counsel, the persons who have been granted standing and their counsel (if appointed) as well as the media and any other person as determined by the Commissioners, for the purpose of confirming the dates for the evidentiary hearing and/or to deal with such or any procedural or other matters that are raised.

60. Hearings may be *in person* or conducted by electronic means on any platform designated by the Commission; in relation to hearings by electronic means, they shall be convened, as far as possible, in accordance with the Practice Direction *Hearings by Electronic Means* issued by the Chief Justice of Trinidad and Tobago and published in the Trinidad and Tobago Gazette on 27th March 2020 (as amended from time to time) and the Practice Guide for Electronic Hearings issued by the Chief Justice of Trinidad and Tobago on 21st April 2020, unless otherwise directed by the Commission.

61. Hearings shall be recorded solely by the Secretary and made available to the Commissioners, Commission Counsel and such other persons on terms as determined by the Commissioners before being published on the Commission's website.

62. Notice of any hearing will be provided by the Secretary with as much notice as is practicable and will be published on the Commission's website and, where practicable, in a daily newspaper.

63. The orders, directions, rulings and decisions made by the Commissioners in relation to any request or application (whether in writing or otherwise) shall be notified to the persons making the request or application by the Secretary in the form of a written order under the hand of the Secretary and shall be published on the Commission's website unless otherwise directed by the Commission.

PROCEDURAL RULES—CONTINUED

PART 10

Amendments to the Procedural Rules

64. These Rules may be amended and new Rules may be added if the Commissioners considers it advisable to do so to ensure that the Enquiry is conducted in accordance with the Terms of Reference.

Issued by the Chairman of the Commission on behalf of and with the concurrence of the Commissioners this 13th day of July 2022.

A handwritten signature in black ink, appearing to be 'Mr. Jerome Lynch Q.C.', written over a horizontal line.

*Mr. Jerome Lynch Q.C.
Chairman*



Government of the Republic of Trinidad and Tobago
Office of the Attorney General and Ministry of Legal Affairs

PUBLIC NOTICE

FREEDOM OF INFORMATION STATEMENT 2022

1. Introduction

In accordance with Sections 7, 8 and 9 the Freedom of Information Act 1999 ("the Act"), the Law Revision Commission ("LRC"), being a Public Authority, is required by law to publish this statement, which lists the documents and information generally available for the public.

The Act gives members of the public a legal right to: -

- a. Access information held by the LRC;
- b. Have official information relating to him/her amended where it is incomplete, incorrect or misleading;
- c. Obtain reasons for adverse decisions made regarding an applicant's request information under the FOIA; and
- d. Complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the Act.

SECTION 7 STATEMENTS

Section 7 (1)(a)(i) - Function and Structure of the LRC:

a. Functions and Organization of the LRC:

The LRC is a Statutory Body officially established by the Law Revision Act, Chap 3:03 and is the only public agency charged with the responsibility of revising, updating and consolidating the laws of Trinidad and Tobago. The LRC is a statutory body falling under the remit of the Office of the Attorney General and Ministry of Legal Affairs.

Section 4 of the Law Revision Act, Chap. 3:03 mandates the LRC is to prepare, publish and maintain a Revised Edition of the written Laws to be carried out in accordance with the powers granted under the statute. This is carried out in accordance with the powers granted to the LRC under section of the said Act which enables the LRC to:

- i. Omit all written laws, or parts of written laws, which have been repealed or which have expired, or have been spent;
- ii. Omit all amended written laws, where the amendments have become incorporated into the written laws to which they relate;
- iii. Consolidate into one written law any two or more written laws in pari material, making such alterations that are necessary in the consolidation of that written law;
- iv. Arrange the written laws, whether consolidated or not, in any group or sequence that may be convenient, irrespective of the date of enactment; and
- v. Shorten, simplify, clarify and otherwise alter the phraseology of any written law.

The Commission has also created a Digital Legislative Library which seeks to give access, not only to the updated revised laws but to all the laws of Trinidad and Tobago enacted since the 1800s. This mass of legislative data is available free of charge on the world wide web and is continuously being updated and expanded.

b. Vision

To revise the laws of Trinidad and Tobago on a constant and continuous basis in order to make the law accessible to everyone.

c. Mission

To prepare, publish and maintain a Revised Edition of the written Laws and to maintain a database of the written laws of Trinidad and Tobago (i.e. Acts and Subsidiary Legislation) in order to facilitate the revision of the laws (i.e. to annotate, consolidate and update those laws) with the view to making the laws user friendly so that it would be possible for users to know what is the existing law at any given time.

d. Core Objectives

The Commission's core objectives are:

- i. to achieve prompt revision and consolidation by ensuring that the laws are continuously updated and published;
- ii. to improve access to the revised laws using available technology; and
- iii. to become the premier repository of all the laws of Trinidad and Tobago by undertaking the electronic management of this vital collection using state of the art technology.

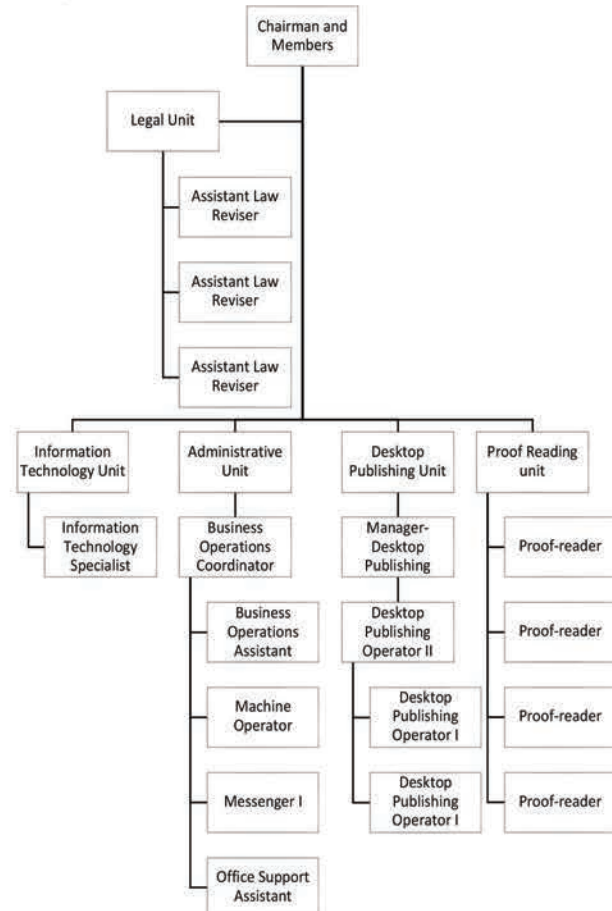
e. Organizational Structure

By virtue of section 3 of the Law Revision Act, Chap 3:03, the LRC comprises of a Chairman, the Chairman of the Law Reform Commission and such other legal officers as may be appointed by the President.

To ensure a structured workflow, the Commission is conveniently divided into four units. This is an internal arrangement which comprises -

- i. The Legal Unit - provides legal support services to the Chairman. The Assistant Law Revisers are required to research and identify amendments made to the Laws of Trinidad and Tobago; incorporate the amendments and prepare files containing the consolidated versions. They also proofread the consolidated versions to ensure accuracy.
- ii. The Information Technology Unit - responsible for the management of Information Technology infrastructure, data management and the provision of Information Technology support services to the LRC.
- iii. The Desktop Publishing Unit - creates and maintains the computerized database of the revised laws by undertaking responsibility for the continuous digital inputting of all amendments while ensuring at all times, the security of this database.
- iv. The Proofreading Publishing Unit - perfects the pages of the Law by performing a wide variety of proofreading and editing functions both independently and in a team environment in order to ensure consistency in language, sentence structure and grammar usage, while maintaining conformity to legislative intent and prevailing legislative drafting practice.
- v. The Administrative Unit - generally provide assistance and support to the Chairman and other units by facilitating and coordinating the core information systems and processes and by overseeing and administering the day-to-day activities of the office.

f. Organisational Chart



AGLA Tower, Government Plaza,
Corner of London & Richmond Streets,
Port of Spain



223 - AGLA (2452)



www.agla.gov.tt



Office of the Attorney General
& Ministry of Legal Affairs

2022 PUBLIC STATEMENT OF THE OFFICE OF THE ATTORNEY GENERAL AND
MINISTRY OF LEGAL AFFAIRS—CONTINUED

PUBLIC NOTICE

g. Effects of function on members of the public

As innumerable written laws (i.e. Acts, Regulations, Rules, Orders and Notices) are made each year, law revision must be carried out on a continuous basis so as to ensure that the Parliament, the Judiciary, the legal profession and members of the general public have ready access to the extant laws in both textual and electronic format.

h. Arrangements for consultation

There is no arrangement that exists for consultation with, or representation by, members of the public in relation to the formulation of policies in or around the administration of the LRC at this time.

3. Section 7 (1)(a)(ii) - Categories of documents maintained by the LRC:

The following categories of documents are in the possession of the LRC:

- a. General administration files and documents dealing with the operations of the LRC
- b. Personnel files (staff appointments, job specifications, promotions, inter alia)
- c. Legislation and Legal instruments
- d. Policy and procedure documents
- e. Documents
- f. Files dealing with memoranda, circulars, bulletins and similar documents
- g. Internal and external correspondence files
- h. Inventory files
- i. Reports
- j. Financial records (vouchers, orders, receipts)
- k. Minutes of Commission and management meetings
- l. Books and journals
- m. Revised Editions of the laws of Trinidad and Tobago
- n. Consolidated Indices of Acts and Subsidiary Legislation

4. Section 7 (1)(a)(iii) - Materials prepared for publication or inspection:

The following documents are prepared for publication by the LRC:

- a. Revised Editions of the laws of Trinidad and Tobago; and
- b. Consolidated Indices of Acts and Subsidiary Legislation

There are however, at this time, no documents at the LRC available for inspection.

5. Section 7 (1)(a)(iv) - Literature available by subscription:

The LRC has no literature available by subscription at this time.

6. Section 7 (1)(a)(v) - Procedure to be followed when accessing a document from the LRC:

The procedures for accessing documents under the Act from the LRC are outlined below:

a. General Procedure

The policy of the LRC is to answer all requests (both oral and written). However, to give effect to the applicants right available under the Act, the request must first be made in writing to the Office of the Attorney General and Ministry of Legal Affairs, using the appropriate form (Request for Access to Official Documents), which can be downloaded from the website www.foai.gov.tt, in order to access information which is not readily accessible in the public domain.

b. Addressing Requests

To facilitate the prompt handling of a request, same should be addressed to the Designated FOI Officer of as identified within clause 7 herein.

c. Details in the request

Applicants should provide sufficient details that will allow for the prompt and easy identification and retrieval of records. The applicant should therefore include:

- i. Name of the Public Authority (Law Revision Commission) that the information is being addressed from;
- ii. Name of applicant;
- iii. Address and contact information of the applicant;
- iv. The information requested and the format in which the information is to be provided;
- v. Date of the request;
- vi. Signature of the applicant; and
- vii. Details that will allow for the ready identification of the records being requested.

If insufficient information is provided, clarification will be sought from the applicant. If the applicant is unsure how to write the request or what details to include, the applicant may communicate with the Designated FOI Officer.

d. Requests not handled under the Act

In accordance with section 12 of the Act, requests under the Act will not be processed as follows:

- i. Documents which contain information which is open to public access as part of a public register;
- ii. Documents which contain information that is available for purchase by the public;
- iii. Documents that are available for public inspection in a registry maintained by a public authority;
- iv. Documents which are exempted; and
- v. Documents which are stored for preservation or safe custody.

e. Retrieving Documents

The LRC is required to retrieve copies of documents requested under an FOI request only when they are in the possession, control or custody of the LRC.

f. Furnishing Documents

The LRC is required to furnish the Office of the Attorney General and Ministry of Legal Affairs copies of documents requested under an FOI request only when they are in the possession, control or custody of the LRC. The LRC is required to furnish only one (1) copy of a document. If a legible copy of the document cannot be released, the LRC may not attempt to reconstruct it. Instead, the LRC will furnish the best copy possible and note its quality. The LRC is however not compelled to:

- i. Create new documents; or
- ii. Perform research for the applicant.

g. Time Limits

The Act sets a time limit of thirty (30) calendar days for determination of FOI requests for access to documents. The LRC and/or the Office of the Attorney General and Ministry of Legal Affairs will acknowledge receipt of the FOI request by way of written communication to the applicant and advise of the status of the request.

If it appears that processing your request may take longer than the statutory limit, the LRC and/or the Office of the Attorney General and Ministry of Legal Affairs may request, in writing, an additional time period for the provision of the requested information. Since there is the possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm whether the request was received and to ascertain its status.

The LRC and/or the Office of the Attorney General and Ministry of Legal Affairs will diligently make every effort to comply with the statutory time limit. However, if the LRC and/or the Office of the Attorney General and Ministry of Legal Affairs fails to meet this deadline, the Act gives you the right to proceed as though your request has been denied.

h. 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 tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

7. Section 7 (1)(a)(vi) - Designated Officers:

The following Designated Officers are charged with the responsibility for obtaining documents on request by the public:

The Designated Officer:
Mrs. Fareeda Hosein Tallan
Administrative Officer V (Ag.)
Office of the Attorney General and Ministry of Legal Affairs,
AGLA Towers, Government Campus Plaza
Corner London and Richmond Streets, Port-of-Spain
Telephone: 223-2452 Ext 3434
Email: ftallan@ag.gov.tt

The Alternate Officer:
Mrs. Betty-Ramdass-Mohammed
Administrative Officer IV (Ag.)
Office of the Attorney General and Ministry of Legal Affairs,
AGLA Towers, Government Campus Plaza
Corner London and Richmond Streets, Port-of-Spain
Telephone: 223-2452 Ext 3669
Email: bmohammed@ag.gov.tt



2022 PUBLIC STATEMENT OF THE OFFICE OF THE ATTORNEY GENERAL AND
MINISTRY OF LEGAL AFFAIRS—CONTINUED

PUBLIC NOTICE

The above listed officers are also responsible for:

- a. The initial receipt and action upon notices under section 10;
- b. Processing requests for access to documents under section 13; and
- c. Processing applications for corrections of personal information under section 36 of the Act.

8. Section 7(1)(A)(VII) - Advisory boards, Councils, Committees and other bodies (where meetings/minutes are open to the public):

There are no bodies which fall within the meaning of this section at this time.

9. Section 7(1)(A)(VIII) - Library/Reading Room Facilities:

There currently exist no physical facilities at the LRC. However, Revised Acts, Unofficial Consolidations and Legal Notices can also be accessed by the public, free of charge, through the LRC's Digital Legislative Library at <http://laws.gov.tt>.

SECTION 8 STATEMENTS

10. Section 8(1)(A) - The public is entitled to access documents that are provided by the LRC for the use or guidance of the LRC or its staff in making decisions or recommendations, or in providing advice to persons outside the public authority, with respect to rights, privileges, benefits, obligations, penalties or other detriments, these being:

- a. Section 8(1)(A)(i) - Documents containing interpretations or particulars of written laws or schemes administered by the LRC, not being contained in another written law:

At this time, the LRC has no such documents.

- b. Section 8(1)(A)(ii) - 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:

At this time, the LRC has no such documents.

11. Section 8(1)(B) - In enforcing written laws or schemes administered by the LRC 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:

At this time, the LRC has no such documents to be published under this section.

SECTION 9 STATEMENTS

12. Section 9(1)(A) - A report or a statement containing the advice or recommendations, of a body or entity established within the LRC:

The LRC has no such reports or statements to be published under this section at this time.

13. Section 9(1)(B) - A report or a statement containing the advice or recommendations, of a body or entity established outside the LRC by or under a written law; 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 LRC or to the responsible minister of that public authority:

The LRC has no such reports or statements to be published under this section at this time.

14. 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 LRC:

The LRC has no such reports or statements to be published under this section at this time.

15. Section 9(1)(D) - A report or a statement containing the advice or recommendations of a committee established within the LRC to submit a report, provide advice or make recommendations to the responsible Minister of the LRC or to another officer of the LRC who is not a member of the committee:

The LRC has no such reports or statements to be published under this section at this time.

16. Section 9(1)(E) - A report (including a report concerning the results of studies, surveys or tests) prepared for the LRC by a scientific or technical expert, whether employed within the LRC or not, including a report expressing the opinion of such an expert on scientific or technical matters:

The LRC has no such reports or statements to be published under this section at this time.

17. Section 9(1)(F) - A report prepared for the LRC by a consultant who was paid for preparing the report:

The LRC has no such reports or statements to be published under this section at this time.

18. Section 9(1)(G) - A report within the LRC 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:

The LRC has no such reports or statements to be published under this section at this time.

19. Section 9(1)(H) - A report on the performance or efficiency of the LRC, or of an office, division or branch of the LRC, whether the report is of a general nature or concerns a particular policy, programme or project administered by the LRC:

The LRC has no such reports or statements to be published under this section at this time.

20. Section 9(1)(I) - A report containing final plans or proposals for the re-organization of the functions of the LRC, the establishment of a new policy, programme or project to be administered by the LRC, or the alteration of an existing policy, programme or project administered by the LRC, whether or not the plans or proposals are subject to approval by an officer of the LRC, another public authority, the responsible minister of the LRC or Cabinet:

The LRC has no such reports or statements to be published under this section at this time.

21. Section 9(1)(J) - A statement prepared within the LRC and containing policy directions for the drafting of legislation:

The LRC has no such reports or statements to be published under this section at this time.

22. Section 9(1)(K) - A report of a test carried out within the LRC on a product for the purpose of purchasing equipment:

The LRC has no such reports or statements to be published under this section at this time.

23. Section 9(1)(L) - An environmental impact statement prepared within the LRC:

The LRC has no such reports or statements to be published under this section at this time.

24. Section 9(1)(M) - A valuation report prepared for the LRC by a valuator, whether or not the valuator is an officer of the LRC:

The LRC has no such reports or statements to be published under this section at this time.



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT (FOIA), 1999 (CHAP 22:02)**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), 1999 (Chap 22:02), the **Ministry of Foreign and CARICOM Affairs**, being a public authority, is required by law to publish the following statements which list 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 Ministry;**
- 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; 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**Section 7 (1) (a) (i)****FUNCTION AND STRUCTURE OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS**

The Ministry of Foreign and CARICOM Affairs, established in 1962, serves as the external arm of the Government of the Republic of Trinidad and Tobago and conducts the country's foreign relations with other states and international entities mainly through diplomatic initiatives and representation. The foreign policy of the country is pursued through the activities of the Ministry's Headquarters, Overseas Missions and Honorary Consulates.

The Ministry is responsible for the following:

- Caribbean Community (CARICOM) Affairs (wider Caribbean)
- Consular and Protocol Services
- External Relations
- Overseas Missions
- Treaties

Headquarters

The Ministry's Headquarters comprise:

- **Minister's Secretariat**
- **Permanent Secretary's Secretariat**
 - Multilateral Relations Division
 - Finance and Accounts Unit
- **Deputy Permanent Secretary (I) Secretariat**
 - Human Resource Services Division
 - Office Management Section

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS—CONTINUED

- Property Management Unit
- Missions Inspectorate and Administration Unit
- Policy and Planning Division
- Treaties, International Agreements and Legal Division

- **Deputy Permanent Secretary (II)**
 - Corporate Communications Unit
 - Information Technology Unit
 - Library
 - Registry Section
 - Records Management Section
 - CARICOM and Caribbean Affairs Division (of which the CARICOM Single Market and Economy [CSME] Unit is a sub-unit)
 - Consular Affairs Division
 - Protocol Division

- **Director, Bilateral Relations**
 - Africa, Asia, Middle East and the Pacific Division
 - Americas Division
 - European Affairs Division

Overseas Missions

At present, there are twenty (20) Overseas Missions that are charged with protecting and promoting the interests of Trinidad and Tobago in the international arena. The newest Mission was officially opened in February 2020 in Georgetown, Guyana. The Overseas Missions are as follows:

- The Embassies in Beijing, Brasilia, Brussels, Caracas, Havana, San José, Panama City, Washington D.C. (Permanent Mission to the Organization of American States);
- The High Commissions in Abuja, Georgetown, Kingston, London, New Delhi, Ottawa, and Pretoria;
- The Permanent Missions to the United Nations in New York and Geneva; and
- The Consulates General in Miami, New York and Toronto.

Honorary Consuls

The Ministry has engaged the services of Honorary Consuls to represent the interests of Trinidad and Tobago where there is no diplomatic or consular representation. These Honorary Consuls are located in:

- The Americas: Bolivia [La Paz], Brazil [Goias, São Paulo, Minas Gerais, Pará], Canada [Manitoba, Saskatchewan], Colombia [Bogotá], Dominica [Roseau], Dominican Republic [Santo Domingo], Ecuador [Quito], Grenada [St. George's], Guatemala [Guatemala City], Paraguay [Asunción], Peru [Lima], Puerto Rico, Saint Kitts and Nevis [Basseterre], Suriname [Paramaribo], United States of America [Texas and California];
- Europe: Denmark [Copenhagen], Finland [Helsinki], France [Paris], Germany [Bonn, Hamburg], Italy [Rome], Norway [Oslo], Russian Federation [Moscow], Slovak Republic, and Turkey [Istanbul];
- Africa: Ghana [Tema];
- Asia: People's Republic of China [Hong Kong], the Republic of Korea [Seoul], and Singapore [Pulau Ujong]; and
- The Middle East: Lebanon [Tripoli].

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS—CONTINUED

Section 7 (1) (a) (ii)**CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE MINISTRY**

- Files dealing with administrative support and general administrative documents for the operations of the Ministry
- Policy and procedure documents
- Documents relating to the strategic review of the Ministry
- Cabinet documents
- Personnel files detailing, *inter alia*, staff appointments, job specifications, promotions, transfers and leave
- Files dealing with training and technical cooperation as well as training plans
- Files dealing with accounting and financial matters
- Financial records such as cheques, vouchers, receipts and journals
- Files relating to the procurement of supplies, services and equipment
- Inventories
- Media releases and speeches originating in the Ministry
- Files dealing with official functions, conferences and events hosted and attended by the Ministry
- Internal and external correspondence files
- Complaint and suggestion files
- Registers and certificates
- Legislation, legal instruments and legal opinions
- Briefing documents
- Diplomatic lists
- Reports: annual, audit, consultants' and technical, among others
- Minutes and agenda of meetings
- Books, periodicals, publications, leaflets, pamphlets, brochures, posters, newspaper clippings, notices and bulletins
- Maps, charts, photographs, compact discs, usb flash drives, diskettes, abstracts, tapes and catalogues,

Section 7 (1) (a) (iii)**MATERIAL PREPARED FOR PUBLICATION OR INSPECTION**

The public may inspect and/or obtain copies of the following material from the Designated Officer (please refer to Section 7 [1] [a] [vi]) between the hours of 8:15 a.m. to 4:30 p.m. from Monday to Thursday and 8:15 a.m. to 4:15 p.m. on Friday:

- Addresses/statements by the Honourable Minister of Foreign and CARICOM Affairs
- Addresses/statements by the Permanent Secretary of the Ministry
- Statements by Heads of Mission
- Press releases
- Communiqués from: Conferences of the Heads of Government of CARICOM and meetings, conferences of United Nations bodies and meetings of regional and hemispheric bodies (e.g. OAS, ACS).
- Guidelines on the movement of professionals within CARICOM

The public can also access the **Ministry's website** at www.foreign.gov.tt.

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS—CONTINUED

Section 7 (1) (a) (iv)**LITERATURE AVAILABLE BY SUBSCRIPTION**

The Ministry has no literature available by way of subscription.

Section 7 (1) (a) (v)**PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE MINISTRY****Requesting Information*****General Procedure***

The policy of the Ministry is to answer all requests for information, both oral and written. However, in order to have the rights given to the public under the FOIA (for example the right to challenge a decision if a request for information is refused), one must make a request in writing. The applicant must complete the appropriate form for information that is not readily available to the public. In this regard, the Request for Access to Official Documents form is available online at http://www.foia.gov.tt/sites/default/files/FOIA_Request_Form.pdf.

Addressing Requests

To facilitate prompt handling of requests, applications must be addressed to the Designated Officer (please refer to Section 7 [1] [a] [vi]).

Details in the 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. If the applicant is not sure how to write the request or what details to include, he/she must communicate with the Designated Officer.

Requests Not Handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information that is readily available to the public, either from this Ministry or from another public authority. These may include, *inter alia*, brochures, pamphlets and reports.

How the Ministry Responds to Requests***Retrieving Documents***

The Ministry is required to furnish copies of documents only when these are in its possession or can be retrieved from storage. Information stored in the National Archives or at another storage centre will be retrieved in order to process your request.

Furnishing Documents

An applicant is entitled to copies of documents that are in the possession, custody or power of the Ministry. The Ministry is required to furnish only one copy of a document. If a legible copy of an original document cannot be made, no attempt will be made to reconstruct it. In such circumstances, the best copy possible will be furnished with its quality being noted in the Ministry's reply.

Please note that the Ministry is **not** compelled to do the following:

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS—CONTINUED

- 1) Create new documents. For example, a new programme will not be written so that a computer will print information in the format preferred by the applicant.
- 2) Perform research for an applicant.

Time Limits

The FOIA sets a time limit of thirty (30) calendar days for the determination of a request for access to documents. If this deadline cannot be reached, the FOIA gives you the right to proceed as though the request has been denied. The Ministry will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the request will be acknowledged and the applicant will be advised of its status.

Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

Section 7 (1) (a) (vi)

OFFICERS IN THE MINISTRY RESPONSIBLE FOR *(1) THE INITIAL RECEIPT OF AND ACTION UPON NOTICES UNDER SECTION 10 OF THE FOIA, *(2) REQUESTS FOR ACCESS TO DOCUMENTS UNDER SECTION 13 OF THE FOIA, AND *(3) APPLICATIONS FOR CORRECTIONS OF PERSONAL INFORMATION UNDER SECTION 36 OF THE FOIA

Designated Officer

Name: Dr. Lavaughn Pritchard
Job Title: Senior International Relations Specialist
Address: Ministry of Foreign and CARICOM Affairs, 2 Prada Street, St. Clair, Newtown 190325
Tel. no.: 623-6894 ext. 2241
Email address: pritchardl@foreign.gov.tt

Secondary Designated Officer

Name: Ms. Nicole La Rosa
Job Title: Legal Officer I
Address: Ministry of Foreign and CARICOM Affairs, 2 Prada Street, St. Clair, Newtown 190325
Tel. no.: 623-6894 ext. 2146
Email address: escaygr@foreign.gov.tt

Section 7 (1) (a) (vii)

ADVISORY BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES WHERE MEETINGS/MINUTES ARE OPEN TO THE PUBLIC

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

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

The Library is available for reading documents, journals, articles and books.

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS—CONTINUED

SECTION 8**Section 8 (1) (a) (i)****DOCUMENTS CONTAINING INTERPRETATIONS OR PARTICULARS OF WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY, NOT BEING PARTICULARS CONTAINED IN ANOTHER WRITTEN LAW**

- Treaties
- Conventions
- Memoranda

Section 8 (1) (a) (ii)**MANUALS, RULES OF PROCEDURE, STATEMENTS OF POLICY, RECORDS OF DECISIONS, LETTERS OF ADVICE TO PERSONS OUTSIDE THE MINISTRY, OR SIMILAR DOCUMENTS CONTAINING RULES, POLICIES, GUIDELINES, PRACTICES OR PRECEDENTS**

The following internal documents can be made available for inspection only upon request to the Designated Officer (see Section 7 [1] [a] [vi]):

- Organizational Handbook
- Handbook for Officers on Transfer

Section 8 (1) (b)**DOCUMENTS OUTLINING THE PROCEDURES TO BE EMPLOYED OR THE OBJECTIVES TO BE PURSUED IN ENFORCING WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY WHERE THE PUBLIC MIGHT BE DIRECTLY AFFECTED BY THAT ENFORCEMENT**

- Information documents prepared with respect to the Caribbean Community (CARICOM) Free Movement of Persons Act, 1997

SECTION 9**Section 9 (1) (a) – (b)**

There are no documents to be published under these subsections at this time.

Section 9 (1) (c)**A REPORT OR STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS OF AN INTERDEPARTMENTAL COMMITTEE WHOSE MEMBERSHIP INCLUDES AN OFFICER OF THE MINISTRY**

- Submission to the Commission on the Limits of the Continental Shelf
- Report by the Marine Scientific Research Sub-Committee
- Reports of the Inter-sectoral Committee on a Marine Pollution Prevention and Compensation Regime for Trinidad and Tobago
- Reports of the Working Group to Determine the Implications of Global Warming, Climate Change and Sea Level Rise
- Report of the Bilateral Oil Spill Committee
- Report by the Inter-Ministerial International Humanitarian Law Committee
- Report of the Trade Negotiations Committee

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AND CARICOM AFFAIRS—CONTINUED

- Reports of the Inter-Ministerial Consultative Committee on the CARICOM Single Market and Economy
- Report of the CARICOM Trade Support Programme of Trinidad and Tobago
- Reports of the Business and Labour Advisory Committee
- Report of the Bilingual Steering Committee
- Minutes of Meetings of the National Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO)

Sections 9 (1) (d) – (g)

There are no documents to be published under these subsections at this time.

Section 9 (1) (h)

A REPORT ON THE PERFORMANCE OR EFFICIENCY OF THE MINISTRY, OR OF AN OFFICE, DIVISION OR BRANCH OF THE MINISTRY, WHETHER THE REPORT IS OF A GENERAL NATURE OR CONCERNS A PARTICULAR POLICY, PROGRAMME OR PROJECT

- Report by Auditor General on the Ministry
- Annual Reports of the departments at Headquarters and of the Overseas Missions
- Reports on the Major Achievements of the departments at Headquarters and of the Overseas Missions
- Ministerial Performance Management Framework Report of the Ministry

Section 9 (1) (i)

A REPORT CONTAINING FINAL PLANS OR PROPOSALS FOR ⁽¹⁾ THE RE-ORGANIZATION OF THE FUNCTIONS OF THE MINISTRY, ⁽²⁾ THE ESTABLISHMENT OF A NEW POLICY, PROGRAMME OR PROJECT TO BE ADMINISTERED BY THE MINISTRY, OR ⁽³⁾ THE ALTERATION OF AN EXISTING POLICY, PROGRAMME OR PROJECT ADMINISTERED BY THE MINISTRY, WHETHER OR NOT THE PLANS OR PROPOSALS ARE SUBJECT TO APPROVAL BY AN OFFICER OF THE MINISTRY, ANOTHER PUBLIC AUTHORITY, THE RESPONSIBLE MINISTER OR CABINET

There are no documents to be published under this subsection at this time.

Section 9 (1) (j)

A STATEMENT PREPARED WITHIN THE MINISTRY AND CONTAINING POLICY DIRECTIONS FOR THE DRAFTING OF LEGISLATION

- Report on the establishment of the CARICOM Single Market and Economy
- Report on the establishment of the Caribbean Court of Justice

Section 9 (1) (k) – (m)

There are no documents to be published under these subsections at this time.



THE 2022 UPDATED PUBLIC STATEMENT OF NATIONAL ENERGY CORPORATION 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 ("FOIA"), National Energy Corporation of Trinidad and Tobago Limited ('National Energy') is required by Sections 7, 8 and 9 of the FOIA to publish the following statements which list the documents and information generally available to the public. This includes the structure and functions of National Energy and a list of categories of documents held by National Energy. The FOIA also identifies those documents which are eligible for public access under it and sets out how to obtain same. The following information satisfies the legislative requirements of the FOIA. This is an Updated Public Statement.

The FOIA gives members of the public:

1. A legal right for each person to access information held by a 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.
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 in accordance with sections 7 (1) (b) and 9 (2) (b) of the FOIA.

National Energy publishes the following information as approved by the Minister of Energy and Energy Industries in accordance with Sections 7 (1) (b) and 9 (2) (b):

STATEMENTS UNDER SECTION 7 OF THE ACT

Section 7 (1) (a) (i)

National Energy is a wholly owned subsidiary of The National Gas Company of Trinidad and Tobago Limited (NGC). National Energy was incorporated as a company under the Companies Ordinance Chapter 31 on the 7th September, 1979 and continued under the Companies Act 1995 on 7th July, 1998. National Energy holds no shareholding or equity interests in any other entity.

THE SCOPE OF BUSINESS OF NATIONAL ENERGY AND ITS AFFILIATED COMPANIES INCLUDE:

- To undertake and facilitate the development

- and growth of new energy-based downstream industries locally and internationally.
- Identifying and developing new energy-based industrial estates.
- Identifying and developing new industrial ports to facilitate these industries and estates.
- Own operate and support marine and other Infrastructural assets to facilitate all energy and logistics-related activity.
- Development and management of assets at Industrial Estates.
- Towing and Harbour operations.
- Sustainable management of the environment.

CORPORATE INFORMATION

National Energy's registered office is located at Corner of Rivulet and Factory Roads, Brechin Castle, Couva. National Energy is governed by a Board of Directors appointed by the Government of the Republic of Trinidad and Tobago. The Members of the Board are:

S. Fraser (Deputy Chairman)
 Dr. D. Boodlal
 H. Dottin
 Dr. J. Khan
 D. Martineau

Five (5) Board sub-committees assist in formulating and guiding the business and policies of the Company, namely:-

- The Finance and Investment Committee
- The Tenders Committee
- The Operations Committee
- The Human Resources Committee
- The Audit Committee

The Company's executive management team comprises of the President, three (3) Vice Presidents and ten (10) Managers.

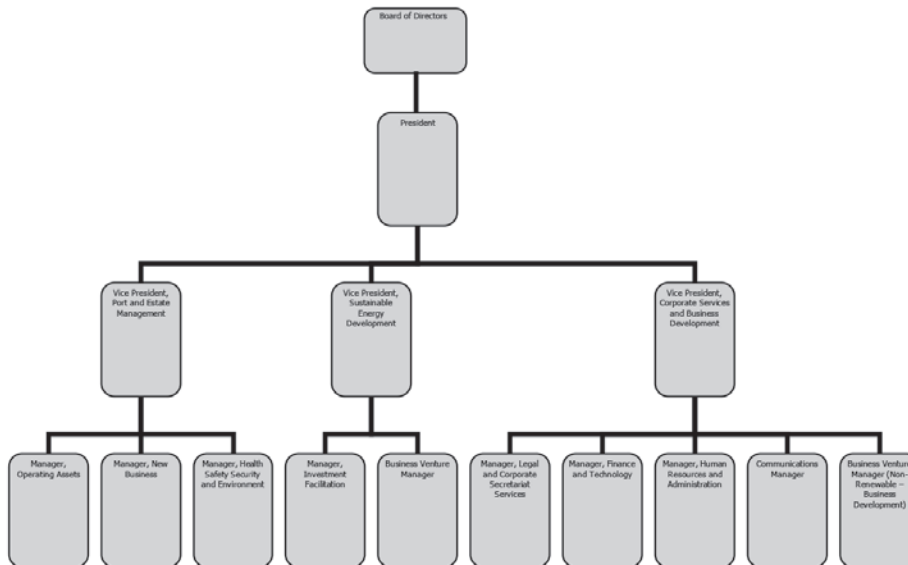
COMPANY STRUCTURE

There are three (3) operating divisions within National Energy. They are: -

1. **Ports and Estate Management Division** which is made up of the following departments/Units:
 - (i) **Operating Assets:** The department manages the operation, maintenance and co-ordination of the company's fleet of tugs



FOIA Public Statement 2022



and other ancillary craft in compliance with statutory and classification requirements. The Department oversees the provision of harbour towage, offshore rig move and fast crew supply vessel services. Sales, marketing and development of the Company's marine services also fall within the department's responsibilities. The Unit is also responsible for the maintenance of the navigational aids at the Point Lisas Harbour.

- (ii) **Asset Management and Point Lisas Operations:** The department ensures all National Energy's marine terminals are properly maintained and remain available to Users on a continuous basis, and that all international safety, operating and environmental policies and standards are observed and enforced in order to facilitate the safe, secure and efficient loading and discharging of hazardous cargo. Responsibilities also include the development and execution of the Company's Asset Integrity Policy and Programmes.
- (iii) **Engineering Design and Technical Services:** The department provides Civil engineering expertise including project scoping, infrastructural design, cost estimation and project management for

the execution of infrastructural works at all National Energy's ports and estates. This Department also supports the maintenance of the physical infrastructure at the Company's ports and estates.

- (iv) **New Business:** The department is responsible for the safe and efficient operations at the Port of Galeota. The facility serves as an offshore logistics base for the East Coast oil and gas operators by providing berths, warehousing, laydown space, staging area, water, fuel and other support services. The team ensures the port is properly maintained and remains available to Users on a continuous basis, and that all international safety, operating and environmental policies and standards are observed and enforced.
- (v) **Health, Safety, Security and Environment:** The department is responsible for the overall administration and implementation of the Company's Health, Safety, Security and Environment initiatives, programmes, procedures and policies. In addition to being the stewards of the business continuity management, crisis management, and emergency preparedness and response for National Energy, the Department also participates in the development and implementation of operational risk



FOIA Public Statement 2022

assessments to help in identifying and mitigating hazards for critical activities. The application and management of Certificates of Environmental Clearances and Environmental Impact Assessment Studies also falls within the ambit of the HSSE Department.

2. Sustainable Energy Development Division which is made up of the following Departments/Units:

(i) **Investment Facilitation:** The department implements GORTT's policy with respect to sustainable energy industry development through:

- Research and conceptualisation;
- Technical and economic evaluation;
- Attraction of sustainable energy-based investments;
- Promotion and facilitation of the development of sustainable energy-based industrial projects;
- Consultation on energy policy and fiscal measures for the sustainable energy industry; and
- Consultation on sustainable energy policy and industry development for foreign governments and foreign state entities/agencies.

(ii) **Business Venture (Renewable Energy Projects):** The department collaborates with local and International Investors, consultants and stakeholders and manages internal cross-functional teams for the advancement and execution of approved sustainable energy projects in accordance with corporate objectives and deliverables.

(iii) **Infrastructure Planning and Development:** The department provides civil engineering and project management governance support for projects and provides oversight for the preparation and submission of applications to the Town and Country Planning Division (TCPD) and other state authorities and regulatory bodies as required.

3. Corporate Services and Business Development Division which is made up of the following departments/Units:

(i) **Legal and Corporate Secretariat Services:** The department is responsible for providing legal advisory, corporate governance, contract management and procurement services to the Company to manage overall corporate compliance and guard against risks and legal exposure.

(ii) **Finance and Technology:** The department provides Financial Operations (Payables, Receivables and Treasury Services) and Financial Management and Reporting services ensuring compliance with financial standards and tax laws. This Department is also responsible for development and implementation of the ICT strategy and availability of well-maintained ICT infrastructure to ensure continuity of reliable services to all employees at various Company locations.

(iii) **Human Resources and Administration:** The department develops policies and procedures for overall people management and is responsible for organisational restructuring, Talent Management and Acquisition, organisational development and performance management, employee relations and industrial relations, HR Administration, reward and recognition, employee wellness and organisational change. This department is responsible for the promotion of a positive corporate culture and managing Human Resource Risks. This department also provides oversight for facilities management and maintenance for buildings at various company locations and hospitality services.

(iv) **Corporate Communications:** The department is responsible for the Company's brand and reputation management through the execution of internal and external communication, media relations, crisis communication, corporate events, corporate social responsibility and stakeholder management and also manages all corporate communication elements including digital platforms to support the advancement organisational strategy and objectives.

(v) **Strategy and Risk Management:** The department provides support in the organisational alignment of the business activities to the vision and strategy of the organisation and monitors organizational performance against strategic goals and ensures implementation of the organisational enterprise-wide risk management strategy and policy.

(vi) **Business Venture (Non-Renewable Projects):** The department collaborates with local and international investors, consultants and stakeholders and manages



FOIA Public Statement 2022

internal cross-functional teams for the advancement and execution of approved non-renewable and downstream energy projects in accordance with corporate objectives and deliverables.

EFFECT OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC

The framework for the scope of business of National Energy is encompassed in its Vision and Mission:

National Energy's Vision is to be a global leader in the development of sustainable energy-based industries. National Energy's Mission is to leverage its expertise through:

- Ownership and operation of assets;
- Innovation;
- Strategic alliances; and
- Market intelligence

for the benefit of all citizens.

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

STATEMENTS UNDER SECTION 7 OF THE ACT

Section 7 (1) (a) (ii)

CATEGORIES OF DOCUMENTS IN THE POSSESSION OF NATIONAL ENERGY

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

- 1) General Administration and Support Services
 - a) Records related to property 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 decisions, legislation, policies and procedures, contracts and agreements, litigation and other legal proceedings, tendering procedure and process.

- 5) Business Activities
 - a) Business plans, proposals, reviews, reports.
 - b) Records related to development, planning and general management of projects.
 - c) Records of programmes and relations with communities adjacent to proposed industrial sites.
 - d) Information resource management facilities, services and technology.
 - e) Marketing and business promotions.
 - f) Performance and audit assessments and analyses.
 - g) Consultancy, technical, valuation, assessment and various reports which support business decisions.
 - h) Policies, procedures and manuals e.g. safety manual, evacuation procedures.
 - i) Speeches and presentations to public forums, conferences.
 - j) Records related to the management of corporate events.
- 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 marine resources, building and physical infrastructure, including port and marine operations and towage and harbour operations of the National Energy and estate management operations of LABIDCO.

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:-

National Energy Corporation of Trinidad and Tobago Limited
Corner Rivulet and Factory Roads
Brechin Castle
Couva

Phone: (868) 636-8471
Fax: (868) 636-0164



FOIA Public Statement 2022

- Various pamphlets on natural gas and the natural gas industry.
- Annual Financial Report.
- Speeches and presentations to public forums, conferences.
- Tendering 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.nationalenergy.tt

Section 7 (1) (a) (iv)

DOCUMENTS AVAILABLE BY WAY OF SUBSCRIPTION

National Energy does not currently publish any documents that are available by way of subscription.

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 9:00am and 12:00pm 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 Energy Corporation 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. If insufficient information is provided clarification would be sought from the applicant.
- 7) The general policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to the applicant by the FOIA (for example the right to challenge a decision if the request for information is refused), the applicant must make the request in writing.
- 8) If the applicant is not sure how to write his/her

request or what details to include, communicate with our designated officer.

- 9) A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public, either from this public authority or from another public authority, for example, brochures, pamphlets, reports etc.

Time Allowed

1. Applicants will be notified within thirty (30) calendar days whether or not the request is approved.
2. 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.
3. 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.
4. If the thirty (30) day deadline is not met, the FOIA gives the applicant the right to proceed as though his/her request has been denied.
5. If it appears that processing the applicant's requests may take longer than the statutory limit we will acknowledge the request and advise the applicant of the status.
6. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that we have received the request and to ascertain its status.
7. Applicants, whose requests for documents are 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

1. Details of charges for photocopies or purchase of documents will be determined based upon individual requests by applicants.
2. Applicants will be required to complete an official company invoice before funds are paid to the Cashier.

Section 7 (1) (a) (vi)

Officers in the National Energy 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.



FOIA Public Statement 2022

The Designated Officer is:

LIESL ROBERTS
National Energy Corporation of Trinidad and
Tobago Limited
Corners Rivulet and Factory Roads
Brechin Castle
COUVA

Phone: (868) 636-8471 ext 224
Fax: (868) 636-0164
Email: l.roberts@nationalenergy.tt

The Alternate Officer is:

(To be determined)

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.

Section 7 (1) (a) (viii)

LIBRARY/READING ROOM FACILITIES

National Energy does not maintain such facilities falling within the meaning of this section of the FOIA, however, there is a designated area committed for such purposes.

Alternatively, information in the public domain can be accessed through our parent company's website at www.ngc.co.tt or at the Company's website www.nationalenergy.tt General Information enquiries can be made to the Legal and Corporate Secretariat Services Department, at (868) 636-8471, ext. 206.

A person is not entitled to obtain, in accordance with the procedure provided for in this Part, access to:

1. A document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge.
2. A document which contains information that is available for purchase by the public in accordance with arrangements made by a public authority.
3. A document that is available for public inspection in a registry maintained by the Registrar General or other public authority.
4. A document which is stored for preservation or safe custody, being a document which is a duplicate of a document of a public authority.

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:

National Energy Corporation of Trinidad and
Tobago Limited
Corner Rivulet and Factory Roads
Brechin Castle
Couva

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

STATEMENTS UNDER SECTION 8 OF THE ACT

Section 8(1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law.

At this time, we have no such documents.

Section 8 (1) (a) (ii)

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 procedures.

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

- Safety policy and procedures
- Tendering procedure
- Visitors security policy

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.

At this time, we have no such documents.

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 National Energy.

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



FOIA Public Statement 2022

Section 9 (1) (b)

A report, or statement containing the advice or recommendations, (1) of a body or entity established outside National Energy 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 National Energy 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 National Energy.

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 National Energy to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of National Energy who is not a member of the committee.

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

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for National Energy by a scientific or technical expert, whether employed within National Energy Corporation 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 National Energy 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 National Energy 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 National Energy, or of an office, division or branch of National Energy, whether the report is of a general nature or concerns a particular policy, programme or project administered by National Energy.

At this time, we have no such reports.

Section 9 (1) (i)

A report containing (1) final plans or proposals for the re-organisation of the functions of National Energy, (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 National Energy, whether or not the plans or proposals are subject to approval by an officer of National Energy, another public authority, the responsible Minister or Cabinet.

At this time, we have no such reports.

Section 9 (1) (j)

A statement prepared within National Energy 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 National Energy 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 National Energy.

At this time, we have no such statements.

Section 9 (1) (m)

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

At this time, we have no such reports.