



The Government of the Republic of Trinidad and Tobago

MAKING SENSE OF
**T&T'S
ENERGY**
DOLLARS

TRINIDAD AND TOBAGO EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

IMPLEMENTATION WORKPLAN

January 2014

Approved by TTEITI Steering Committee

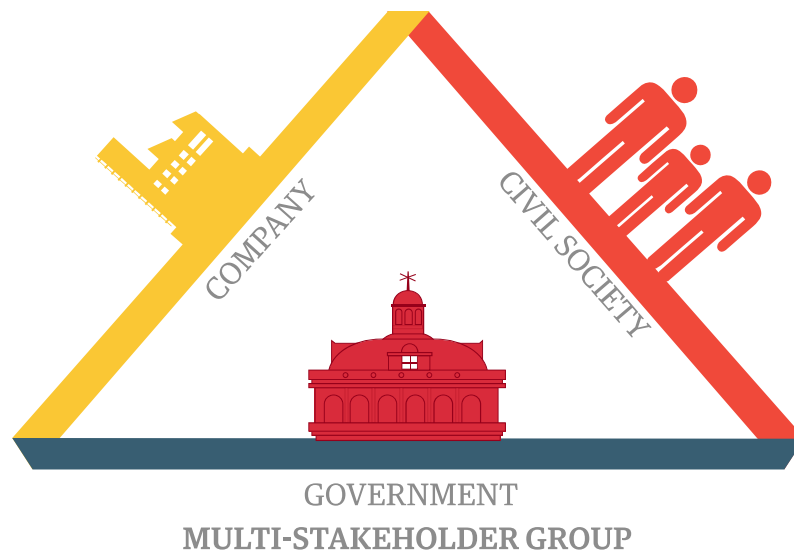
20 February, 2014



TTEITI SC OBJECTIVES

The Trinidad and Tobago Extractive Industries Transparency Initiative (TTEITI) Steering Committee (SC) remains committed to:

- ✓ Showing the contribution of oil, gas and mining revenues to the economy
- ✓ Enhancing competitiveness through EITI Compliant country status
- ✓ Generating a national conversation on the management of extractives
- ✓ Building the institutional framework for increased transparency
- ✓ Expanding the scope of EITI implementation in Trinidad and Tobago



INTRODUCTION

On September 9, 2010, the Cabinet of the Government of the Republic of Trinidad and Tobago (GoRTT) committed unequivocally to working with the extractive industries companies and civil society, to improve openness and accountable management of revenues from natural resources.



Cabinet has agreed to the establishment of a nineteen (19) member tripartite Trinidad and Tobago Extractive Industries Transparency Initiative (TTEITI) Steering Committee (SC) to lead EITI implementation in the country. The SC is comprised of:

- ✓ a chairman with a Civil Society background, Mr. Victor A. Hart
- ✓ representatives of six (6) Government Ministries and State Agencies,
- ✓ representatives of four (4) Extractive Industries companies and
- ✓ representatives of eight (8) Civil Society organizations.

Trinidad and Tobago was awarded EITI Candidate Country status on March 1, 2011 and published its first annual EITI Report on September 30, 2013. This Report, compiled by an Independent Administrator, shows how payments made by extractive companies match those received by governments for fiscal 2011, and explains any discrepancies. In 2014, the country seeks to attain EITI Compliant Country status, following an external review of its implementation of the Initiative, known as Validation.



To achieve its objective, the TTEITI Steering Committee Workplan sets out fully cost, measurable targets and a timetable for implementation for 2014. Potential constraints were identified and listed and steps have been taken to determine the extent of any constraints and the strategies needed to overcome them.

The overall budget for the period 2014 to 2016 is projected at approximately TT\$9.65 Million (US\$ 1.5 Million). Funding for this project comes from a mix of budget-support grants and technical assistance from the World Bank, Inter-American Development Bank, the European Union and direct funding by the GoRTT.



On March 9 2012, the World Bank approved US\$325,000 in EITI implementation support for Trinidad and Tobago from its EITI Multi Donor Trust Fund. In April, 2012 the World Bank identified an additional US\$100,000 in grant funding to strengthen CSO participation in the Steering Committee, broaden the diversity of civil society organizations engaged in the EITI process and support more intensive and thorough use of information generated by the EITI. Also in April 2012, approval was granted for Trinidad and Tobago to access up to US\$180,000 in technical assistance from the IDB under its Regional programme RGX - 1129 for strengthening governance in the extractive industries of Latin America and the Caribbean established in December 2011.

In September 2013, the sustainability of EITI implementation was further enhanced by the EU Delegation's approval of the TTEITI as a programme eligible for funding under its Environment Sector Policy Support Programme. Over the five-year period 2013 - 2017, the TTEITI in collaboration with the Ministry of Energy and Energy Affairs (MEEA), will receive €3,200,000.00 in funding.

Additional sources of funding through technical assistance arrangements are also being explored for the EITI programme, particularly to assist with capacity building initiatives. Support for the conducting of TTEITI Steering Committee workshops is also being received from extractive companies and civil society organizations.

WORKPLAN PRIORITIES FOR 2014



The TTEITI priorities for 2014 to 2016 are as follows:

1. Publication of annual TTEITI reports
2. Successful Validation and EITI Compliant Country status
3. Communications, engagement and outreach
4. Strengthening TTEITI Institutional Framework
5. Improvements to the TTEITI implementation process and scope



No.	Goals	Context: Pre-conditions & Risks	Capacity Constraints	Actions	Expected Outcome	Time	Responsibility	Budget (TT\$)	Funding Source	Status
1	1.1. Publication of annual TTEITI report for fiscal 2012	No legal or regulatory instrument to enforce publication of reports; BIR wary of TTEITI process; Administrative delays; and Slow or little response by reporting agencies	Small TTEITI Staff; Difficulty accessing timely funding for projects; Companies and government may not have staff dedicated to EITI reporting;	a. Issue instructions to Administrator to start TTEITI Report for fiscal 2012	Administrator to conduct audit of fiscal 2012 payments & receipts	Q2 2014	SC	n/a	n/a	Complete
				b. Review and improve Reporting Templates in keeping with Administrator's recommendations and new EITI Standard	Improved comprehensiveness of financial information in TTEITI Reports (See section 5 for details)	Q2 2014	Administrator/ TSC	n/a	n/a	Complete
				c. Start process to commission a scoping study on the Extractive Industries in Trinidad and Tobago	Information for contextual section of report to improve public understanding of the sector - focus on mining sector	Q2 2014	Secretariat	\$65,000	IDB	Consultant Selected
				d. Agree Draft Reporting Templates and level of materiality and host template training workshop	Tripartite SC satisfied that all significant contributions by the Extractive Industries are captured and reporting entities trained and comment on proposed templates	Q2 2014	Administrator/ SC	\$381,500	GoRTT	Complete
				e. Information collected and reconciliation begins	Administrator receives and queries financial information needed to prepare the Reconciliation Report	Q2 2014	Administrator/ Companies/ GORTT	n/a	n/a	Companies given a deadline of June 13 to submit templates
				f. Submission of draft Reconciliation Report to SC for comments	Explanation of any discrepancies between government's stated receipts and companies' declared payments	Q2 2014	Administrator/ Companies/ GORTT	\$476,500	GoRTT	To begin when templates are received from companies
				g. Production of final TTEITI Report for fiscal 2012	Public has greater access to information on revenues from oil & gas sector	Q3 2014	Administrator	n/a	GoRTT	
				h. Formal submission of Reconciliation Report for evaluation by EITI Secretariat	Reconciliation Report adopted/rejected by EITI Secretariat	Q3 2014	SC	\$95,300	GoRTT	

1.2. Publication of annual TTEITI report for fiscal 2013 and 2014	General elections in 2015; Little regulation and monitoring of mining companies activities; No legal or regulatory instrument to enforce publication of reports; Administrative delays; and Weakening interest in EITI by stakeholders	Mining firms do not have training and staff for accounts to be audited to international standards; Difficulty accessing timely funding for projects; Heavy workload of MEEA & extractive companies' staff charged with compiling data for the Administrator	i. Sign MOU for third TTEITI Report to relevant stakeholders	Government, companies and Civil Society publicly commit to EITI implementation	Q4 2014	All stakeholders	n/a	n/a	
			j. Award contract for 2013 and 2014 Reports	Contract awarded and firm starts engagement for third TTEITI Report	Q4 2014	MEEA	\$2,000,000	GoRTT	
			k. Determine and agree level of materiality and develop draft reporting templates	SC determines materiality threshold for the mining sector and is satisfied with the reporting streams	Q4 2014	Administrator/ SC	n/a	n/a	
			l. Identify and consult with mining companies	Agreement of participants	Q4 2014	SC/ Administrator/ Extractive companies/ government	n/a	n/a	
			m. Issue reporting templates and reconciliation begins	Companies and government starts collecting information for submission to the Administrator	Q4 2014	Administrator/ Extractive companies/ government	n/a	n/a	
			v. SC reviews and comments on draft Administrator's Report	Administrator reviews and submits Final EITI Report for fiscal 2013	Q2 2015	SC/ Administrator	n/a	n/a	
			w. Formal submission of Reconciliation Report for evaluation by EITI Secretariat	International Secretariat accepts or rejects final Report	Q2 2015	SC	n/a	n/a	
			Estimated Total						\$3,018,300.00

No.	Goals	Context: Pre-conditions & Risks	Capacity Constraints	Actions	Expected Outcome	Time	Responsibility	Budget (TT\$)	Funding Source	Status
2	Successful Validation and EITI Compliant Country status	Apathy of stakeholders to the need for expediency and relevance of validation; Delayed contracting of Validator; Slow disbursement of funds to pay Validator in a timely manner; Inability to produce relevant documentation to show meaningful progress in a timely manner; Key stakeholders unable to meet C2Validator; Late submission of Validation Report to International Secretariat;	Reduced MEEA Staff assigned to the TTEITI to handle administrative and financial details; Difficulty accessing timely funding for project; Availability of SC members to meet with the Validator	a. Sign Validator's Contract and begin review of TTEITI documentation	Validator plans his external review of EITI implementation	Q1 2014	MEEA/ Validator	n/a	n/a	Complete
				b. Validator does a country visit and meets key stakeholders	Validator ascertains stakeholder engagement in EITI process and receives additional documentation	Q1 2014	Validator	n/a	n/a	Complete
				c. Validator submits draft Validation Report to the SC and receives SC comments	Tripartite SC comments and clarifies outstanding issues re TTEITI implementation	Q1 2014	Validator/ SC	n/a	n/a	Complete
				d. Validator submits final Validation Report to the SC and SC submits report to the International EITI Validation Committee	The TTEITI benefits from an external review of its implementation with recommendations for improvement	Q2 2014	Validator/ SC	n/a	n/a	Complete
				e. SC receives comments and questions from Validation Committee.	SC is given an opportunity to answer and provide further clarification on issues arising during Validation	Q2 2014	SC	n/a	n/a	Complete
				f. SC submits final Validation Report to the International EITI Board	International EITI Board makes a decision on whether or not to award EITI Compliant Country status	Q2 2014	SC / Validator	\$500,000	GORTT	Complete
				g. International EITI Board decides if T&T will receive EITI Compliant Country status	Successful validation and achievement of EITI Compliant Country Status	Q2 2014	International EITI Secretariat	n/a	n/a	Awaiting Decision
				Estimated Total						

No.	Goals	Context: Pre-conditions & Risks	Capacity Constraints	Actions	Expected Outcome	Time	Responsibility	Budget (TT\$)	Funding Source	Status
3	Communications, engagement and outreach programmes	Funding to pay for Communications activities not timely; Mining companies unfamiliar with EITI process; Delays in contracting a communications consultant and other service providers; Difficult to spread EITI messages during election campaigning; Inability to print and produce physical Report in a timely matter; Persons who have a negative perception of the energy sector and effectiveness of initiatives like the EITI;	Small TTEITI staff with no specialized communications training; Limited funding for communications activities;	a. Promote newer aspects of the EITI Standard notably Contract Transparency, Beneficial Ownership & Reporting by Project	Engage stakeholders on the benefits of increased transparency and gain support for changes with the new EITI Standard	Q1 - Q4 2014	SC	\$80,000.00	WB	In Progress
				b. Media education workshop on the EITI	Better media understanding and coverage of EITI	Q3 2014	SC/ Communications Consultant	\$30,000.00	WB	
				c. Engage mining sector on EITI implementation	Government agencies and mining companies aware of EITI process and their role therein	Q3 2014	SC	\$40,000.00	EU	
				d. Upgrade of TTEITI website and production of TTEITI information materials	More user-friendly online platform for promotion of TTEITI activities	Q3 2014	SC/ Consultant	\$100,000.00	WB	
				e. First engagement on second MOU on EITI implementation in Trinidad and Tobago	Engage stakeholders (oil, gas and mining) and renew commitment to EITI implementation in Trinidad and Tobago	Q4 2014	SC	n/a	n/a	
				f. Engage Communications Consultant	Promotion of second EITI Report and successful Validation through a variety of channels	Q3 2014	MEEA/ SC	\$90,000.00	GoRTT	
				h. Production and printing of fiscal 2012 EITI Report and Report Summary	User-friendly attractive EITI Report used as a reference for contextual information on the sectors	Q3 2014	SC/ Consultant	\$165,000.00	WB	
				i. EITI Youth oriented activities - Video Competition and Hackathon	Reach wider spectrum of young people on EITI Report and promote innovative use of EITI data	Q3 2014; Q4 2014	SC/ Communications Sub-Committee	\$60,000.00	WB	
				j. Engage parliamentarians on EITI implementation in Trinidad and Tobago	Garner support for TTEITI legislation and implementation following the general elections	Q4 2014	SC	\$50,000.00	GoRTT	
				k. Signing of 2nd MOU between Stakeholders on EITI implementation in Trinidad and Tobago	Public statement of stakeholders commitment to EITI implementation	Q4 2014	SC	\$30,000.00	GoRTT	
				l. TTEITI Road Show and consultations to promote the second TTEITI Report	Inform civil society and general public about the revenues earned from the Oil, Gas and Mining	Q4 2014	SC	\$260,000.00	WB/GoRTT	
Estimated Total								\$905,000.00		

No.	Goals	Context: Pre-conditions & Risks	Capacity Constraints	Actions	Expected Outcome	Time	Responsibility	Budget (TT\$)	Funding Source	Status
4	Strengthening TTEITI institutional framework	General elections in 2015; Negative perception of other EITI implementing countries; Office located within the MEEA; Apathy of stakeholders needed to lobby for EITI legislation; Long term funding of initiative not formalized; Inability to meet key performance indicators set out by international donors; Reduced funding by international partners;	Lack of staff to consistently engage stakeholders; Staff to effectively monitor projects using funding from international donors; Slow process for enactment of EITI law;	a. Employ staff to work in the Secretariat	Engage Secretariat Head; Policy Analyst and two O.J.T.s.	Q1-Q4 2014	WB/GoRTT	\$672,000	WB	
				b. GORTT and SC to apply to WB EITI Multi-Donor Trust Fund/EU/IDB and seek additional partners for continued grant funding in support of EITI implementation	Sustainable finance identified to support EITI implementation and formal discussions entered into and concluded with contracts as necessary.	Q1-Q4 2014	SC/MEEA	n/a	n/a	In Progress
				c. Include EITI in Minister of Energy and Energy Affairs' Regulations	EITI mainstreamed in the regulatory framework	Q1 2014	SC/MEEA	n/a	n/a	
				d. Purchase office equipment for EITI Secretariat	Increased independence and operational efficiency of the TTEITI Secretariat	Q3 2014	SC/ MEEA	\$158,025	WB	
				e. Presentation of new draft enabling legislation and regulations for the conduct and publication of the audit of EI payments and receipts	EITI mainstreamed in the legal framework	Q3 2014	GoRTT	n/a	n/a	
				f. Seek EITI Champions within the government	Government buy-in and support of the EITI in T&T	Q3 2014	SC	n/a	n/a	
				g. Facilitate creation of a regional knowledge hub on EI in T&T at UWI	Inform Civil Society about the EI to encourage a more informed debate on the management of natural resources and the development of robust advocacy campaigns.	Q4 2014	SC/ Revenue Watch Institute	TBD	RWI	
Estimated Total								\$830,025		

No.	Goals	Context: Pre-conditions & Risks	Capacity Constraints	Actions	Expected Outcome	Time	Responsibility	Budget (TT\$)	Funding Source	Status
5	Improvements to the TTEITI implementation process and scope.	Importance of EITI implementation diminished for key stakeholders; Companies and government agencies unwilling to implement the Administrator's recommendations;	Limited TTEITI staffing;	a. Publish EITI Workplan with implementation schedule and budget	Better tracking of SC performance and monitoring of EITI implementation in T&T	Q2 2014	SC	n/a	n/a	
				b. Engage mining sector on EITI implementation and reporting	Inclusion of state mining in TTEITI reporting by fiscal 2013	Q4 2014	SC/ MEEA	\$1,000,000	EU	
				c. Engage oil & gas companies on Administrator's recommendations	Expansion of the scope of TTEITI Reports to better reflect companies' contributions to the economy	Q1-2 2014	SC / Extractive companies	n/a	n/a	
				d. Engage government revenue collection agencies on Administrator's recommendations	Improved identification of liabilities and allocation of payments	Q1-2 2014	SC/ MEEA/ BIR/ MOFE/ NGC	n/a	n/a	
				e. Engage Auditor General on annual audit of revenue accounts of the MEEA and the MoFE	Improved accountability by government revenue collection agencies	Q1-2 2014	SC / Auditor General	n/a	n/a	
				f. Improve environmental awareness of the extractive sector	National information campaign to increase awareness of the environmental impact of the sector by 10% in 2015.	Q4 2014	SC/ MEEA	\$500,000	EU	
				g. Start rehabilitation of 80 hectares of state quarry lands	Identification of areas to be remediated with greatest community/social and environmental impact	Q4 2014	SC/ MEEA	\$1,500,000	EU	
				h. Introduce an electronic system of revenue collection	Improved management of information and control over government revenues.	Q4 2014	SC/ MEEA	\$1,400,000	EU	
				i. Review the EITI process to date	EITI process gains credibility among local and international stakeholders.	Q4 2014	SC	n/a	n/a	

Estimated Total \$4,400,000

Estimated Total: All Activities \$9,653,325