

Utility Regulation and Competition Office

Board Meeting Minutes - General Meeting #01 of 2026

Meeting Date:	15 January 2026
Time:	1012hrs – 1613hrs
Minute Taker:	Joanne Conolly, Board Secretary
Venue:	URCO Conference Room
Attendees:	Voting Board Members: Natasha Bodden, Acting Chair Osbert Francis, Voting Member Mike Gibbs, Voting Member Gavin Baxendale, Voting Member Wrendon Timothy, Voting Member By Teams: URCO Staff: Sonji Myles, ICEO/EDI Alison Maxwell, ARC Ken Springer, DCFI Jose Hernandez, HoO
Apologies:	Samuel Jackson, Chair

Agenda

AGENDA OVERVIEW
1. General
2. Minutes of Previous Meetings
3. Legal Advice
4. ICEO Report
5. Sector Matters
6. AOB
7. Adjournment & Date of Next Meeting

Meeting Minutes

1. General

- Meeting commenced at 10:12hrs.
- Quorum confirmed.
- Agenda reviewed and approved as amended.
- Energy matters to be deferred to next meeting.
- Format of Minutes discussion deferred.
- No declarations of interest.
- Ratification of RFI in Board folder.

2. Minutes of Previous Meetings

- BoD meeting minutes #10/2025 approved as amended.
- BoD meeting minutes #11/2025 deferred.

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4. ICEO Report

- ICEO ran through verbal update.
- New website [redacted] should be available for the BoD to review next week.

5. Sector Matters

5.1 Energy – deferred

5.2 Fuels Updates

- DCFI reviewed dashboard:
 - [redacted]
 - DD/KYC checklist required for all new operators; preliminary checks for fit & proper persons completed.
 - Operating permits and training compliance reviewed.
 - [redacted]

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- [Redacted]
- **Fuel Supply & Venezuela:** No current supply concerns; fuel imported mainly from USA, occasionally Aruba.

RFIs & Market Studies

- [Redacted] RFIs: Questions drafted to clarify duty, product movement, and record-keeping.
- **Fuels Market Study Report:** Previous study from 2020 reviewed; new market assessment may be conducted for context and updates.

Redacted under FOI Act (2021 Revision) s21(1)(a)(ii)

5.3 ICT Updates

- EDI summarised overhaul of cellular spectrum regime: \$75 per frequency per transmitter, licensees held to international channel sizing.
- BoD queried feedback from industry; EDI explained some cost pushback, [Redacted] supportive of part of approach but raised market-based arguments.
- Consumer protection regulations: minimal challenges from stakeholders; consultation underway.
- **Licence Amendments & Compliance Reports:**
 - Current licensee submissions reviewed; need minimum standards for compliance reports.
 - Ian to propose updated compliance reporting to board upon return.
- [Redacted]
- **EMF Testing & Submarine Cables:** ongoing monitoring and regulatory framework development.
- **SMP Review:** Restarted with DERA and DEDI; sector-wide market assessment to Q2 2027.
- [Redacted]
- **Mobile Network Signal Survey & Satellite Licensing:** Surveys ongoing; new applications anticipated.
- **Sound Broadcasting:** New application received.
- **Utility Poles & ICT Infrastructure:** Excess wires and safety compliance issues under review; mapping of poles available from CUC.
- [Redacted]
- **Licence Fees Enforcement:** Notices being drafted following validation of past obligations; [Redacted]
- BoD requested dashboard progress tracking similar to ARC's, with color-coding.

s5.3 Redacted under FOI Act (2021 Revision) s21(1)(a)(ii)

Archive, Data Management, and Board Systems

- BoD queried archive disposal schedule; HoO reported:
 - High-level maintenance policy aligned with National Archives in progress.

Redacted under FOI Act (2021 Revision) s21(1)(a)(ii)

- o Scanned files require verification before disposal; obsolete ICT assets documented for disposal authorisation.
- o Paper document production ceased ~2016; warehouse files being consolidated.
- [Redacted] migration strategy presented:
 - o Create high-level [Redacted] structure → migrate → move [Redacted]
 - o Permissions, departmental vs personal file segregation, naming conventions addressed.
 - o Email retention policy to be implemented (baseline 1-year retention, exceptions for critical items).
- Board management system [Redacted] discussed:
 - o Features: secure login, audit trails, chat, [Redacted]
 - o Next steps: migrate and organise [Redacted] first, then consider onboarding [Redacted]
- **Action Items:**
 - o Complete re-scanning and verification of warehouse documents.
 - o Implement [Redacted] migration with permissions and structure.
 - o Establish email retention policy.
 - o Prepare board management system cost/recommendation report for next meeting.

6. Other Business

- **Website Updates:**
 - o [Redacted] PR firm engaged for rebranding.
 - o Minutes posting and wireframe development underway.

Redacted under FOI Act (2021 Revision) s21(1)(a)(ii)

8. Meeting Close

- Official end: 1613hrs.
- Next Board meeting: **22 January 2026, at 0930hrs**, focusing on Energy matters, and other ongoing agenda items.

Natasha Bodden, Deputy Chair

Joanne Conolly, Secretary

PP