



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF ENERGY AND ENERGY INDUSTRIES

Head Office: International Waterfront Centre, Level 26, Tower C, Energy Trinidad and Tobago
#1 Wrightson Road, Port of Spain, Trinidad and Tobago
Telephone (868) 225-4334 Facsimile (868) 225-5746

20 March 2018

Mrs. Jacqui Sampson- Meiguel
Clerk of the House
Office of Parliament
Levels G-9, Tower D
The Port-of-Spain International Waterfront Centre
1A Wrightson Road
Port-of-Spain

Dear Mrs. Sampson- Meiguel

Re: Fourteenth Report of the Public Accounts Committee on the Examination of the Report of the Auditor General on the Public Accounts of the Republic of Trinidad and Tobago for the Financial Year 2016 with specific reference to the Ministry of Energy and Energy Industries

I refer to your letter dated 25 January 2018 on the subject matter at caption.

I hereby submit the Ministry's written response to the recommendations in the Report for the consideration of the Committee.

Sincerely,

Mrs. Penelope Bradshaw- Niles
Deputy Permanent Secretary

Response to Fourteenth Report of the Public Accounts Committee on the Examination of the Report of the Auditor General on the Public Accounts of the Republic of Trinidad and Tobago for the Financial Year 2016 with specific reference to the Ministry of Energy and Energy Industries

Recommendations

1. Errors In/Omissions from Appropriation Accounts

Endorsement

- The Committee endorses the steps being made by the MEEI and its Internal Audit Unit to promptly identify and correct the typographical errors and omissions in the Appropriation Accounts; and
- The Accounting Officer should make proper checks to ensure that the Appropriation Account is constantly updated and every variation accounted for.

Response:

A process review exercise would be conducted by the Head of the Accounting Unit to implement systematic mechanisms that will include additional checks and balances. A further system of Internal Controls would be contemplated that could be classified as preventative, detective and corrective.

2. Human Resource Management

Recommendation

- The Permanent Secretary in the interim should recommend officers to fill the vacant offices for short term periods, in accordance with Regulation 26 (1) of the Public Service Commission Regulations, whilst the High Court Order is in effect.

Response:

The Permanent Secretary MEEI, has and continues to take steps to fill vacant offices in accordance with Regulations 26 (1). As indicated in **Attachment I**, the entry level positions which were advertised, continue to remain vacant since there no suitably qualified officers in the MEEI, who possess the requisite qualifications, to facilitate arrangements in accordance with Regulation 26.

It should be noted that for the financial year 2016, the Permanent Secretary in accordance with Regulation 26 (1) Of the Public Service Commission Regulations under the Delegation of Authority granted approval for persons to act in higher offices in all the divisions as indicated in Appendix I. In the interim, the Permanent Secretary, as detailed in the Appendix, continues to utilize the services of On the Job Trainees, Associate Professionals and Service Providers - for a period of three months at a time, to fill the skills gaps resulting from the vacant entry level offices

3. Lack of collaboration between the Measurement Unit and the Contract Management Division.**Recommendations:**

- The MEEI should develop an integrated system capable of compiling the information from the three divisions into a single reconciliation process when calculating revenue;

Response:

A production verification committee was formed comprising persons from the CMD, DRM and PAMM departments. This committee is currently gathering information from within each department towards developing a system of reconciliation when calculating revenue.

- The MEEI should contract the services of an independent third party to audit the reconciliation process used to calculate revenue;

Response:

The MEEI has taken the recommendation into consideration and are looking at the necessary steps for implementation, where feasible.

- The Auditor General should expand its audit scope of the MEEI to include the calculation of revenue; and

Response:

The MEEI has no legal authority to instruct the Auditor General to expand its audit scope of the MEEI to include the calculation of revenue.

- The MEEI should identify independent entities to act on its behalf in instances where individuals from the Measurement Unit are incapable of being present at the calibration of meters.

Response:

The Measurement Unit can provide the required coverage during the calibration of “crucial” meters with the expected filling of vacant positions for Petroleum Inspectors. The production verification committee has the responsibility to determine and provide a list of “crucial” meters to be visited on a priority basis.

4. Royalty Collection from Oil Companies

Recommendation:

- Instances where oil companies are unable to honor their royalty obligations payment plans with interest rates should be established based on the amount outstanding; and
- The Permanent Secretary should invoke the Penalties stipulated under Regulation 59 of the Petroleum Regulations of the Petroleum Act.

Response:

In August 2017, the MEEI wrote to three (3) companies (Petrotrin, Moraven and New Horizon) who had outstanding royalty payments, citing Regulation 59 and Sections 17 (1) and 2(d) of the Petroleum Act, and stating that if the company

does not settle all outstanding payments, the Minister would exercise his right to revoke the companies' E&P Licences. New Horizon had paid all outstanding royalties, Petrotrin has made some payments towards fiscal years 2016 and 2017 and Moraven asked that the MEEI intervene so that production can resume and they would pay an agreed percentage of new revenues to outstanding liabilities. No further actions have since been taken for Petrotrin and Moraven. Any interest rates to be applied would have to be determined by the relevant stakeholders.

5. Maintenance of Query Logs

Recommendation:

- The Permanent Secretary should ensure that existing software available to the Ministry is utilized in the creation of a filing system where logs of all forms of queries (letter, email, fax, phone call) raised with operators and the resolutions made should be documented.

Response:

At present, all letters and emails are included in registry files. The MEEI will review the filing systems to include the inclusion of phone calls and resolutions to issues.

6. Constraints experienced by the Measurement Unit

Recommendation:

- The MEEI should submit a report to the Parliament on the initiatives undertaken to address the shortage of manpower constraints and lack of training at the Measurement Unit and provide a status on the restructuring of the Ministry by February 28, 2018.

Response:

Training of staff in Measurement Unit

Training courses/programs both internally and externally were offered to members of staff of the Ministry of Energy & Energy Industries for the financial year 2016 and 2017 as indicated in **Attachment II**. However, the Measurement Unit was offered training for the financial year 2016/2017 to date as detailed in **Attachment III**.

Status of Restructuring

Cabinet by Minute #1341 dated July 27, 2017, agreed to Phase I of the Restructuring of the Ministry of Energy and Energy Industries. This agreement included the creation of positions on contract, in various Divisions/Units. The undermentioned **33** positions were identified for advertisement, given the need to give priority to the filling of the vacant Heads of Divisions/Units and other critical support positions in other critical Units:

Contract position Name	No. of Positions	Division/Unit
• Senior Corporate Communications Officer	1	Corporate Communications Unit
• Corporate Communications Officer	2	
• Senior Energy Commercial Analyst	2	Commercial Evaluation Division
• Energy Commercial Analyst	6	
Energy Research and Planning Director	1	Energy Research and Planning Division
Downstream Petroleum Director	1	Downstream Petroleum Management Division
Information and Communication Technology Director	1	Energy information and Management Technology Division
Senior Monitoring and Evaluation Officer	1	Monitoring and Evaluation Unit
Petroleum Operations Director	1	Petroleum Operations Management Division
• Senior Sustainable Energy Development Analyst	1	Renewable Energy Division
• Sustainable Energy Development Analyst	3	
• Senior Audit Analyst	3	PSC Audit Unit
• Audit Analyst II	3	
• Audit Analyst I	6	

The above-mentioned positions were advertised in the print media and on the MEEI's website in November 2017. The closing date for the receipt of applications was December 1, 2017. Interviews for these positions have commenced.

The following remaining **28** contract positions will be advertised by end February 2018, on completion of interviews for the Heads of the respective divisions and after the respective Heads are recruited:

Contract position name	No. of positions	Division/Unit
• Senior Policy and International Relations Officer	1	Energy Research and Planning Division
• Policy and International relations officer	2	
• Manager Networks and Infrastructure • IT Infrastructure Specialist • Network Specialist • ICT Technical Officer • Manager Solutions Development and Implementation • Database Specialist • Information Systems Specialist • IT Analyst/Programmer • Manager Energy Data Operations • Senior Energy Data Officer • Energy Data Officer • Energy Data Operator	1 2 1 1 1 1 1 1 1 1 5 5	Energy Information Management and Technology Division
• Senior Environmental Officer • Environmental Officer • Environmental Chemist	1 2 1	Petroleum Operations Management Division

In addition to the above, the following steps have been taken to have the established positions created for Phase I filled:

- Acting arrangements made for the Office of AEI Finance and Accounts
- The CPO was requested by memorandum dated October 24, 2017, to classify the following offices on the MEEIs establishment:
 - 1 Director Commercial Evaluation
 - 1 Director Downstream Petroleum Management
 - 1 Director Energy Research and Planning
 - 1 Director Petroleum Operations Management
 - 1 Chief State Counsel Energy
 - 1 Assistant Chief State Counsel

The CPO by memorandum dated November 27, 2017, requested that the MEEI complete the classification questionnaires for each office. The questionnaires for the Chief State Counsel and the Assistant Chief State were completed. The others are being finalised.

7. Reconciliations of Royalties due and received were not produced

Endorsement:

- The Committee endorses the steps being made by the MEEI to help alleviate the backlogs of RLE tests at CARIRI and should submit a report to the Parliament by February 28, 2018.

Response:

Report submitted to Parliament on 26 February 2018.

8. Operational Quarries with Expired Licences

Recommendation:

- The MEEI should submit to Parliament a status on the number of quarries that have been regularized by February 28, 2018.

Response:

Six (6) quarries have been regularized by February 28, 2018

9. Outstanding Royalties from Quarry Operators

Recommendations

- The MEEI should institute progressive penalties to the operators who have outstanding royalties, licence fees and other payments owed to the State; and
- Submit a report to the Parliament on the status of the initiatives being undertaken to collect outstanding royalties from quarry operators by February 28, 2018.

Response:

The initiatives being undertaken to collect outstanding royalties from quarry operators include: the collection of outstanding quarterly reports and annual reports from quarry operators, followed by the preparation and auditing of said statements of royalties owed, by the MEEI, and subsequently informing operators of royalties owed, and collection of payments due to the State. The MEEI is also working with the Chief State Solicitor's Office to have the surface and mineral rights determined through searches, as royalties

are due to the State only where the State owns the mineral rights. A report is not yet ready as the searches, quarterly and annual reports, and auditing exercise is still ongoing.

10. The Verification Process of Outstanding Quarry Royalties

Recommendations:

- The Ministry should periodically conduct geological surveys and utilize LIDAR technology to reconcile the volume of material extracted from the particular site with the reported production figures submitted by the operators;
- The Ministry should consider the use of weigh bridges at various locations in order to capture loads of materials moving out of a particular site and particular areas so that each load that is removed is documented by representatives of the Ministry on a twentyfour (24) hour shift rotation; and
- Submit a report to the Parliament on the status of the initiatives being undertaken to verify the accuracy of the production data submitted by the quarry operators by February 28, 2018.

Response:

The MEEI collected Lidar data in 2013 and considered the use of weighbridges for quantification of production from quarries. It was recognized that there were many ways for operators to cheat/by-pass the weighbridge system, and as such, weighbridges were not the best option for quantifying production from quarries. Lidar data is expensive to acquire using the conventional collection method (use of airplanes or helicopters) however, the MEEI identified drones as the most cost effective and suitable method for acquiring data. As such, the MEEI is in the process of preparing an advertisement for publication in the newspapers, within the next few weeks, to invite suppliers of Unmanned Aircraft Systems (UAS) for use in aerial surveying, to inter alia, accurately compute production from quarries. This system is expected to be operational before the end of Fiscal 2018.

Operators are required to submit quarterly quarry returns (mining data) and copies of payment receipts to the MEEI. A report is then generated from the returns by a Service Provider of the Minerals Division. These reports are then referred to the Internal Audit Department of the MEEI for certification. Site visits are arranged and conducted by

Internal Audit in conjunction with the Minerals Division whereby operators' books and records are perused, checked and verified to ensure data correlates with the returns.

11. Quarries operating without Certificate of Environmental Clearance (CEC)

Recommendation:

- The Environmental Management Authority in collaboration the MEEI ensure that all quarry operators possess a Certificate of Environmental Clearance and submit a status of this initiative by February 28, 2018.

Response:

The Environmental Management Authority provided in a letter dated February 22, 2018 a status on quarry operators possessing a Certificate of Environmental Clearance. See **Attachment IV.**

Ministry of Energy and Energy Industries - Financial Year 2016**Contract Management Division**

Office/Range	No. of Positions	No. of positions Filled	No. of vacant offices (with bodies) Acting	Vacant Offices (without bodies)	Persons engaged as Service Providers/OJT to filled the Gap
Senior Petroleum Engineer (Range 63)	2	1	1	0	0
Petroleum Engineer I/II (Range 53/58)	11	9	0	2	Services Providers - 2 (Petroleum Engineers) 3 (Petroleum Operations Engineers)
Senior Geologist (Range 63)	2	2	0	0	0
Geologist I/II (Range 53/59)	7	3	0	4	Service Providers- 4 (Geologist)
Geophysicist I/II (Range 53/59)	1	1	0	0	Service Providers- 2 (Geophysicists)
Petroleum Engineering Assistant III(Range 34F)	2	2	0	0	0
Petroleum Engineering Assistant II (Range 29C)	7	6	1	0	0
Petroleum Engineering Assistant I(Range 23)	12	0	6	6	0

Resource Management Division

Office/Range	No. of Positions	No. of positions Filled	No. of vacant offices (with bodies) Acting	Vacant Offices (without bodies)	Persons engaged as Service Providers/OJT to filled the Gap
Senior Petroleum Engineer (Range 63)	2	2	0	0	0
Petroleum Engineer I/II (Range 53/58)	2	2	0	0	OJT 1 (Petroleum Engineer)
Chemical Engineer I/II (Range 53/59))	1	0	0	1	
Senior Geologist (Range 63)	1	0	1	0	0
Geologist Assistant (Range 29)	2	0	1	1	0
Geologist I/II (Range 53/59)	1	1	0	0	Service Provider- 1 (Exploration Geologist)
Senior Geophysicist (Range 63)	2	2	0	0	0
Geophysicist I/II (Range 53/59)	3	1	0	2	Service Provider- 1 (Geoscientist)
Mechanical Engineer II (Range 59D)	1	0	0	0	0
Mechanical Engineer I (Range 53)	1	0	0	0	0
Petroleum Chemist (Range 53)	1	0	0	0	0
Draughtsman III (34G)	1	1	0	0	0
Draughtsman II (30F)	2	2	0	0	0
Draughtsman I (27A)	2	0	0	2	Service Providers- 3 (GIS Analyst) and 1 (GIS Assistant)

Other Service Providers – Research Assistant & Senior Energy Data Officer

LNG & Gas Exports Division

Office/Range	No. of Positions	No. of positions Filled	No. of vacant offices (with bodies) Acting	Vacant Offices (without bodies)	Persons engaged as Service Providers/OJT to filled the Gap
Chief Technical Officer (Range 68)	1	0	0	1	0
Senior Petroleum Engineer (Range 63)	1	1	0	0	0
Petroleum Engineer I/II (Range 53/58)	4	3	0	1	Service Providers 4 (Petroleum Engineers)
Senior Chemical Engineer (Range 63)	2	2	0	0	0
Chemical Engineer I/II (Range 52/59))	1	1	0	0	Service Providers 4 (Chemical Engineers)
Mechanical Engineer II (Range 59D)	1	0	0	0	0
Mechanical Engineer I (Range 53)	1	0	0	0	0

Service Providers – 1 Value Chain Analyst ; 1 Petroleum Economics modeler; 1 LNG and GAS Adviser & 1 Assistant to Senior Energy Analyst

Downstream and Retail marketing

Office/Range	No. of Positions	No. of positions Filled	No. of vacant offices (with bodies) Acting	Vacant Offices (without bodies)	Persons engaged as Service Providers/OJT to filled the Gap
Senior Chemical Engineer (Range 63)	1	1	0	0	0
Chemical Engineer I/II (Range 53/59)	4	2	0	2	Service providers 2 (Chemical Engineers)
Revenue Officer II (Range 34)	3	2	0	1	0
Planning II (Range 53 E)	1	1	0	0	0

Service Providers – 5 Value Chain Analyst

Petroleum Asset Monitoring and Measurement Unit (South Office)

Office/Range	No. of Positions	No. of positions Filled	No. of vacant offices (with bodies) Acting	Vacant Offices (without bodies)	Persons engaged as Service Providers/OJT to filled the Gap
Senior Petroleum Engineer (Range 63)	1	1	0	0	0
Senior Chemical Engineer (Range 63)	1	0	1	0	0
Chief Mechanical Engineer	1	0	1	1	0
Mechanical Engineer II (Range 59D)	1	0	1	0	0
Mechanical Engineer I (Range 53)	1	1	0	0	Service Providers- 3 (Mechanical Engineer); 1 (OJT)
Petroleum Engineer I/II (Range 53/58)	2	0	0	0	0
Petroleum Inspector III (Range 48F)	2	1	1	0	0
Petroleum Inspector II (Range 44G)	7	3	4	0	0
Petroleum Inspector I (Range 40)	21	13	0	8	Services Provider -1 (Petroleum Inspector)

Service Providers – 2 Chemical Engineers; 1 Management Engineer; 1 Data Officer; 1 Senior Environmental Analyst ; 6 Environmental Analyst; 1Administrative Assistant

Minerals Division

Office/Range	No. of Positions	No. of positions Filled	No. of vacant offices (with bodies) Acting	Vacant Offices (without bodies)	Persons engaged as Service Providers/OJT to filled the Gap
Director of Minerals (Range 68)	1	1	0	0	0
Senior Geologist (Range 63)	1	0	1	0	0
Geologist I/II	6	1	0	5	10 Quarry Management Officers (on Contract)
Geologist Assistant (Range 29)	2	1	1	0	0
Mining Survey Technician (Range 34)	2	2	0	0	0
Geoscience Surveyor I/II (Range 53)	1	0	0	0	0
Mining Inspector (Range 40)	3	1	0	0	0

Service Provider - 1 Auditing Assistant

Commercial Evaluation Division

Office/Range	No. of Positions	No. of positions Filled	No. of vacant offices (with bodies) Acting	Vacant Offices (without bodies)	Persons engaged as Service Providers/OJT to filled the Gap
Senior Business Analyst (Range 63)	1	1	0	0	0

Service Providers – 1 Consultant; 6 Commercial Energy Analyst

Energy Research and Planning Division

Office/Range	No. of Positions	No. of positions Filled	No. of vacant offices (with bodies) Acting	Vacant Offices (without bodies)	Persons engaged as Service Providers/OJT to filled the Gap
Senior Energy Analyst (Range 66)	3	2	1	0	0
Petroleum Engineer I/II (Range 63)	1	0	0	1	0
Senior Planning Officer (Range 60)	4	1	3	0	0
Planning Officer II (Range 53E)	4	3	1	0	Service Provider- 1(Research Officer)
Planning Officer I (Range 46)	5	4	0	1	Service Provider- 2 (Research Assistant)
Petroleum Accountant (Range 61)	1	0	0	1	0
Petroleum Engineering Assistant II (Range 29C)	2	2	0	0	1 assigned to General Administration
Petroleum Engineering Assistant I (Range 23)	1	0	1	0	0

Service Providers – 2 Sustainable Analyst; 1 Renewable Energy Research Specialist; 2 Administrative Operational & Technical Support; 1 Head PLCC Secretariat, 1 Sustainable Energy Assistant

Accounting Unit

Office/Range	No. of Positions	No. of positions Filled	No. of vacant offices (with bodies) Acting	Vacant Offices (without bodies)	Persons engaged as Service Providers/OJT to filled the Gap
Accountant II (Range 35G)	1	0	1	0	0
Accountant I (Range 31C)	1	0	1	0	0
Accounting Assistant (Range 25E)	6	3	3	0	Service Provider - 2 (Accounting Assistant) 1 (Accounting Analyst)
Clerk II (Range 20C)	2	1	1	0	0
Clerk I (range 14)	2	1	1	0	0
Clerk Typist I (Range 13)	1	0	1	0	0

Human Resources Services

Office/Range	No. of Positions	No. of positions Filled	No. of vacant offices (with bodies) Acting	Vacant Offices (without bodies)	Persons engaged as Service Providers/OJT to filled the Gap
Director, Human Resource Services (Range 67)	1	0	0	0	0
Senior Human Resource Officer (Range 63)	1	1	0	0	0
Human Resource Officer III (58E)	1	1	0	0	0
Human Resource II (Range 53E)	2	0	2	0	0
Human Resource Officer I (Range 46)	2	0	2	0	
Clerk Stenographer III (Range 26C)	1	0	0	0	Service Provider 1 (Administrative Support) 2 OJT(Filing Clerk)
Clerk III (Range 24E)	1	0	1	0	
Clerk II (Range 20C)	2	0	2	0	1 OJT (Human Resource Assistant)
Clerk I (Range 14)	1	1	0	0	

Service Providers – 1 P&L Officer; 1 Human Resource Assistant; 1 Auditor

General Administration

Office/Range	No. of Positions	No. of positions Filled	No. of vacant offices (with bodies) Acting	Vacant Offices (without bodies)	Persons engaged as Service Providers/OJT to filled the Gap
Administrative Officer V (Range 61)	1	0	1	0	0
Administrative Officer II (Range 46D)	2	1	1	0	0
Administrative Assistant (Range 35F)	1	1	0	0	Service Provider- 1 Administrative Assistant
Records Manager I (Range 35F)	1	0	0	1	0
Clerk IV (Range 30C)	2	0	2	0	1 assigned to south Office
Clerk III (Range 24E)	1	1	0	0	Assigned to south
Clerk II (Range 20C)	3	1	2	0	1 assigned to south
Clerk I (Range 14)	6	4	2	0	1 assigned to south 1 OJT -Filing Clerk
Executive Secretary (Range35F)	1	1	0	0	Assigned to Minister Secretariat
Clerk Stenographer IV (Range 30E)	1	1	0	0	Assigned to PS Secretariat
Clerk Stenographer III	4	0	1	3	1 assigned to South Office 2 assigned to ERPD
Clerk Stenographer I/II (Range 15/20)	11	3	7 Clerk Typist I	1	1 assigned to South Office Service Provider – Secretarial Support South Office
Clerk Typist II (Range 19C)_	2	2	0	0	0
Clerk Typist I (Range 13)	11	4	7	0	0
Maid II (Range 6)	1	1	0	0	0
Maid I (Range 4)	1	1	0	0	Service Provider-

Office/Range	No. of Positions	No. of positions Filled	No. of vacant offices (with bodies) Acting	Vacant Offices (without bodies)	Persons engaged as Service Providers/OJT to filled the Gap
					2 (Maids) 1 assigned to South Office
Messenger II (Range 14D)	2	2	0	0	0
Messenger I (Range 9)	3	2	1	0	0
Motor Vehicle Driver (Range 17)	2	2	0	0	1 assigned to South Office Service Providers – 3 Drivers
Estate Constable (Range 20C)	2	1	0	1	0
Telephone Operator/Receptionist (Range 13)	3	1	2	0	Service Providers- 3 (Receptionist) 1 assigned to South Office

Service Providers - 3 Handyman – 1 assigned to south Office

Legal Unit

Office/Range	No. of Positions	No. of positions Filled	No. of vacant offices (with bodies) Acting	Vacant Offices (without bodies)	Persons engaged as Service Providers/OJT to filled the Gap
Senior State Counsel	3	3	0	0	
State Counsel III	1	0	0	0	
State Counsel II	1	1	0	0	
Clerk Stenographer I/II (Range 15/20)	1	0	1 (Clerk Typist)	0	

Service Providers - 2 Legal Officers 1 OJT Legal Assistant

MINISTRY OF ENERGY AND ENERGY INDUSTRIES

DATABASE: TRAINING WORKSHOPS 2016/2017

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
1.	Monitoring and Evaluation in the Public Sector	University of the West Indies	01/09/2016	1. Energy Research & Planning
2.	ICATT/ACCA Annual Seminar on International Reporting Standards and Auditing Standards	ICATT/ACCA	12-13/09/16	1. PSC Audit
3.	Risk Based Auditing	Ministry of Public Administration and Communications	12-14/09/16	1. Internal Audit
4.	Strategic Communication	Ministry of Public Administration and Communications	20-22/09/16	1. Communications
5.	Auditor in Charge- Tools and Techniques (AIC)	Arthur Lok Jack Graduate School of Business	19-22/09/16	1. Internal Audit
6.	Effective Working Papers	Arthur Lok Jack Graduate School of Business	22/09/16	1. Internal Audit
7.	Service Improvement	Ministry of Public Administration and Communications	04-06/10/16	1. Registry

ATTACNMMENT II

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
8.	ICATT's Annual International Financial + Accounting Conference	ICATT	05-06/10/16	1. PSC Audit
9.	Incident Command System (ICS) Training	BPTT	10-11/10/16	1. Communications
10.	Operation Mydas	BPTT	12-13/10/16	1. Communications
11.	MOOC (Massive Open Online Course)	www.petroskills.com	N/A	All technical staff of the Ministry
12.	Tropical Further Offshore Emergency Training	Falck Safety Services Limited	31/10/16	1. Petroleum Asset Monitoring & Measurement
13.	On-Site Community Trading Workshop	The National Gas Company of Trinidad & Tobago Limited	01-02/11/16	1. Commercial Evaluation 2. LNG & Gas
14.	Designing Orientation Programmes	Public Service Academy Min. of Public Adm. & Communications	02 – 04/11/16	1. Human Resource
15.	Health Care Screening (North Office)	North West Regional Health Authority	08/11/16	All members of staff

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
16.	AMCHAM T&T's 20 th Annual HSSE Conference & Exhibition	AMCHAM Trinidad & Tobago	08-09/11/16	1. Petroleum Asset Monitoring & Measurement 2. LNG & Gas Exports 3. Downstream & Retail Marketing 4. Contract Management 5. Minerals
17.	IBFD-International Taxation and Transfer Pricing	ICATT	08-10/11/16	1. Commercial Evaluation
18.	Ethnical Issues in the Public Service	Public Service Academy Min. of Public Adm. & Communications	10-11/01/17	1. PSC Audit
19.	Applying GIS in Your Job	U.W.I.	16/11/16	1. GIS

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
20.	Retirement Planning Workshop	PETROTRIN EAP Services	16/11/16	1. Downstream & Retail Marketing Division 2. Accounts 3. PS Secretariat 4. Contract Management 5. GIS 6. Minerals Department 7. Information Technology 8. Executive Secretariat 9. Commercial Evaluation 10. Internal Audit 11. Petroleum Asset Monitoring & Measurement 12. Energy Research & Planning
21.	Basic Principles in Occupational Hygiene	R.O.S.E. Environmental Ltd.	21-22/11/16	1. Petroleum Asset Monitoring & Measurement
22.	Training on the CSME Public Procurement Regime – Development of the Infrastructure and Instruments for an Integrated CSME Procurement Regime	Ministry of Finance in collaboration with the CARICOM Secretariat	21-23/11/16	1. DPS Secretariat 2. Energy Research & Planning

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
23.	Drilling, Drilling Data Acquisition and Completions Technology	The University of the West Indies (UWI)	25/11/16	1. Petroleum Asset Monitoring & Measurement 2. Resource Management 3. Contract Management
24.	TBOSIET Refresher Training	Falck Safety Services Ltd.	25/11/16	1. Petroleum Asset Monitoring & Measurement
25.	Lupus Sensitization	Voice of the Lupus Foundation	25/11/16	All members of staff
26.	Supervisory Management	Public Service Academy Min. of Public Administration & Communications	24-27/11/16	1. Registry
27.	Training on the Systems of Accounting for Sub-Accounting Unit Functions	Ministry of Finance	02,09,16,23 & 30 November 2016	1. Accounting
28.	Negotiation Skills Workshop	Public Service Academy Min. of Public Adm. & Communications	05 – 07/12/16	1. Legal
29.	Project Management for Executives	Conquest Business Solutions	07- 09/12/16	1. LNG & Gas Exports 2. Downstream & Retail Marketing 3. Resource Management

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
30.	Unix Training – LINUX Foundation & BASH Shell Scripting	ROIMEX Limited	07-09/12/16 13-15/12/16	1. Information Technology
31.	Developing Leadership Skills for Middle Level Officer	Public Service Academy Min. of Public Adm. & Communications	5,9,13 &19/01/17	1. Downstream & Retail Marketing
32.	Delivering Citizen – Centre Service	Public Service Academy Min. of Public Adm. & Communications	09-11/01/17	1. Accounting
33.	Project Management Toolkit Series: Framework Preparation of Logical Framework workshop	Public Service Academy Min. of Public Adm. & Communications	17-18/01/17	1. Energy Research & Planning
34.	ITIL Training Foundation	ASB Consulting Ltd.	18 – 20/01/17	1. Information Technology
35.	TBOSIET Refresher Training	Falck Safety Services Ltd.	20/01/17	1. Petroleum Asset Monitoring & Measurement

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
36.	Energy Conference and Tradeshow 2017	Energy Chamber of Trinidad & Tobago	23 – 25/01/17	1. Petroleum Asset Monitoring & Measurement 1. Minerals 2. PSC Audit 3. DPS Secretariat 4. Commercial Evaluation 5. Energy Research & Planning 6. Legal 7. Contract Management
37.	Cheque Writing	Ministry of Finance	24/01/2017	1. PS Secretariat 2. Contract Management
38.	United Nations Development Programme (UNDP) Procurement Certification – Level 2	Public Service Academy Min. of Public Adm. & Communications	24-27/01/17	1. General Administration 2. Information Technology
39.	Freedom of Information	Public Service Academy Min. of Public Adm. & Communications	31/01/17	1. Legal

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
40.	Protocol & Etiquette	Ms. Lenore S. Dorset	01 – 02/02/17	1. Minerals 2. Communications 3. PS Secretariat 4. Legal 5. Information Technology 6. Contract Management 7. General Administration 8. LNG & Gas Exports 9. Downstream & Retail Marketing 10. Energy Research & Planning 11. Petroleum Asset Monitoring & Measurement 12. Human Resource
41.	TBOSIET	Falck Safety Services	30/01/2017 & 03/02/2017	1. Petroleum Asset Monitoring & Measurement 2. LNG & Gas Exports 3. Resource Management
42.	Data Analysis and Management Using Excel	Arthur Lok Jack Graduate School of Business	06 – 07/02/2017	1. DPS Secretariat 2. Commercial Evaluation

ATTACNMMENT II

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
43.	TBOSIET	Falck Safety Services Limited	06 – 08/02/2017 & 20 – 22/02/2014	1. LNG & Gas Exports 2. Contract Management 3. Resource Management
44.	Terms of Reference & Request for Proposals	Public Service Academy Min. of Public Adm. & Communications	07 – 09/02/17	1. Energy Research & Planning 2. Minerals
45.	UKOOA Medical Examination	South Coast Medical Centre	09/02/2017	1. Petroleum Asset Monitoring & Measurement 2. Contact Management
46.	Fraud Awareness	The Institute of Internal Auditors of Trinidad & Tobago	14 - 15/02/2017	1. Internal Audit
47.	UNIX System Administration Course	Roimex Ltd.	15 – 17/02/17	1. Information Technology
48.	Performance Management Training	Ms. Sherry Singh (SHRO) In House	06/03/2017	1. Petroleum Asset Monitoring & Measurement
49.	Critical Thinking Skills	Public Service Academy Min. of Public Adm. & Communications	07 – 09/03/2017	1. Downstream & Retail Marketing 2. Information Technology 3. Energy Research & Planning

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
50.	Emotional Intelligence	Ministry of Public Administration and Communications	07 – 09/03/2017	1. General Administration
51.	ESearch Fundamentals	Schlumberger Trinidad Inc.	13/03/2017	1. Resource Management 2. Contact Management 3. Information Technology 4. General Administration
52.	ESearch Intermediate	Schlumberger Trinidad Inc.	14 – 15/03/2017	1. Resource Management 2. Contact Management 3. Information Technology 4. General Administration
53.	ESearch Administration	Schlumberger Trinidad Inc.	16 – 17/03/17	1. Resource Management 2. Information Technology 3. General Administration
54.	Audit Report Writing	Arthur Lok Jack Graduate School of Business	16 – 17/03/2017	1. Internal Audit

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
55.	Financial Management for Non-Accounting Officers	Ministry of Public Administration and Communications	21 – 23/03/2017	1. Communications 2. Energy Research & Planning 3. Contract Management 4. Downstream & Retail Marketing
56.	Defensive Driving Course	Training and Logistics Limited	21/03/2017 & 28/03/2017	1. General Administration
57.	Cash Basis International Public Sector Accounting Standards (IPSAS) compliant Statement of Receipts and Payments	Ministry of Finance	22/03/2017	1. Accounts 2. Internal Audit 3. General Administration
58.	Performance Management and Appraisal System: Train the Trainers	Chief Personnel Officer	22 – 24 & 27 – 28/03/2017	1. Human Resource
59.	Administration of Government Contracts	Ministry of Public Administration and Communications	27 – 29/03/2017	1. General Administration
60.	Introduction to Welding Engineering for Engineers and Supervisors	Worley Parsons Trinidad Limited	03 – 07/04/2017	1. Petroleum Asset Monitoring & Measurement
61.	Fundamentals of the Internal Audit Function	Ministry of Public Administration and Communications	04 – 07/04/2017	1. Internal Audit
62.	Disciplinary Procedures in the Public Service	Ministry of Public Administration and Communications	10 – 12/04/2017	1. Human Resource

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
63.	Office Etiquette for Administrative Support	Ministry of Public Administration and Communications	10 – 12/04/2017	1. Internal Audit
64.	Enhanced Oil Recovery (EOR)	RGR Energie Consultants Limited	11 – 12/04/2017	1. Resource Management
65.	Preparation of Pension and Leave Records	Ministry of Public Administration and Communications	18 – 20/04/2017	1. Accounts
66.	Public Procurement	Ministry of Public Administration and Communications	18 – 21/04/2017	1. Petroleum Asset Monitoring & Measurement
67.	Public Procurement Training Re: Challenges of Implementation	Ministry of Finance	19/04/2017	1. Accounts 2. General Administration
68.	Public Procurement Training Re: How to develop an implementation strategy	Ministry of Finance	24/04/2017	1. Accounts 2. General Administration
69.	HR Labour Law	Arthur Lok Jack Graduate School of Business	24 – 25/04/2017	1. Human Resource
70.	Working paper Analysis	Ministry of Public Administration and Communications	24 – 26/04/2017	1. Internal Audit
71.	Building Emotionally Intelligent Leaders	Ministry of Public Administration and Communications	25 – 26/04/2017	1. Energy Research & Planning
72.	Public Procurement Training Re: Customising the Handbook	Ministry of Finance	27 – 28/04/2017	1. Accounts 2. General Administration

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
73.	Offshore Technology Conference (OTC) 2017	Offshore Technology Conference, Houston Texas	01 – 04/05/2017	1. Petroleum Asset Monitoring & Measurement
74.	Performance Management and Appraisal System	Personnel Department	02,04 & 09/05/2017	1. DPS Secretariat 2. Legal 3. LNG & Gas Exports 4. General Administration 5. Accounts 6. Human Resource 7. Contract Management 8. Resource Management 9. Commercial Evaluation 10. Downstream & Retail Marketing 11. GIS 12. Information Technology
75.	Point Lisas Energy Association (PLEA) Passports	Energy Chamber of Trinidad & Tobago	12/05/2017	1. Petroleum Asset Monitoring & Measurement

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
76.	Strengthening intersectoral communication and collaboration with the National Focal Point for the International Health Regulations (IHR)	Ministry of Health	12/05/2017	1. Energy Research & Planning
77.	Public Procurement	Ministry of Public Administration and Communications	15 – 18/05/2017	1. Accounts
78.	HR for Non HR Professionals	Ministry of Public Administration and Communications	16 – 18/05/2017	1. Information Technology 2. Energy Research & Planning
79.	Managing an Online Communication Crisis	Arthur Lok Jack Graduate School of Business	17/05/2017	1. Communications
80.	Train to become a Certified Mediator	Resolution and Reconciliation Services	17,19,24 – 26/05/2017	1. Legal
81.	Sixth Geological Conference of the Geological Society of Trinidad & Tobago (GSTT)	Geological Society of Trinidad & Tobago	20 – 24/05/2017	1. DPS Secretariat 2. Minerals 3. Resource Management 4. Contract Management 5. Petroleum Asset Monitoring & Measurement 6. LNG & Gas Exports

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
82.	Site Visit of Vessel by the Ministry of Energy and Energy Industries (“Ministry”) In relation to EOG Resources Trinidad Limited’s (“EOG”) development of the Banyan TP61 Joint Venture Area	EOG Resources Trinidad Limited	22 – 26/05/2017	1. Petroleum Asset Monitoring & Measurement
83.	Introduction to Ethics and Values	Ministry of Public Administration and Communications	23 – 24/05/2017	1. General Administration 2. Registry
84.	Project Management Toolkit Series: Stakeholder Analysis	Ministry of Public Administration and Communications	23 – 25/05/2017	1. Energy Research & Planning
85.	Second Edition of Spanish as a Foreign Language Course	Ministry of Foreign and CARICOM Affairs	29/05/2017 to 02/11/2017	1. DPS Secretariat 2. LNG & Gas Exports 3. Contract Management 4. Downstream & Retail Marketing

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
86.	Competency Based Interviewing Skills	Esteem, Image Consultancy and Training	31/05/2017 – 01/06/2017	1. Contract Management 2. DPS Secretariat 3. Information Technology 4. Minerals 5. Resource Management 6. LNG & Gas Exports 7. Commercial Evaluation 8. Energy Research & Planning 9. Petroleum Asset Monitoring & Measurement 10. Human Resource
87.	COBIT 5 – Governing and Assuring the Delivery of Value from Enterprise IT	ISACA Trinidad and Tobago	05 – 07/06/2017	1. Information Technology
88.	United Nations Development Programme (UNDP) Procurement Certification – Level 2	Ministry of Public Administration and Communications	06 – 09/06/2017 27 – 30/06/2017	1. General Administration
89.	Modelling of Drill Cuttings and Produced Water	Danish Hydraulic Institute (DHI)	14/06/2017	1. Legal
90.	Seventh Annual IOPC Funds Short Course	IOPC, London	26 – 30/06/2017	1. Petroleum Asset Monitoring & Measurement

ATTACNMMENT II

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
91.	UKOOA Medical Test	South Coast Medical Centre	N/A	1. Petroleum Asset Monitoring & Measurement
92.	Seven (7) Point Drug Screening	One Lab TT	N/A	1. Petroleum Asset Monitoring & Measurement
93.	At-Sea Exploration Training Programme 2018	Japan Oil, Gas and Metals National Corporation (JOGMEC)	May – June, 2018	1. Contract Management
94.	Oil Spill Workshop	IRP Fire and Safety Ltd.	07 – 08/06/2017	1. Petroleum Asset Monitoring & Measurement
95.	2 nd Oil and Gas Law Conference	Ministry of Public Administration and Communications	08 – 09/06/2017	1. Legal
96.	Costal Flooding – Analysis and Management	Danish Hydraulic Institute (DHI)	12 – 13/06/2017	1. GIS
97.	Public Procurement	Ministry of Public Administration and Communications	12 – 14/06/2017	1. Information Technology 2. General Administration 3. Human Resource
98.	Cabinet Note Writing	Ministry of Public Administration and Communications	12 – 14, 20 & 21/06/2017	1. Human Resource

ATTACNMMENT II

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
99.	Focus Group Training Activities	Ministry of Public Administration and Communications	13/06/2017 14/06/2017	1. Human Resource 2. General Administration
100.	TBOSIET	Falck Safety Services	21 – 23/06/2017	1. Petroleum Asset Monitoring & Measurement
101.	Presentation Skills for Senior Managers	Ministry of Public Administration and Communications	21 – 22/06/2017 28 – 29/06/2017	1. LNG & Gas Exports 2. Downstream & Retail Marketing
102.	Seventh Annual IOPC Funds Short Course	London, United Kingdom	26 – 30/06/2017	1. Petroleum Asset Monitoring & Measurement
103.	Protocol for Public Officers	Ministry of Public Administration and Communications	28 – 30/06/2017	1. Communications
104.	Freedom of Information	Ministry of Public Administration and Communications	29/06/2017	1. Legal
105.	Community Public Procurement Notice Board (CPPNB) and the National Advertising Portal	Ministry of Finance	29/06/2017	1. General Administration
106.	Enhancing Oceans Governance in the Caribbean Region	University of Trinidad & Tobago (UTT)	29 – 30/06/2017	1. Legal

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
107.	Competency Based Interviewing Skills	Esteem, Image Consultancy and Training	03 & 07/07/2017	1. Energy Research & Planning 2. Information Technology 3. GIS 4. Contract Management 5. LNG & Gas Exports 6. Downstream & Retail Marketing 7. Resource Management 8. General Administration 9. Internal Audit 10. Legal 11. Petroleum Asset Monitoring & Measurement
108.	Administrative Law Principles and Practices: The Boundaries and Scope of Administrative Power	University of the West Indies	03 – 07/07/2017	1. Human Resource 2. Legal
109.	Training of Trainers	Ministry of Public Administration and Communications	10 – 14/07/2017	1. Human Resource
110.	TBOSIET	Falck Nutec T&T Ltd.	17/07/2017	1. Petroleum Asset Monitoring & Measurement
111.	Information Technology Infrastructure Library (ITIL) Foundation	ASB Consulting Limited	24 – 26/07/2017	1. Information Technology

ATTACNMMENT II

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
112.	Salary Administration in the Public Service: Award of Increments	The Personnel Department	25,26 & 27/07/2017	1. Human Resource
113.	Managing Work-Life Balance	Ministry of Public Administration and Communications	26 – 27/07/2017	1. Human Resource
114.	Responding to Parliamentary Questions	Ministry of Public Administration and Communications	03/08/2017	1. PS Secretariat 2. DPS Secretariat
115.	Deputy Permanent Secretaries' Orientation Workshop Module 1 – Leadership and Protocol	Ministry of Public Administration and Communications	09 – 11/08/2017	1. DPS Secretariat
116.	TBOSIET	Falck Nutec T&T Ltd.	14/08/2017	1. Contract Management
117.	Public Procurement Change Agent Programme	Ministry of Finance	15 – 18/08/2017	2. General Administration
118.	National Insurance Employer Workshop	The National Insurance Board of Trinidad & Tobago	17 – 18/08/2017	1. Accounting 2. Human Resource
119.	Masters of Business Administration	Arthur Lok Jack Graduate School of Business	Year 2	1. Petroleum Asset Monitoring & Measurement
120.	Disciplinary Procedures in the Public Service	Ministry of Public Administration and Communications	04-06/09/2017	1. Human Resource
121.	TBOSIET	Falck Nutec Trinidad & Tobago Limited	04-06/09/2017	1. Resource Management

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
122.	Attendance of the MEEI officials to accompany NGC to meet with GPG in Grenada	National Gas Company of Trinidad & Tobago	11/09/2017	1. DPS Secretariat 2. Petroleum Asset Monitoring & Measurement
123.	International Financial Reporting Standards (IFRS) 9, 15 & 16	ICATT	12 – 13/09/2017	1. PSC Audit
124.	IGDS pre-Budget forum	UWI	13/09/2017	1. Energy Research & Planning
125.	Sub Regional Oil Pollution Preparedness Response and Cooperation (SROPRC) Workshop	Colombia	02 – 05/10/2017	1. Energy Research & Planning 2. Petroleum Asset Monitoring & Measurement
126.	Level A & Level B Psychometric Evaluation Certification	Human Resource Management Association of Trinidad & Tobago	23 – 27/10/2017	2. Human Resource
127.	Customer Service Training of Trainers	Ministry of Public Administration and Communications	20 – 22/09/2017	1. LNG & Gas Exports
128.	Anti-Corruption Conference 2017 – Breaking free from a Culture of Corruption	Trinidad and Tobago Transparency Institute	28/09/2017	1. Energy Research & Planning
129.	Effective Bid and Tender Management	UTT	28 – 29/09/2017	1. Resource Management 2. Contract Management
130.	Customer Service Training of Trainers	Ministry of Public Administration and Communications	04 – 06/10/2017	1. Human Resource

ATTACNMENT II

131.	DeNovo's Gas Processing Unit Design Review	DeNovo	16 – 17/10/2017	1. Petroleum Asset Monitoring & Measurement 2. LNG & Gas Exports
------	--	--------	-----------------	--

MINISTRY OF ENERGY AND ENERGY INDUSTRIES

DATABASE: TRAINING WORKSHOPS 2016/2017

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
1.	Monitoring and Evaluation in the Public Sector	University of the West Indies	01/09/2016	1. Energy Research & Planning
2.	ICATT/ACCA Annual Seminar on International Reporting Standards and Auditing Standards	ICATT/ACCA	12-13/09/16	1. PSC Audit
3.	Risk Based Auditing	Ministry of Public Administration and Communications	12-14/09/16	1. Internal Audit
4.	Strategic Communication	Ministry of Public Administration and Communications	20-22/09/16	1. Communications
5.	Auditor in Charge- Tools and Techniques (AIC)	Arthur Lok Jack Graduate School of Business	19-22/09/16	1. Internal Audit
6.	Effective Working Papers	Arthur Lok Jack Graduate School of Business	22/09/16	1. Internal Audit
7.	Service Improvement	Ministry of Public Administration and Communications	04-06/10/16	1. Registry

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
8.	ICATT's Annual International Financial + Accounting Conference	ICATT	05-06/10/16	1. PSC Audit
9.	Incident Command System (ICS) Training	BPTT	10-11/10/16	1. Communications
10.	Operation Mydas	BPTT	12-13/10/16	1. Communications
11.	MOOC (Massive Open Online Course)	www.petroskills.com	N/A	All technical staff of the Ministry
12.	Tropical Further Offshore Emergency Training	Falck Safety Services Limited	31/10/16	1. Petroleum Asset Monitoring & Measurement
13.	On-Site Community Trading Workshop	The National Gas Company of Trinidad & Tobago Limited	01-02/11/16	1. Commercial Evaluation 2. LNG & Gas
14.	Designing Orientation Programmes	Public Service Academy Min. of Public Adm. & Communications	02 – 04/11/16	1. Human Resource
15.	Health Care Screening (North Office)	North West Regional Health Authority	08/11/16	All members of staff

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
16.	AMCHAM T&T's 20 th Annual HSSE Conference & Exhibition	AMCHAM Trinidad & Tobago	08-09/11/16	1. Petroleum Asset Monitoring & Measurement 2. LNG & Gas Exports 3. Downstream & Retail Marketing 4. Contract Management 5. Minerals
17.	IBFD-International Taxation and Transfer Pricing	ICATT	08-10/11/16	1. Commercial Evaluation
18.	Ethnical Issues in the Public Service	Public Service Academy Min. of Public Adm. & Communications	10-11/01/17	1. PSC Audit
19.	Applying GIS in Your Job	U.W.I.	16/11/16	1. GIS

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
20.	Retirement Planning Workshop	PETROTRIN EAP Services	16/11/16	1. Downstream & Retail Marketing Division 2. Accounts 3. PS Secretariat 4. Contract Management 5. GIS 6. Minerals Department 7. Information Technology 8. Executive Secretariat 9. Commercial Evaluation 10. Internal Audit 11. Petroleum Asset Monitoring & Measurement 12. Energy Research & Planning
21.	Basic Principles in Occupational Hygiene	R.O.S.E. Environmental Ltd.	21-22/11/16	1. Petroleum Asset Monitoring & Measurement
22.	Training on the CSME Public Procurement Regime – Development of the Infrastructure and Instruments for an Integrated CSME Procurement Regime	Ministry of Finance in collaboration with the CARICOM Secretariat	21-23/11/16	1. DPS Secretariat 2. Energy Research & Planning

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
23.	Drilling, Drilling Data Acquisition and Completions Technology	The University of the West Indies (UWI)	25/11/16	1. Petroleum Asset Monitoring & Measurement 2. Resource Management 3. Contract Management
24.	TBOSIET Refresher Training	Falck Safety Services Ltd.	25/11/16	1. Petroleum Asset Monitoring & Measurement
25.	Lupus Sensitization	Voice of the Lupus Foundation	25/11/16	All members of staff
26.	Supervisory Management	Public Service Academy Min. of Public Administration & Communications	24-27/11/16	1. Registry
27.	Training on the Systems of Accounting for Sub-Accounting Unit Functions	Ministry of Finance	02,09,16,23 & 30 November 2016	1. Accounting
28.	Negotiation Skills Workshop	Public Service Academy Min. of Public Adm. & Communications	05 – 07/12/16	1. Legal
29.	Project Management for Executives	Conquest Business Solutions	07- 09/12/16	1. LNG & Gas Exports 2. Downstream & Retail Marketing 3. Resource Management

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
30.	Unix Training – LINUX Foundation & BASH Shell Scripting	ROIMEX Limited	07-09/12/16 13-15/12/16	1. Information Technology
31.	Developing Leadership Skills for Middle Level Officer	Public Service Academy Min. of Public Adm. & Communications	5,9,13 &19/01/17	1. Downstream & Retail Marketing
32.	Delivering Citizen – Centre Service	Public Service Academy Min. of Public Adm. & Communications	09-11/01/17	1. Accounting
33.	Project Management Toolkit Series: Framework Preparation of Logical Framework workshop	Public Service Academy Min. of Public Adm. & Communications	17-18/01/17	1. Energy Research & Planning
34.	ITIL Training Foundation	ASB Consulting Ltd.	18 – 20/01/17	1. Information Technology
35.	TBOSIET Refresher Training	Falck Safety Services Ltd.	20/01/17	1. Petroleum Asset Monitoring & Measurement

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
36.	Energy Conference and Tradeshow 2017	Energy Chamber of Trinidad & Tobago	23 – 25/01/17	1. Petroleum Asset Monitoring & Measurement 1. Minerals 2. PSC Audit 3. DPS Secretariat 4. Commercial Evaluation 5. Energy Research & Planning 6. Legal 7. Contract Management
37.	Cheque Writing	Ministry of Finance	24/01/2017	1. PS Secretariat 2. Contract Management
38.	United Nations Development Programme (UNDP) Procurement Certification – Level 2	Public Service Academy Min. of Public Adm. & Communications	24-27/01/17	1. General Administration 2. Information Technology
39.	Freedom of Information	Public Service Academy Min. of Public Adm. & Communications	31/01/17	1. Legal

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
40.	Protocol & Etiquette	Ms. Lenore S. Dorset	01 – 02/02/17	1. Minerals 2. Communications 3. PS Secretariat 4. Legal 5. Information Technology 6. Contract Management 7. General Administration 8. LNG & Gas Exports 9. Downstream & Retail Marketing 10. Energy Research & Planning 11. Petroleum Asset Monitoring & Measurement 12. Human Resource
41.	TBOSIET	Falck Safety Services	30/01/2017 & 03/02/2017	1. Petroleum Asset Monitoring & Measurement 2. LNG & Gas Exports 3. Resource Management
42.	Data Analysis and Management Using Excel	Arthur Lok Jack Graduate School of Business	06 – 07/02/2017	1. DPS Secretariat 2. Commercial Evaluation

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
43.	TBOSIET	Falck Safety Services Limited	06 – 08/02/2017 & 20 – 22/02/2014	1. LNG & Gas Exports 2. Contract Management 3. Resource Management
44.	Terms of Reference & Request for Proposals	Public Service Academy Min. of Public Adm. & Communications	07 – 09/02/17	1. Energy Research & Planning 2. Minerals
45.	UKOOA Medical Examination	South Coast Medical Centre	09/02/2017	1. Petroleum Asset Monitoring & Measurement 2. Contact Management
46.	Fraud Awareness	The Institute of Internal Auditors of Trinidad & Tobago	14 - 15/02/2017	1. Internal Audit
47.	UNIX System Administration Course	Roimex Ltd.	15 – 17/02/17	1. Information Technology
48.	Performance Management Training	Ms. Sherry Singh (SHRO) In House	06/03/2017	1. Petroleum Asset Monitoring & Measurement
49.	Critical Thinking Skills	Public Service Academy Min. of Public Adm. & Communications	07 – 09/03/2017	1. Downstream & Retail Marketing 2. Information Technology 3. Energy Research & Planning

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
50.	Emotional Intelligence	Ministry of Public Administration and Communications	07 – 09/03/2017	1. General Administration
51.	ESearch Fundamentals	Schlumberger Trinidad Inc.	13/03/2017	1. Resource Management 2. Contact Management 3. Information Technology 4. General Administration
52.	ESearch Intermediate	Schlumberger Trinidad Inc.	14 – 15/03/2017	1. Resource Management 2. Contact Management 3. Information Technology 4. General Administration
53.	ESearch Administration	Schlumberger Trinidad Inc.	16 – 17/03/17	1. Resource Management 2. Information Technology 3. General Administration
54.	Audit Report Writing	Arthur Lok Jack Graduate School of Business	16 – 17/03/2017	1. Internal Audit

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
55.	Financial Management for Non-Accounting Officers	Ministry of Public Administration and Communications	21 – 23/03/2017	1. Communications 2. Energy Research & Planning 3. Contract Management 4. Downstream & Retail Marketing
56.	Defensive Driving Course	Training and Logistics Limited	21/03/2017 & 28/03/2017	1. General Administration
57.	Cash Basis International Public Sector Accounting Standards (IPSAS) compliant Statement of Receipts and Payments	Ministry of Finance	22/03/2017	1. Accounts 2. Internal Audit 3. General Administration
58.	Performance Management and Appraisal System: Train the Trainers	Chief Personnel Officer	22 – 24 & 27 – 28/03/2017	1. Human Resource
59.	Administration of Government Contracts	Ministry of Public Administration and Communications	27 – 29/03/2017	1. General Administration
60.	Introduction to Welding Engineering for Engineers and Supervisors	Worley Parsons Trinidad Limited	03 – 07/04/2017	1. Petroleum Asset Monitoring & Measurement
61.	Fundamentals of the Internal Audit Function	Ministry of Public Administration and Communications	04 – 07/04/2017	1. Internal Audit
62.	Disciplinary Procedures in the Public Service	Ministry of Public Administration and Communications	10 – 12/04/2017	1. Human Resource

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
63.	Office Etiquette for Administrative Support	Ministry of Public Administration and Communications	10 – 12/04/2017	1. Internal Audit
64.	Enhanced Oil Recovery (EOR)	RGR Energie Consultants Limited	11 – 12/04/2017	1. Resource Management
65.	Preparation of Pension and Leave Records	Ministry of Public Administration and Communications	18 – 20/04/2017	1. Accounts
66.	Public Procurement	Ministry of Public Administration and Communications	18 – 21/04/2017	1. Petroleum Asset Monitoring & Measurement
67.	Public Procurement Training Re: Challenges of Implementation	Ministry of Finance	19/04/2017	1. Accounts 2. General Administration
68.	Public Procurement Training Re: How to develop an implementation strategy	Ministry of Finance	24/04/2017	1. Accounts 2. General Administration
69.	HR Labour Law	Arthur Lok Jack Graduate School of Business	24 – 25/04/2017	1. Human Resource
70.	Working paper Analysis	Ministry of Public Administration and Communications	24 – 26/04/2017	1. Internal Audit
71.	Building Emotionally Intelligent Leaders	Ministry of Public Administration and Communications	25 – 26/04/2017	1. Energy Research & Planning
72.	Public Procurement Training Re: Customising the Handbook	Ministry of Finance	27 – 28/04/2017	1. Accounts 2. General Administration

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
73.	Offshore Technology Conference (OTC) 2017	Offshore Technology Conference, Houston Texas	01 – 04/05/2017	1. Petroleum Asset Monitoring & Measurement
74.	Performance Management and Appraisal System	Personnel Department	02,04 & 09/05/2017	1. DPS Secretariat 2. Legal 3. LNG & Gas Exports 4. General Administration 5. Accounts 6. Human Resource 7. Contract Management 8. Resource Management 9. Commercial Evaluation 10. Downstream & Retail Marketing 11. GIS 12. Information Technology
75.	Point Lisas Energy Association (PLEA) Passports	Energy Chamber of Trinidad & Tobago	12/05/2017	1. Petroleum Asset Monitoring & Measurement

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
76.	Strengthening intersectoral communication and collaboration with the National Focal Point for the International Health Regulations (IHR)	Ministry of Health	12/05/2017	1. Energy Research & Planning
77.	Public Procurement	Ministry of Public Administration and Communications	15 – 18/05/2017	1. Accounts
78.	HR for Non HR Professionals	Ministry of Public Administration and Communications	16 – 18/05/2017	1. Information Technology 2. Energy Research & Planning
79.	Managing an Online Communication Crisis	Arthur Lok Jack Graduate School of Business	17/05/2017	1. Communications
80.	Train to become a Certified Mediator	Resolution and Reconciliation Services	17,19,24 – 26/05/2017	1. Legal
81.	Sixth Geological Conference of the Geological Society of Trinidad & Tobago (GSTT)	Geological Society of Trinidad & Tobago	20 – 24/05/2017	1. DPS Secretariat 2. Minerals 3. Resource Management 4. Contract Management 5. Petroleum Asset Monitoring & Measurement 6. LNG & Gas Exports

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
82.	Site Visit of Vessel by the Ministry of Energy and Energy Industries (“Ministry”) In relation to EOG Resources Trinidad Limited’s (“EOG”) development of the Banyan TP61 Joint Venture Area	EOG Resources Trinidad Limited	22 – 26/05/2017	1. Petroleum Asset Monitoring & Measurement
83.	Introduction to Ethics and Values	Ministry of Public Administration and Communications	23 – 24/05/2017	1. General Administration 2. Registry
84.	Project Management Toolkit Series: Stakeholder Analysis	Ministry of Public Administration and Communications	23 – 25/05/2017	1. Energy Research & Planning
85.	Second Edition of Spanish as a Foreign Language Course	Ministry of Foreign and CARICOM Affairs	29/05/2017 to 02/11/2017	1. DPS Secretariat 2. LNG & Gas Exports 3. Contract Management 4. Downstream & Retail Marketing

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
86.	Competency Based Interviewing Skills	Esteem, Image Consultancy and Training	31/05/2017 – 01/06/2017	1. Contract Management 2. DPS Secretariat 3. Information Technology 4. Minerals 5. Resource Management 6. LNG & Gas Exports 7. Commercial Evaluation 8. Energy Research & Planning 9. Petroleum Asset Monitoring & Measurement 10. Human Resource
87.	COBIT 5 – Governing and Assuring the Delivery of Value from Enterprise IT	ISACA Trinidad and Tobago	05 – 07/06/2017	1. Information Technology
88.	United Nations Development Programme (UNDP) Procurement Certification – Level 2	Ministry of Public Administration and Communications	06 – 09/06/2017 27 – 30/06/2017	1. General Administration
89.	Modelling of Drill Cuttings and Produced Water	Danish Hydraulic Institute (DHI)	14/06/2017	1. Legal
90.	Seventh Annual IOPC Funds Short Course	IOPC, London	26 – 30/06/2017	1. Petroleum Asset Monitoring & Measurement

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
91.	UKOOA Medical Test	South Coast Medical Centre	N/A	1. Petroleum Asset Monitoring & Measurement
92.	Seven (7) Point Drug Screening	One Lab TT	N/A	1. Petroleum Asset Monitoring & Measurement
93.	At-Sea Exploration Training Programme 2018	Japan Oil, Gas and Metals National Corporation (JOGMEC)	May – June, 2018	1. Contract Management
94.	Oil Spill Workshop	IRP Fire and Safety Ltd.	07 – 08/06/2017	1. Petroleum Asset Monitoring & Measurement
95.	2 nd Oil and Gas Law Conference	Ministry of Public Administration and Communications	08 – 09/06/2017	1. Legal
96.	Costal Flooding – Analysis and Management	Danish Hydraulic Institute (DHI)	12 – 13/06/2017	1. GIS
97.	Public Procurement	Ministry of Public Administration and Communications	12 – 14/06/2017	1. Information Technology 2. General Administration 3. Human Resource
98.	Cabinet Note Writing	Ministry of Public Administration and Communications	12 – 14, 20 & 21/06/2017	1. Human Resource

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
99.	Focus Group Training Activities	Ministry of Public Administration and Communications	13/06/2017 14/06/2017	1. Human Resource 2. General Administration
100.	TBOSIET	Falck Safety Services	21 – 23/06/2017	1. Petroleum Asset Monitoring & Measurement
101.	Presentation Skills for Senior Managers	Ministry of Public Administration and Communications	21 – 22/06/2017 28 – 29/06/2017	1. LNG & Gas Exports 2. Downstream & Retail Marketing
102.	Seventh Annual IOPC Funds Short Course	London, United Kingdom	26 – 30/06/2017	1. Petroleum Asset Monitoring & Measurement
103.	Protocol for Public Officers	Ministry of Public Administration and Communications	28 – 30/06/2017	1. Communications
104.	Freedom of Information	Ministry of Public Administration and Communications	29/06/2017	1. Legal
105.	Community Public Procurement Notice Board (CPPNB) and the National Advertising Portal	Ministry of Finance	29/06/2017	1. General Administration
106.	Enhancing Oceans Governance in the Caribbean Region	University of Trinidad & Tobago (UTT)	29 – 30/06/2017	1. Legal

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
107.	Competency Based Interviewing Skills	Esteem, Image Consultancy and Training	03 & 07/07/2017	1. Energy Research & Planning 2. Information Technology 3. GIS 4. Contract Management 5. LNG & Gas Exports 6. Downstream & Retail Marketing 7. Resource Management 8. General Administration 9. Internal Audit 10. Legal 11. Petroleum Asset Monitoring & Measurement
108.	Administrative Law Principles and Practices: The Boundaries and Scope of Administrative Power	University of the West Indies	03 – 07/07/2017	1. Human Resource 2. Legal
109.	Training of Trainers	Ministry of Public Administration and Communications	10 – 14/07/2017	1. Human Resource
110.	TBOSIET	Falck Nutec T&T Ltd.	17/07/2017	1. Petroleum Asset Monitoring & Measurement
111.	Information Technology Infrastructure Library (ITIL) Foundation	ASB Consulting Limited	24 – 26/07/2017	1. Information Technology

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
112.	Salary Administration in the Public Service: Award of Increments	The Personnel Department	25,26 & 27/07/2017	1. Human Resource
113.	Managing Work-Life Balance	Ministry of Public Administration and Communications	26 – 27/07/2017	1. Human Resource
114.	Responding to Parliamentary Questions	Ministry of Public Administration and Communications	03/08/2017	1. PS Secretariat 2. DPS Secretariat
115.	Deputy Permanent Secretaries' Orientation Workshop Module 1 – Leadership and Protocol	Ministry of Public Administration and Communications	09 – 11/08/2017	1. DPS Secretariat
116.	TBOSIET	Falck Nutec T&T Ltd.	14/08/2017	1. Contract Management
117.	Public Procurement Change Agent Programme	Ministry of Finance	15 – 18/08/2017	2. General Administration
118.	National Insurance Employer Workshop	The National Insurance Board of Trinidad & Tobago	17 – 18/08/2017	1. Accounting 2. Human Resource
119.	Masters of Business Administration	Arthur Lok Jack Graduate School of Business	Year 2	1. Petroleum Asset Monitoring & Measurement
120.	Disciplinary Procedures in the Public Service	Ministry of Public Administration and Communications	04-06/09/2017	1. Human Resource
121.	TBOSIET	Falck Nutec Trinidad & Tobago Limited	04-06/09/2017	1. Resource Management

NO	NAME	HOST	DATE	PARTICIPANTS BY DEPARTMENT
122.	Attendance of the MEEI officials to accompany NGC to meet with GPG in Grenada	National Gas Company of Trinidad & Tobago	11/09/2017	1. DPS Secretariat 2. Petroleum Asset Monitoring & Measurement
123.	International Financial Reporting Standards (IFRS) 9, 15 & 16	ICATT	12 – 13/09/2017	1. PSC Audit
124.	IGDS pre-Budget forum	UWI	13/09/2017	1. Energy Research & Planning
125.	Sub Regional Oil Pollution Preparedness Response and Cooperation (SROPRC) Workshop	Colombia	02 – 05/10/2017	1. Energy Research & Planning 2. Petroleum Asset Monitoring & Measurement
126.	Level A & Level B Psychometric Evaluation Certification	Human Resource Management Association of Trinidad & Tobago	23 – 27/10/2017	2. Human Resource
127.	Customer Service Training of Trainers	Ministry of Public Administration and Communications	20 – 22/09/2017	1. LNG & Gas Exports
128.	Anti-Corruption Conference 2017 – Breaking free from a Culture of Corruption	Trinidad and Tobago Transparency Institute	28/09/2017	1. Energy Research & Planning
129.	Effective Bid and Tender Management	UTT	28 – 29/09/2017	1. Resource Management 2. Contract Management
130.	Customer Service Training of Trainers	Ministry of Public Administration and Communications	04 – 06/10/2017	1. Human Resource

ATTACHMENT III

131.	DeNovo's Gas Processing Unit Design Review	DeNovo	16 – 17/10/2017	1. Petroleum Asset Monitoring & Measurement 2. LNG & Gas Exports
------	--	--------	-----------------	--

February 22, 2018

Mrs. Joanne Deoraj
Permanent Secretary
Ministry of Planning and Development
Level 14, Eric Williams Financial Complex
Independence Square
PORT OF SPAIN



Dear Mrs. Deoraj,

FOURTEENTH REPORT OF THE PUBLIC ACCOUNTS COMMITTEE ON THE EXAMINATION OF THE REPORT OF THE AUDITOR GENERAL ON THE PUBLIC ACCOUNTS OF THE REPUBLIC OF TRINIDAD AND TOBAGO FOR THE FINANCIAL YEAR 2016 WITH SPECIFIC REFERENCE TO THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES

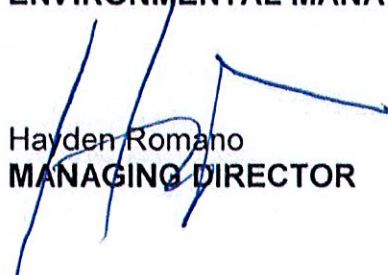
The Environmental Management Authority (EMA) acknowledges receipt of your letter dated February 7, 2018 with reference to the captioned. The EMA has collaborated with the Ministry of Energy and Energy Industries (MEEI) on the operational status of quarries based on the information provided by MEEI. In this regard, the EMA is pleased to report on the status of such quarries according to the Certificate of Environmental Clearance (CEC) process:

- Issued CECs – 41
- Awaiting further information – 27
- No CEC required – 11
- Application withdrawn – 4
- Notice of Refusal – 1

Should additional information and/or clarification be required, please do not hesitate to contact the Technical Services Manager, Mr. Wayne Rajkumar at 628-8042 ext. 2298.

Yours sincerely,

ENVIRONMENTAL MANAGEMENT AUTHORITY


Hayden Romano
MANAGING DIRECTOR

8 Elizabeth Street, St. Clair, Port of Spain, Trinidad & Tobago, West Indies.
Tel: (868) 628-8042; 8044/5 Fax: (868) 628-9122. E-Mail: ema@ema.co.tt



Board of Directors

Chairman: Nadra Nathal-Gyan, Deputy Chairman: Judy Daniel

Directors: Ronald Adams, John Jullen, Vyash Nandlal, Garth Ottley, Dr. Roshan Parasram, Gordon Paul, Althea Thompson, Jacqueline Wilson