



**Board of Directors Meeting of the
Utility Regulation and Competition Office
("OfReg")
held at 10:00 a.m. on Thursday, 02 March 2017,
at its Offices, 3rd Floor Alissta Towers**

Minutes Final

Present:

Dr. the Hon. Linford Pierson	Chairman
Mr. J. Paul Morgan	CEO (excused for Item 1.5.2)
Mr. Alee Fa'amoe	Executive Director ICT (EDICT)
Mr. Charles Farrington	Executive Director Energy & Utilities (EDEU)
Mr. Duke Munroe	Chief Fuels Inspector/Dir Fuel Markets (CFI)
Mr. Sonji Myles	Deputy Director ICT/Acting Secretary (DDICT)
Ms. Alison Maxwell	Legal Analyst (AM) (excused for Item 1.5.2)
Mr. Echard McLaughlin	HR/OPS

Meeting called to order by Chair: 10:31am

Apologies
Nil

1. General

1.1. Adoption of Agenda

Board adopted agenda as drafted

1.2. Prayer

EM offered word of prayer.

1.3. Welcome

Chair welcomed all.

1.4. Minutes of Previous Meeting

1.4.1. Approval

CEO Moved Chair seconded

1.4.2. Matters Arising

DDICT updated board on correspondence from EY. Staff to seek completion of 'release' by FLOW on behalf of EY

1.5. Board Matters

1.5.1. Establishment of a Remuneration and Human Resources Committee, in accordance with S. 27 (1) (c) of the Law

Board approved establishment of committee

1.5.2. CEO Contract

Chair discussed considerations regarding approval of a special allowance for the CEO.

Board approved a special allowance in the amount of \$2500.00pm to be paid to the CEO effective 6th February 2017, above and beyond the terms of his contract as drafted by the Ministry of PLAHI. The expectation being that the Board will conduct a new job evaluation of the CEO role in due course.

Board also approved a special vacation allowance of an additional five days per year to align with existing allowances for senior staff at the Office (30 days total).

2. Administration

2.1. Dashboard

2.1.1. HR Update

2.1.1.1. CFO Recruitment

EM informed the Board that the first advertisement for the post was published last Friday (24 Feb 2017). Deadline for submissions is 24th March 2017.

2.1.1.2. General Counsel Recruitment

EM advised Board that the advertisement for the post would be published 8th March 2017.

2.1.1.3. EDEU Recruitment

EDEU informed the board that he would be retiring effective 30th April 2017, and the post will have to be advertised.

In the interim the Board approved that the current Deputy Director EU would act as EDEU.

2.1.1.4. Fuels Sector Analyst Post Update



EM informed the Board that candidates have been interviewed and that HR and Management are in the selection process.

2.1.1.5. Fuels HR Transition

CFI- Informed the Board that he is still awaiting handover of HR files from Min. Plahi. CEO to follow-up with CO/Ministry. He has not been informed of reason for delay.

2.1.1.6. OfReg Draft Employee Policy Handbook

Board noted that development is ongoing. Chair recommended that Executive Staff should meet with Board to discuss finalising the doc. Date to be determined.

2.1.2. Operations Update

EM Confirmed that all staff are now operating from the OfReg office at Alissta Towers.

2.1.3. Finance Update

CEO confirmed that monthly financials are being prepared for the amalgamated accounts.

2.1.4. PR Update

Dpt CEO /EDICT updated Board on a number of general PR initiatives in line for the Office.

2.2. Transition

Board and Staff confirmed that 90% complete. Some minor HR and financial matters remain outstanding.

2.3. Office Search

Dpt. CEO- confirmed that the Executive Team are examining options towards having a recommendation for the next Board meeting.

3. Consumer Affairs

Nil

4. Regulatory

4.1. ICT

4.1.1. Fiber Rollout – Update

EDICT updated Board on working group and that staff are currently working towards wrapping up the group based on input from the licensees.



4.1.2. 23(2) Notice – Update

DDICT informed board that minor tweaks have been made and Notice is ready for consultation. Board approved.

4.1.3. Illegal WiFi – Update

DDICT update board on notice published and potential consequences for illegal actors.

4.1.4. Consumer Complaints – Update

DDICT informed Board that the process is ongoing. The legal team is currently considering a framework for handling appeals to the office. DDICT noted that a complaints/PR function/role needs to be defined and implemented for the office.

4.1.5. QOS – Update

Nil

4.1.6. EY Audit Update

Discussed under Matters Arising.

4.2. Energy and Utilities

4.2.1. Consumer Complaints – Update

EDEU provided that the two most recent complaints relating to pole relocation cost on a sub-division lot and a CUC error in value of CORE compensation appear to have been compromised and resolved respectively to consumer's satisfaction.

4.2.2. QOS – Update

EDEU gave a general update as set out in the attached E&U Dashboard presentation.

Board agreed to consider the proposal on consumer penalties as presented by CUC.

Board gave authority to the CEO to approve the proposal upon management's satisfaction.

4.2.3. Renewables – Update

EDEU gave a general update on the industry discussions regarding renewables, as set out in the attached E&U Dashboard presentation.

4.2.4. Fuel Price – Update

EDEU gave a general update on fuel pricing, as set out in the attached E&U Dashboard presentation.

4.2.5. CUC email re: "CORE"

Board agreed to CUC's proposal to remove distinction in the current CORE allocation between "residential" and "commercial".

4.3. Fuels

4.3.1. Consumer Complaints – Update

4.3.2. QOS – Update

4.3.3. Fuel Price – Update

4.3.4. Import Permits

CFI informed the Board that- Permits are currently being designed. They are to be issued by the CFI.

Import Permits are to be issued by 8th March 2017 for all Importers. In the first instance, permits will be issued where the business has been in operation at the beginning of 2017 and is in compliance with all other Laws.

- No new permits will be issued until further notice in order to allow OfReg (Fuels Sector) time to establish robust system/process (draft process attached).
- CFI Noted that the Permit Certificate is to be affixed with embossed stamp; however, the stamp is not in place as yet.
- Staff are currently collaborating with HM Customs to obtain list of importers in Customs database. Collector of Customs, Port Authority other government and non-government stakeholders will be officially informed through outreach.
- Permit payment and receipt process to be finalised with Finance Controller.
- Board's involvement in Import Permit issuance must be arm's length given the Law provides that the Board will hear related appeals.

4.3.5. Advisory Committees Update

4.3.5.1. Fuel Standards Committee

CFI commented that appointments have been made. Correspondence being drafted to be sent out. Appointments to be gazetted.

4.3.5.2. Fuel Advisory Committee

CFI commented that appointments have been made. Correspondence being drafted to be sent out.

4.3.6. Dangerous Substances Handling & Storage Law Update

CFI confirmed that the DS Law is now in force. Publication of changes to the DS Law requires a more aggressive PR campaign. CPI will collaborate with EDICT/DCEO to roll intense publicity for requirements under DS Law including hosting a possible Town Hall meetings.

4.4. Regulatory General

4.4.1. General Statutory Obligations of the Office

4.4.1.1. Consultation on Consultation Process

CEO updated Board on progress. Deadline for completion is end of March 2017.

5. Any Other Business

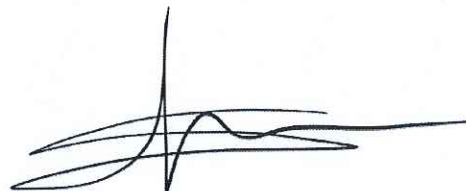
None

6. Date of Next Meeting

6 April 2017

Meeting concluded at 3:00

The below certifies that these minutes were approved by the Board on:
6 April 2017



Chairman, Board of Directors, OfReg