

THE 2024 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 (FOIA) 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)

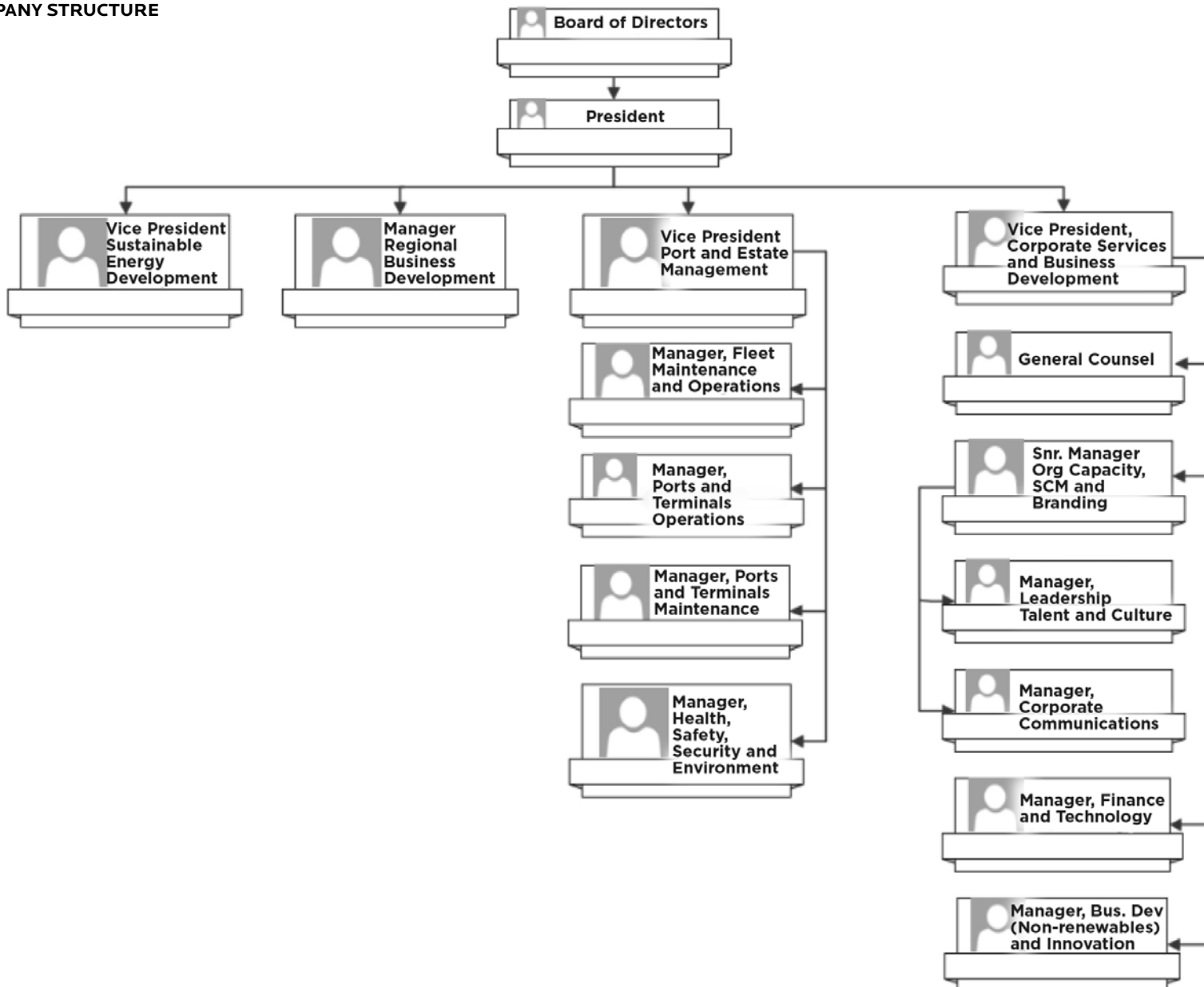
National Energy is a wholly owned subsidiary of The National Gas Company of Trinidad and Tobago Limited (NGC). National Energy was incorporated as a company under the Companies Ordinance Chapter 31 on the 7th September, 1979 and continued under the Companies Act 1995 on 7th July, 1998. National Energy is 100% owner of National Energy (Guyana) Inc. that was

registered under the Companies Act of Guyana on 11th June, 2019. National Energy holds no shareholding or equity interests in any other entity.

THE SCOPE OF BUSINESS OF NATIONAL ENERGY AND ITS AFFILIATED COMPANIES INCLUDE (inter alia):

- To undertake and facilitate the development and growth of new sustainable energy-based 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.
- Towage and Harbour operations.
- Sustainable management of the environment.

COMPANY STRUCTURE



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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 Board of Directors of its parent company, The National Gas Company of Trinidad and Tobago Limited.

The Members of the Board are:

Dr. J. Khan (Chairman)
S. Fraser (Deputy Chairman)
Prof. D. Boodlal
H. Dottin
J. Jack
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 People, Leadership and Culture Committee
- The Audit Committee

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

COMPANY STRUCTURE

There are four (4) operating units within National Energy. They are: -

1. **Ports and Estate Management Division** which is made up of the following departments/Units:

- (i) **Fleet Maintenance and Operations:** This department manages the Company's fleet of 11 vessels, ensuring both commercial and technical excellence. Operations are STOW and ISM certified. The fleet offers diverse services that includes harbour and regional towage, offshore rig moves, and fast crew supply vessel services. Additionally, the unit maintains the navigational aids in the Point Lisas Harbour.
- (ii) **Ports and Terminals Maintenance:** The department leads the implementation of the Company's Asset Integrity and Reliability Policy and Programmes. The scope of responsibility includes ensuring the availability and maintenance of National Energy's ports and marine terminals in compliance with industry standards. The department manages six petrochemical terminals at Point Lisas and the energy port at the Port of Galeota for safe and efficient cargo operations.
- (iii) **Engineering Services:** This department focuses on strategic engineering and technical support for the Company's capital maintenance and upgrade projects. The Team leads civil engineering projects, offering specifications, budgeting, and oversight. Additionally, they support mechanical and electrical non-construction projects.
- (iv) **Project Services:** The Project Services Department oversees projects for the Company to ensure they are compliant with the approved project management methodology. They ensure the successful execution of projects by providing technical and functional leadership. This includes project governance, scoping, design, cost estimation, and project management for infrastructure works across the Company's ports, terminals, and estates.

(v) **Ports and Terminal Operations:** This Department manages and coordinates the commercial activities for the Company's marine terminals and port. They schedule vessel arrivals and departures, oversee cargo handling, maintain customer relations, manage port services, negotiate contracts, ensure compliance with regulations, optimise revenue, enhance operational efficiency, and prioritise safety and emergency response. Their responsibilities are crucial for the efficient and profitable functioning of the port and marine terminals.

(vi) **Health, Safety, Security and Environment:** The department manages and implements the Company's HSSE initiatives, policies, and programmes. This includes overseeing business continuity, crisis management, and emergency preparedness for National Energy. Additionally, they play a key role in operational risk assessments, hazard mitigation, and handling environmental clearances and impact assessments.

(vii) **Business Development-Ports and Estates:** The department is responsible for driving the growth and expansion of port and marine business for the Company. The role includes developing and executing strategies to increase commercial activities for all assets locally and regionally. They are required to attract new customers and sustain and grow the customer base.

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

- (i) **Clean Energy Investments:** The department leads in the development of potentially viable projects in the sustainable energy sector to optimise National Energy's investments in related sustainable energy projects.
- (ii) **Low Carbon Solutions:** The department leads in the development of potentially viable projects in the sustainable energy sector.
- (iii) **Technical Services:** The department is responsible for the assurance of safety, timeliness, and cost-effective delivery of technical services and projects for the Sustainable Energy Development Division.

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 advice and safeguarding the company from risk and liability. The department also oversees the corporate governance functions, as well as the management of contracts of the Company to 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) **Organisational Capability, SCM and Branding:** the development and execution of strategies for people and organisation development and supply chain management to ensure the Company's strategic objectives are met, while ensuring the brand of the organisation remains in good standing.

a. Leadership, Talent and Culture 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.

b. Corporate Communications 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.

c. Contracts Administration is responsible for the provision of efficient and effective contract administration services consistent with Industry best practices as aligned with the Company's mission and mandate.

d. Supply Chain Management develops and implements effective Supply Chain management strategies for continuously meeting the organisation's needs and provides tactical and operational oversight for the process of acquisition and supply of materials, equipment, supplies, services, in accordance with Company and regulatory requirements, transparency, integrity and value for money.

(iv) **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 organisational performance against strategic goals and ensures implementation of the organisational enterprise-wide risk management strategy and policy.

(v) **Business Development (Non-Renewable Projects) and Innovation:** 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. The Innovation Portfolio establishes the innovation process of the organisation and communicates such, across the Company in an effort to drive efficiency, reduce costs and enable the achievement of desired business results. It includes collaboration at all levels across the organisation in the identification of suitable and relevant ideas, which would feed into an innovation funnel for assessment, selection and implementation.

4. **Regional Business Development Unit** was established in response to:

- Challenges within the local energy market that directly impact National Energy's current business.

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- Need to capitalise on the opportunities brought on post Covid-19, including disruptive supply chains and reducing carbon emissions.
- Vast number of potential opportunities within nearby emerging energy jurisdictions.
- Ability to leverage the country's international reputation for excellence and highly skilled labour force with a great level of expertise in energy services.

The Unit has responsibility for three (3) main areas:

- Export Promotion of Energy Services:** National Energy is responsible for the export promotion of Energy Services under the direction of the Ministry of Energy and Energy Industries (MEEI).
- Business Development:** Pursue business opportunities along the hydrocarbon and sustainable energy value chains in regional and international territories including Guyana, Suriname, Barbados and any other Territories.
- Investment Facilitation:** Capitalising upon the significant years of knowledge in the energy sector to provide technical expertise and develop strategic partnerships in emerging energy markets. Additionally, the Unit directs any potential investment/ project opportunities to the relevant member(s) of The NGC Group.

EFFECT OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC

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

Vision: To be a recognised global leader in the development of energy-related businesses.

Mission: To create exceptional value from natural gas and related energy businesses through our people and strategic partnerships.

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

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

- 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 or before 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.

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Section 7 (1) (a) (vi)

Officers in 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.

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.

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.