



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 51

Port-of-Spain, Trinidad, Wednesday 21st November, 2012—Price \$1.00

No. 183

2170

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

THE MINISTRY OF PUBLIC UTILITIES

UPDATED PUBLIC STATEMENTS OF THE MINISTRY OF PUBLIC UTILITIES 2012

ANNUAL STATEMENT ON THE FREEDOM OF INFORMATION ACT (FOIA) 1999

In compliance with Section 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999, the Ministry of Public Utilities is required to publish annual statements on its mandate for the benefit of the public.

The Freedom of Information Act (FOIA) 1999, was assented on November 4, 1999 and came into full effect on August 30, 2001 to “give members of the public a general right (with exceptions) of access to official documents of public authorities and for matters related thereto”. The Act provides members of the public with:

1. A legal right for each person to access information held by the Ministry of Public Utilities;
2. A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding 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.

Section 7 Statements

Purpose and Function of the Ministry of Public Utilities

The Ministry’s strategic framework establishes the context within which its goals and objectives are recognized and pursued. It is defined by the following:

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Mandate

To provide effective and efficient leadership and governance in the delivery of Public Utilities Services to the citizenry of Trinidad and Tobago.

Vision

To become an organization dedicated to excellence in the delivery of Public Utilities Services for the sustainability of our country and an improved quality of life of its citizenry.

Mission

To facilitate the effective delivery of efficient, affordable and quality Public Utilities Services through a committed, resourceful team of professionals in close collaboration with all stakeholders.

Core Values

The Ministry of Public Utilities is guided in its operations by the following core values:

- Integrity
- Service Excellence
- Transparency
- Accountability
- Trust and Mutual Respect
- Partnership

Reporting

The Honourable Minister of Public Utilities has oversight for the Public Utilities Sector, together with his Management Team and dedicated staff who has responsibility for the delivery of Public Utilities to the citizens of Trinidad and Tobago. This is coordinated through the efforts of two (2) Divisions, one (1) Statutory Body, and three (3) State Enterprises. In addition, the Ministry is also responsible for the administration of the National Social Development Programme and the Utilities Assistance Programme in Trinidad and Tobago.

The Ministry of Public Utilities has a staff of three hundred and sixty three (363) employees and is accountable to the citizens of Trinidad and Tobago in the areas of:

electricity and electrical inspections; telecommunication services; postal services; and government printing services.

The Minister of Public Utilities has responsibility for:

- Visioning and policy direction
- Leadership
- Securing budgetary requirements
- Public accountability

As such, the Minister reports to the Cabinet and Parliament on matters relating to these areas.

Ministry Structure

Head Office

- The Office and Secretariat of the Minister of Public Utilities
- The Office and Secretariat of the Permanent Secretary
- The Office and Secretariat of the Deputy Permanent Secretary
- The Human Resource Services Division, which is comprised of:-
 - The Human Resource Management Unit
 - The Administrative Support Services Unit
 - The Finance and Accounts Unit
- The Monitoring and Evaluation Unit
- The Economic Research, Policy and Planning Division, which comprises:-
 - The Research Unit
 - The Communications Sector Management Unit
 - The Electrification Sector Management Unit
- The National Social Development Programme (NSDP)
- The Sectoral Programmes and Projects Unit
- The Customer Service Unit
- The Communications Unit
- The Legal Services Unit
- The Information Systems/Information Technology (IS/IT) Unit; and
- Internal Audit

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Divisions of the Ministry

- The Electrical Inspectorate Division
- The Government Printery Division

Statutory Bodies

- The Regulated Industries Commission (RIC)

State Enterprises

- The Trinidad and Tobago Electricity Commission (TTEC)
- The Trinidad and Tobago Postal Corporation (TTPost)

Majority Owned Enterprise

- The Telecommunications Services of Trinidad and Tobago Limited (TSTT)

Responsibilities of Internal Divisions and Units (Head Office)

Human Resource Services Division

The primary objective of the Human Resource Services Division is to provide timely and efficient support to the internal clients of the Ministry by offering Financial, Administrative and Human Resource Services through its Human Resource Management Unit, Administrative Support Services Unit and the Finance and Accounts Unit.

Economic Research, Policy and Planning Division

The Economic Research Policy and Planning Division (ERPPD) is the technical arm of the Ministry charged with overall policy directive, research and planning. This Division conducts its work through three (3) Units, namely:

- The Research Unit
- The Communications Sector Management Unit
- The Electrification Sector Management Unit

Monitoring and Evaluating Unit

This Unit is responsible for developing and implementing monitoring and evaluation systems for the Ministry, consistent with the Government's Mandate to provide effective and efficient delivery of public utilities to the citizens of Trinidad and Tobago. The Unit's primary function is to track the progress, outcomes and impact of projects, programmes and policies, evaluate the Ministry's performance and report on its activities.

Internal Audit

The Internal Audit is responsible for ensuring that the system of accounting as prescribed by the Ministry of Finance is established, implemented and maintained in the Ministry. The Department's primary aim is to ensure that all financial records of the Ministry are complete and accurate, and that the assets of the Ministry are safeguarded and can be properly reported.

Legal Services Unit

This unit is responsible for providing legal advice to the Ministry, liaising with other legal counsels in the public and private sectors with respect to the Ministry's legal business, advancing the Ministry's legislative agenda and providing information to the Chief State Solicitor and the Solicitor General on Court matters pertaining to the Ministry.

National Social Development Programme (NSDP)

The National Social Development Programme (NSDP), which began in 2002, is a Government-funded intervention programme designed to deliver water, sanitary plumbing and electricity to underserved, low-income and disadvantaged communities and individuals throughout Trinidad and Tobago.

Sectoral Programmes and Projects Unit (SPPU)

This Sectoral Programmes and Projects Unit is responsible for monitoring the implementation of sectoral programmes and projects (including capital projects), risk management and project reporting.

Customer Service Unit

The Customer Service unit is responsible for ensuring that there is greater efficiency in the Ministry's service delivery system. The function of this Unit includes, responding to Parliamentary Questions, addressing requests under the Freedom of Information Act, processing of Standby Generator Licences, addressing complaints/queries pertaining to the utilities and the administration of the Utilities Assistance Programme (UAP).

Information Technology Unit

The Information Technology Unit is responsible for managing the Information Systems (IS) and Information Technology (IT) portfolios of the Ministry, as well as providing the necessary IT support to the Ministry.

Communications Unit

The primary responsibility of the Communication Unit is to develop and implement the Ministry's communication strategy in support of Government's plans, programmes and initiatives.

Responsibilities of External Divisions**Electrical Inspectorate Division (EID)**

The Electrical Inspectorate Division's (EID) primary responsibility is to provide inspection and certification of electrical installations in Trinidad and Tobago in accordance with accepted codes and practices of both local and international standards. The EID is also charged with issuing and renewing wireman's licenses, in addition to investigating fires that may occur due to electrical faults, upon the request of the Trinidad and Tobago Police Service, Trinidad and Tobago Fire Services, Trinidad and Tobago Electricity Commission (T&TEC) and Insurance Companies.

Government Printery

The Government Printery's primary function is the printing and sale of official Government Publications that are required by law to the Public, including the Trinidad and Tobago Gazette, Acts of Parliament, Bills, Legal Notices, official Government Forms and

road and city maps. In addition, they are also responsible for the printing and/or binding of books, forms and other documents to be used by the Parliament, Government Ministries, Department and Divisions.

Impact of Functions of the Ministry of Public Utilities on Members of the Public

The services which are provided by the Ministry of Public Utilities such as electricity and electrical inspection, postal, telecommunications, and printing services, positively impacts the lives of all citizens in the country as well as all sectors of the economy, since these services contribute to the basic infrastructure upon which all human and economic development is based, measured and sustained.

Categories of Documents in the Possession of the Ministry of Public Utilities

The following documents are in the possession of the Ministry of Public Utilities, in accordance with Section 7 (1) (a) (ii) of the Freedom of Information Act (FOIA) 1999:

- Files: Administrative, Human Resource Management, financial, procurement, legal, conferences/seminars, programmes, projects, Cabinet, boards, committees, meetings, technical assistance, local/regional/international organisations, and utilities.
- Financial Records: Financial and accounting statements and operational documents.
- Documents: Copies of legislation, laws, legal notices, bills, regulations, orders, Gazettes, brochures, bulletins, reports from Government agencies.
- Digital media: Photographs, CDs, DVDs, diskettes, videos and tapes pertaining to the Ministry's work.

Material prepared for publication or inspection

The Ministry produces the following documents which are available to the public:

- The Ministry's Quarterly Newsletter "*Focus on MPU*"
- National Social Development Programme (NSDP) brochures
- Utilities Assistance Programme (UAP) brochures

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

Literature available by subscription

Section 7 (1) (a) (iv)

This section is not applicable.

Procedure to be followed when accessing a document from the Ministry of Public Utilities

The following are the procedures to be followed when accessing documents from the Ministry of Public Utilities, in accordance with Section 7 (1) (a) (v) of the Freedom of Information Act (FOIA) 1999:

(a) General Procedure

The Ministry's policy is to respond to all requests for information, both oral and written. However, in order to exercise the rights under 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.

The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents*) available at the Ministry's Library and the Customer Services Unit, for information that is not readily available to the public.

(b) Addressing Requests

To facilitate prompt handling of the request, please address it to the Designated Officer of the Ministry (see **Section 7 (1) (a) (vi)**)

(c) 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 from the applicant. If the applicants are unsure of how to write their request or what details to include, communicate with the Ministry's Designated Officer.

(d) Requests not handled under the FOIA

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 Ministry or from another public authority, e.g. brochures, pamphlets, reports etc.

(e) Retrieving Documents

The Ministry of Public Utilities is required to furnish copies of documents only when they are in its possession or can be retrieved from storage. Information stored in the National Archives or other storage centres will be retrieved in order to process the requests.

(f) Furnishing Documents

An applicant is entitled to copies of information the Ministry's has in its possession, custody or power. The Ministry is required to furnish only one copy of a document. If a legible copy of a document cannot be released, the Ministry may not attempt to reconstruct it. Instead, will furnish the best copy possible and note its quality in our reply. Please note the Ministry is not compelled to do the following:

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

(g) Time Limits

The FOIA sets a time limit of thirty (30) calendar days for determination of a request for access to documents. The Ministry is required to grant the request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. 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.

Should the Ministry fail to meet this deadline, the FOIA gives the applicant the right to proceed as though the request has been denied. The Ministry will diligently seek to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the Ministry would acknowledge the request and advise the applicant 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 Ministry has received the request and to ascertain its status.

(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 on a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, the Ministry may charge duplication fees in accordance with its normal replication policy.

Designated Officers in the Ministry of Public Utilities

The following are the Designated Officers charged with the responsibility for obtaining documents on request by the public in accordance with Section 7 (1) (a) (vi) of the Freedom of Information Act (FOIA) 1999.

The Designated Officer:

Mauricia Pegus
Customer Service Manager
#2 Elizabeth Street
St. Clair, Port of Spain
Phone: 628-9500 Fax: 628-0105
Email:

The Alternate Officer:

Anniesa Butkoon
Technical Research Assistant
#2 Elizabeth Street
St. Clair, Port of Spain
Phone: 628-9500/Fax: 628-6067
Email:

These Officers are responsible for executing the following functions:

- The initial receipt of an action upon notices under Section 10,
- Requests for access to documents under Section 13, and
- Applications for correction of personal information under Section 36 of the FOIA

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Advisory Boards, Councils, Committees, and other bodies (where meetings/minutes are open to the public) Section 7 (1) (a) (vii).

There are currently no Advisory Boards, Councils, Committees and other Bodies at this time.

Library/Reading Room Facilities

The Ministry of Public Utilities currently has a Reading Room/Library in accordance with Section 7 (1) (a) (viii) of the Freedom of Information Act (FOIA) 1999. The Reading Room/Library is located on First Floor, #2 Elizabeth Street, St. Clair, Port-of-Spain. It is open to the public from Mondays to Fridays between the hours of 8:30 am to 3.30 pm.

Policy of the Ministry of Public Utilities for the provision of copies of documents which are readily available to the public

Members of the public may:

- (a) Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration, the possibility that the copies may not be available in the form required.
- (b) Be required to supply copying paper for hard copies in instances where requests require large amounts of paper.

Section 8 Statements

Section 8(1) (a) (1) pertains to documents utilized by the public authority for its use and guidance. These documents contain interpretations or particulars of written laws or schemes administered by the public authority, the following pieces of legislation as amended apply:

- Trinidad and Tobago Electricity Commission Act Chapter 54:70
- Electricity (Inspection) Act Chapter 54:72
- Electrical Installations (Buildings) Act Chapter 54:71
- Trinidad and Tobago Postal Corporation Act Chapter 47:02

- Regulated Industries Commission Act Chapter 54:70
- Public Service Regulations
- Constitution of Trinidad and Tobago Chapter 1:01
- Exchequer and Audit Act Chapter 69:01
- Statutory Authorities Act, Chapter 24:01
- Freedom of Information Act, Chapter 22:02
- Companies Act, 81:01
- Central Tenders Board Act, Chapter 71:91
- Interpretation Act, Chapter 3:01
- Industrial Relations Act, 88:01
- Telecommunication Act Chapter 47:31

Also, there are other documents which guide the operations of the Ministry of Public Utilities. These documents can be purchased from the Government Printery, while others may be accessed on-line via www.ttparliament.org or www.ttconnect.gov.tt. The following applies:

- Legislation, laws, regulations and orders
- Trinidad and Tobago Gazette
- Hansard Reports relating to Debates in the Senate and House of Representatives
- Circular memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Public Administration and other Departments.
- Public Sector Investment Programme (PSIP)
- Reports of Government Agencies
- Annual Budget Documents of the Republic of Trinidad and Tobago
- Policies of Agencies within the purview of the Ministry
- Guidelines for Programmes within the Ministry
- Estimates of Expenditure, Recurrent and Development Programme
- Procurement Policies and guidelines
- Financial Regulations and Instructions
- Health and Safety Guidelines

Section 9 Statements

In accordance with Section 9 (1) (a)-(m), the following reports are available at the Ministry's Reading Room/Library, located on the First Floor, #2 Elizabeth St, St. Clair, Port of Spain:

- The MPU's Strategic Plan (2011-2015)
- The MPU's Annual Administrative Reports
- The MPU's Statistical Digest (2006-2010)
- The MPU's Quarterly Newsletter
- The MPU's Monthly Internal Newsletter
- Social Sector Investment Programme (SSIP) Reports
- Annual Reports and Financial Statements of Agencies of the MPU
- Reports on Feasibility Studies for major water projects
- TTPost Customer Satisfaction Measurement Survey 2000
- Final Determination for the Regulation of Electricity Transmission and Distribution 2006-2011
- Newsletters/Magazines of Agencies of the MPU (e.g. "Watts Happening" and "RIC News")
- Contact Magazine prepared by the T&T's Chamber of Industry and Commerce
- Linkage Magazine prepared by the American Chamber of Commerce
- Newsletters of Other Ministries and Agencies (e.g. Ministry of Finance, Ministry of Foreign Affairs, Environmental Management Authority (EMA))

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**2012 Updated Public Statement****of****TRINIDAD AND TOBAGO ELECTRICITY COMMISSION****In Compliance with sections 7, 8, and 9 of
The Freedom of Information Act, 1999**

Under the Freedom of Information Act 1999 (“the FOIA”), each public authority is required to publish and update certain information for the benefit of the public. This includes the structure and function of each public authority, a list of categories of documents held by the authority, and the process for the obtaining of documents. The statement also identifies those documents that are generally available for public scrutiny and purchase.

The FOIA gives members of the public:

1. A legal right for each person to access information held by the Trinidad and Tobago Electricity Commission (T&TEC);
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.

THE FOLLOWING INFORMATION IS PUBLISHED BY THE TRINIDAD AND TOBAGO ELECTRICITY COMMISSION AS APPROVED BY THE HONOURABLE NIZAM BAKSH, MINISTER OF PUBLIC UTILITIES:

SECTION 7 STATEMENTS

SECTION 7(1) (a) (i)

T&TEC is a body corporate established by virtue of the Trinidad and Tobago Electricity Commission Act Chapter 54:70 (“the Act”). The Act vests T&TEC with the following powers to:

- a) manage and operate works acquired by the Commission pursuant to the Act;

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- b) establish, manage and operate such works as the Commission may consider expedient to establish;
- c) promote and encourage the use of energy with a view to the economic development of Trinidad and Tobago;
- d) advise the Government on all matters relating to the generation, transmission, distribution and use of energy.

Vision Statement:

“Leadership in Energy Delivery, Excellence in Customer Service...enhancing the quality of life for all”

Mission Statement:

“To provide a safe, reliable, high quality electricity supply, in an environmentally responsible manner, utilizing best practices, through empowered employees committed to excellence and customer satisfaction.”

Structure and Functions

Organisational Structure

A Board of Commissioners appointed by the Government of the Republic of Trinidad and Tobago and an Executive Management Team headed by the General Manager are responsible for the management of the Commission. The Commission is structured into six (6) functional Divisions – Administration, Engineering, Finance, Human Resources, Distribution and Transmission. An Assistant General Manager who reports directly to the General Manager heads each Division. Other Departments reporting directly to the General Manager are Corporate Secretariat, Audit, Corporate Support, Corporate Communications and Regulatory and Compliance.

The General Manager

The General Manager is responsible and accountable for managing all of T&TEC’s operations to ensure that customers are provided with a safe, reliable, high quality electricity supply in an environmentally responsible and cost-effective manner. He reports to members of the Commission appointed by the President of the Republic of Trinidad and Tobago.

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 Administration Division

The Administration Division co-ordinates and ensures the efficient administration of accounts and transactions relating to the provision of light and power and other services including the fostering of favourable customer relations. It also performs the information technology function and is the procurement centre for electricity components and other inputs. The Division consists of the Commercial, Metering, Information Systems and Supplies Departments.

 Engineering Division

The Engineering Division is responsible for generation planning, generation interface, transmission and sub-transmission systems planning, system planning and control, communications systems, and system protection. This Division consists of the Communication Systems, Protection and SCADA and System Planning and Control Departments.

 Finance Division

The Finance Division is responsible for financial planning and management (inclusive of accounting and reporting) of T&TEC's financial assets. This Division consists of Financial Planning, Financial Reporting, Risk and Insurance Administration, Pension Plan Administration, Payments, Revenue Accounting, and Financial Services.

 Human Resources Division

The Human Resource Division is responsible for undertaking the human resource planning (manpower and retirement), recruitment and selection, training, evaluation, compensation and industrial relations functions. The Human Resource Division is also responsible for the Health, Safety and Environment Department and the Security Department.

 Distribution Division

The Distribution Division is responsible for planning, designing and developing the distribution network at 12,000 Volts and below, operating and maintaining the electricity distribution systems and providing customer service. This Division comprises five (5) distribution Areas (Northern, Southern, Eastern, Central and Tobago), which are managed by Area Managers. The Distribution Division is also responsible for the Public Lighting Department.

 Transmission Division

The Transmission Division is responsible for designing, developing, operating and maintaining the transmission and sub-transmission network comprising transmission lines and substations. The Division consists of the following Departments – Transmission Development and Engineering Services; Transmission Maintenance; and Technical Support.

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SECTION 7(1) (a) (ii)**CATEGORIES OF DOCUMENTS HELD AND MAINTAINED IN THE POSSESSION OF T&TEC:**

1. Strategic Plans;
2. Corporate Reports;
3. Management Policies and Procedures;
4. Load and Generation Forecasts;
5. Financial Reports and Statements;
6. Human Resource and Industrial Relations Policies, Programmes, Procedures and Practices;
7. Personnel Files;
8. Customer Related Policies, Procedures, Reports and Files;
9. Procurement Related Policies, Procedures and Files;
10. Legal Contracts, Deeds and Leases;
11. Copies of Court Proceedings;
12. Legal Opinions;
13. Licenses/Permits;
14. Legislation;
15. Minutes/Agendas;
16. Tender Documents;
17. Internal and External Correspondence Files;
18. Periodicals; and
19. Memorandum of Agreements with Unions.

SECTION 7(1) (a) (iii)**MATERIAL PREPARED FOR INSPECTION OR PUBLICATION BY THE PUBLIC:****□ Material For Inspection:**

1. Strategic Plan 1999 - 2001;
2. Strategic Plan 2001- 2003;
3. Strategic Plan 2004 - 2008
4. Strategic Plan 2008 - 2012
5. Audited Financial Statements - 2004, 2005, 2006,2007, 2008, 2009, and 2010;
6. Energy Sales and Peak Demand Forecast 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011;
7. Energy Sales, Peak Demand and Generation Statistics 1989 –2003;
8. Code of Industrial Relations Practice;
9. Industrial Procedures – Commercial;
10. Training Policy;
11. Environmental Policy;
12. Employee Handbook;

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13. Code of Ethics;
14. Consumer Tips;
15. Safety Manual;
16. Safety Rules;

□ Material For Publication:

1. Wiring for Light and Power
2. T&TEC, RIC Standards and You
3. Advice to Kite Flyers
4. Consumption Patterns of Appliances
5. Conserve Electricity
6. Holiday Safety
8. Prepare for Hurricanes Safely
9. Guidelines on Food Care
10. Learn About Electricity
11. What to do During Periods of Load Shedding
12. Electrical Safety Tips
13. Holiday Safety
14. Carnival Safety
15. T&TEC Motor Protection Guide
16. Welding sets can overload circuits at home and in your neighbourhood
17. T&TEC – The Nation’s Sole Transmission and Distribution Utility
18. Disaster Preparation
19. Watts Happening
20. Electricity in Trinidad and Tobago 1895 – 2006

The public may inspect or obtain this material between the hours of **8:00 a.m. and 3:45 p.m. at T&TEC’s Library and Reading Room** at:

**Trinidad and Tobago Electricity Commission
Stanley Pierre Ottley Building
7 Uriah Butler Highway (North)
Mt. Hope**

Members of the public can contact the Librarian at **663-8832 Extension 2168**.

All general information is also available on T&TEC’s website: www.ttec.co.tt
SECTION 7(1) (a) (iv)

LITERATURE AVAILABLE BY WAY OF SUBSCRIPTION

This section is not applicable to T&TEC.

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SECTION 7(1) (a) (v)**PROCEDURE TO BE FOLLOWED WHEN ACCESSING A PUBLIC DOCUMENT FROM T&TEC****How to Request Information:****• General Procedure**

T&TEC's policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to the public by the FOIA, the applicant must make his/her request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at T&TEC's Library for information that is not readily available in the public domain.

• Addressing Requests

To facilitate their prompt handling requests should be addressed to the Designated Officer of T&TEC.

• 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 from the applicant. If the applicant is unsure how to write his/her request or what details to include, the applicant should communicate with T&TEC's 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 currently available in the public domain, either from T&TEC or from another public authority.

• Furnishing Documents

An applicant is entitled to copies of information T&TEC has in its possession, custody or power. T&TEC will furnish only one copy of a document. If T&TEC cannot make a legible copy of a document to be released, T&TEC may not attempt to reconstruct it. Instead T&TEC will furnish the best copy possible.

Please note T&TEC is not compelled to do the following:

- a) Create new documents. For example, T&TEC is not required to write a new program so that a computer will print information in the format preferred by the applicant.
- b) Perform research for the public.

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Time Limits

- **General**

- T&TEC will determine whether to grant a request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA.
- 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.
- The time limit of 30 days will be suspended while consultation with the applicant is being undertaken.

SECTION 7(1) (a) (vi)

Officers at T&TEC 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. Applications for correction of personal information under Section 36 of the FOIA**

The Designated Officer to deal with the FOIA requests is:

Mr. Israiell Ali
Head Corporate Support
Trinidad and Tobago Electricity Commission
Stanley Pierre Ottley Building
7 Uriah Butler Highway (North)
Mount Hope

Telephone: 663-8832, Extension 2160

The Alternate Officer is:

Ms. Ravita Babwah
Legal Officer II
Trinidad and Tobago Electricity Commission
Stanley Pierre Ottley Building
7 Uriah Butler Highway (North)
Mount Hope.

Telephone: 663-8832, Extension 2510

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

At the present 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**

Information in the public domain can be accessed at T&TEC's library or through T&TEC website at www.ttec.co.tt.

Members of the public may make general enquiries to T&TEC Librarian at 663 – 8832 **Extension 2168**.

T&TEC's Library/Reading Room is located on the second Floor of T&TEC 's Mt. Hope Offices, located at Stanley Pierre Ottley Building, 7 Uriah Butler Highway (North) Mt. Hope.

The Library/Reading Room is open to the public for the purpose of FOIA reference from Mondays to Fridays between the hours of **8:00 a.m.** and **3.45 p.m.**

SECTION 8 STATEMENTS

SECTION 8(1)**DOCUMENTS THAT ARE PROVIDED FOR THE USE OR GUIDANCE OF T&TEC:**

Section 8(1)(a)(i) Documents containing interpretations or particulars of written laws or schemes administered by T&TEC, not being particulars contained in another written law:

At this time, T&TEC has 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 precedents:

- Management General Instructions, including:
 - Procedure for recruitment, promotion, transfer and acting appointments
 - Disciplinary Procedure
 - Disconnection and Reconnection orders for non payment of account
 - Role of Safety Committees and safety department
 - Payments Procedure
 - Tendering and Purchasing Procedures

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- Department Manuals, Policies and Procedures
- Strategic Plans
- Handbooks and Brochures

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, T&TEC has no such documents.

SECTION 9 STATEMENTS

SECTION 9(1) (a)

A report, or a statement containing the advice or recommendations of a body or entity established within T&TEC:

At this time, T&TEC has no such reports or statements.

SECTION 9(1) (b)

A report, or a statement containing the advice or recommendations of a body or entity established outside of T&TEC 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 T&TEC or to the responsible Minister:

The Regulated Industries Commission (RIC) Determination No.1, 2006 entitled “Regulation of Electricity Transmission and Distribution June 01, 2006 to May 31, 2011 Final Determination (Rates and Miscellaneous Charges)”.

SECTION 9(1) (c)

A report, or a statement containing the advice or recommendations of an inter-departmental Committee whose membership includes an officer of T&TEC:

At this time, T&TEC has no such reports or statements.

SECTION 9(1) (d)

A report, or a statement containing the advice or recommendations of a committee established within T&TEC to submit a report, provide advice or make recommendations to

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the responsible Minister or to another officer of T&TEC who is not a member of the committee:

At this time, T&TEC has no such reports or statements.

SECTION 9(1) (e)

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

At this time, T&TEC has no such reports.

SECTION 9(1) (f)

A report prepared for T&TEC by a consultant who was paid for preparing the report:

- Analysis of T&TEC's Main Alternative for the South Area Transmission System 2008 – by The Centre of Energy Studies, Engineering Institute, U.W.I. – December 2004;
- Report on Gap Analysis ISO 9001: 2000 for T&TEC

SECTION 9(1) (g)

A report prepared within T&TEC and containing the results of studies, surveys or tests carried out for the purpose of assessing or making recommendations on, the feasibility of a new or proposed Government policy, programme or project.

At this time, T&TEC has no such reports.

SECTION 9(1) (h)

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

At this time, T&TEC has no such report.

SECTION 9(1) (i)

A report containing final plans or proposals for the re-organization of the functions of T&TEC, the establishment of a new policy, programme or project to be administered by T&TEC, or the alteration of an existing policy, programme or project administered by

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T&TEC whether or not the plans or proposals are subject to approval by an officer of T&TEC, another public authority, the responsible Minister for T&TEC or Cabinet.

At this time, T&TEC has no such reports.

SECTION 9(1) (j)

A statement prepared by T&TEC containing policy directions for the drafting of legislation:

At this time, T&TEC has no such statements.

SECTION 9(1) (k)

A report of a test carried out within T&TEC on a product for the purpose of purchasing equipment:

At this time, T&TEC has no such reports.

SECTION 9(1) (l)

An environmental impact statement prepared within T&TEC:

At this time, T&TEC has no such statement.

SECTION 9(1) (m)

A valuation report prepared for T&TEC by a valuator, whether or not the valuator is an officer of T&TEC:

- Valuation Report on the Central Stores Warehouse