GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

2017 Updated Public Statement

of the

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 FITZGERALD HINDS, 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;

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 Secretarial, Internal 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 and 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.

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.

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; 2001 - 2003; 2004 - 2008; 2008 - 2012; 2010 - 2016; 2016 - 2020
2. Audited Financial Statements 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012 and 2013; Jan - Aug 2014
3. Energy Sales and Peak Demand Forecast 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014; 2015; 2016 & 2017
4. Energy Sales, Peak Demand and Generation Statistics 1989 –2003; 2003 -2012
5. Code of Industrial Relations Practice;
6. Industrial Procedures – Commercial;
7. Training Policy;
8. Environmental Policy;
9. Employee Handbook;
10. Code of Ethics;
11. Consumer Tips;
12. Safety Manual; and
13. 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
7. Prepare for Hurricanes Safely
8. Guidelines on Food Care
9. Learn About Electricity
10. What to do During Periods of Load Shedding
11. Electrical Safety Tips
12. Carnival Safety
13. T&TEC Motor Protection Guide
14. Welding sets can overload circuits at home and in your neighbourhood
15. T&TEC – The Nation's Sole Transmission and Distribution Utility
16. Disaster Preparation
17. Watts Happening
18. Electricity in Trinidad and Tobago 1895-2006
19. Career Options
20. E-Bill FAQ
21. E-Bill Sign Up Guide
22. Disaster Preparedness - Lightning
23. One Bill Several Ways to Pay
24. Appliance Usage
25. Women & HIV / AIDS
26. Basic Facts about HIV / AIDS
27. Home Electrical Safety Checklist
28. Disaster Preparedness Checklist

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 2169.**

All general information is also available on T&TEC's website: ttec.co.tt

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 Communications, Protection and SCADA, System Planning & Research and System Control & Generation Interface 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 Resources Division is responsible for undertaking the human resource planning (manpower and retirement), recruitment and selection, training, evaluation, compensation and Industrial Relations functions. The Human Resources 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.

SECTION 7(1) (a) (iv)

LITERATURE AVAILABLE BY WAY OF SUBSCRIPTION

This section is not applicable to T&TEC.

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.

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 are 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:
Naseema Cassim
Trinidad and Tobago Electricity Commission
Stanley Pierre Ottley Building
7 Uriah Butler Highway (North)
Mount Hope
Telephone: 663-8832

The Alternate Officer is:

Rhonda Cummins
Trinidad and Tobago Electricity Commission
Stanley Pierre Ottley Building
7 Uriah Butler Highway (North)
Mount Hope
Telephone: 663-8832

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's website at ttec.co.tt.

Members of the public may make general enquiries to T&TEC's Librarian at 663-8832 **Extension 2169**.

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

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, 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 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.
- Safety Proposal to improve the Safety Culture in 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-organisation 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 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