

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

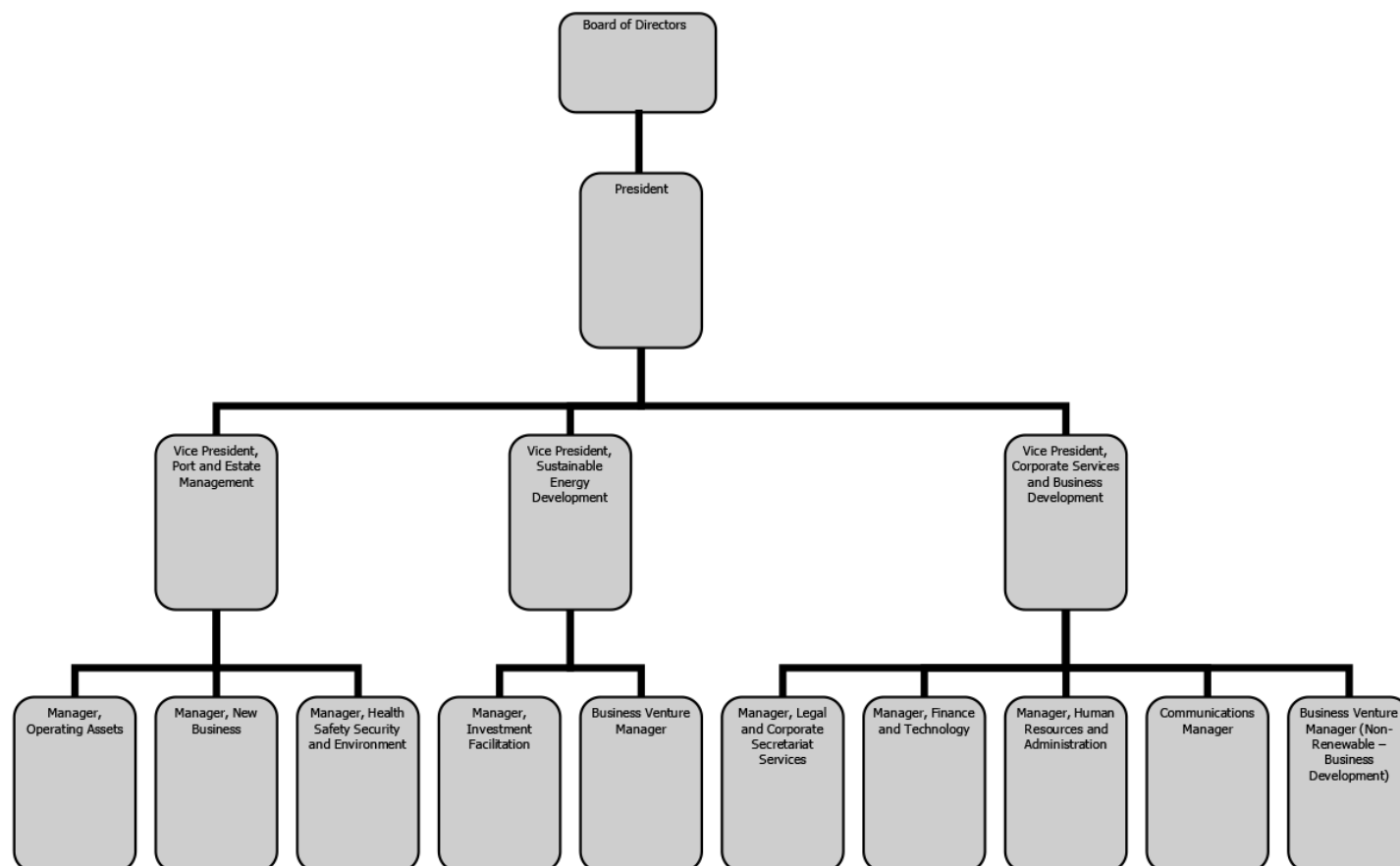
The Company's executive management team comprises of the President, three (3) Vice Presidents and ten (10) Managers.

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 and other ancillary craft in compliance with statutory and classification requirements. The Department oversees the provision of harbour towing, offshore rig move and fast crew supply vessel services.



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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 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 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.

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- 2) Intra-Governmental Correspondence
- Correspondence with Ministries, Cabinet and other public authorities.
 - Reports to the Central Statistical Office and other governmental financial management institutions.

- 3) Committees' Deliberations
- Minutes and reports of Committees and of other internal bodies.

- 4) Legal Activities
- Records of decisions, legislation, policies and procedures, contracts and agreements, litigation and other legal proceedings, tendering procedure and process.

- 5) Business Activities
- Business plans, proposals, reviews, reports.
 - Records related to development, planning and general management of projects.
 - Records of programmes and relations with communities adjacent to proposed industrial sites.
 - Information resource management facilities, services and technology.
 - Marketing and business promotions.
 - Performance and audit assessments and analyses.
 - Consultancy, technical, valuation, assessment and various reports which support business decisions.
 - Policies, procedures and manuals e.g. safety manual, evacuation procedures.
 - Speeches and presentations to public forums, conferences.
 - Records related to the management of corporate events.

- 6) Financial and Accounting Operations
- Records related to budgeting, capital investments, financial planning and reporting, taxation, cash management etc.
 - Reports to government, audited financial accounts laid in Parliament and other public financial entities.
 - Accounting records.
 - Annual financial reports.

- 7) Technical Operations
- 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

- 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

- Requests and public services under the FOIA will be entertained between the hours of 9:00am and 12:00pm daily.
- 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.
- 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.
- To ensure prompt handling of requests, please address it to the Designated Officer of the National Energy Corporation of Trinidad and Tobago Limited.
- Requests will be acknowledged as official when made on the prescribed form.
- 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.
- 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.
- If the applicant is not sure how to write his/her request or what details to include, communicate with our designated officer.
- 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

- Applicants will be notified within thirty (30) calendar days whether or not the request is approved.

- 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 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.
- 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.
- 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.
- 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.
- 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

- Details of charges for photocopies or purchase of documents will be determined based upon individual requests by applicants.
- 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:

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

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.

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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.

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.