



Electricity Regulatory Authority of the Cayman Islands
2015 Publication Scheme

*Produced in accordance with the Deputy Governor's Code of Practice
(11th November 2009)*

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1. ABOUT THE PUBLICATION SCHEME

Every public authority covered by the *Freedom of Information Law (2007)* has a legal obligation to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Publication schemes are intended to encourage authorities to proactively publish information and to develop a culture of openness and participation.

The Electricity Regulatory Authority of the Cayman Islands (ERA) publication scheme lists information which is readily available to the public. It is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the ERA to making information available to the public as part of its normal business activities.

The ERA will:

- Specify the information it holds;
- Proactively publish and routinely make available information which falls within the categories below;
- Describe the methods by which specific information is made available so that it can be easily identified and accessed by members of the public;
- List any fees charged for access to information described in the publication scheme;
- Publish and make information available in accordance with the methods and fees stated in this scheme;
- Make the ERA publication scheme available to the public;
- Regularly review and update the information within the ERA publication scheme



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2. INFORMATION THAT MAY BE WITHHELD

The ERA will not publish the following information:

- Information in draft form;
- Information that is not held by the ERA or information which has been disposed of in accordance with a legally authorized disposal schedule;
- Information that is not readily-available (e.g. information that is contained in files that have been placed in archive storage or is otherwise difficult to access); or
- Information which is exempt under the *Freedom of Information Law (2007)* or otherwise protected from disclosure (e.g. personal information or commercially sensitive information as defined under the Law in Part III Section 21 as well as records containing exempt matter to be published in a redacted¹ form whenever it is practical to do so)

In maintaining the ERA Publication Scheme it is the aim of the ERA to be as transparent as possible. However, there may be circumstances where information will be withheld from one of the categories of information (listed in Section 7). Information will only be withheld where the *Freedom of Information Law (2007)* expressly permits it (e.g. where disclosure would breach the law of confidentiality; infringes personal privacy; harms the commercial interests of the ERA or an entity whose confidential information the ERA is entrusted with; or endangers the protection of the environment)

Whenever ERA information is withheld the Information Manager will inform you and explain why the information cannot be released. Even when information is withheld it may be possible to provide a redacted copy, at a fee, with the exempt matter edited out.

If you believe the ERA has withheld information inappropriately, please refer to Section 6 of this document.

3. METHODS OF ACCESS

Information available within the ERA Publication Scheme is accessible to the public through the methods described below.

Online

ERA information is available electronically on the ERA website at <http://www.caymanera.ky> and can be downloaded in PDF format. Please email foi.era@gov.ky or telephone the Information Manager at +1 (345) 949-8372 if you have difficulty accessing this information.

¹ A copy of the record with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.



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Email

If information is listed in the ERA Publication Scheme but is not published on the website, the ERA may be able to send it to you by email. You can email the ERA in English at foi.era@gov.ky to request information. Please provide a telephone number so that the Information Manager can telephone you to clarify details if necessary.

Telephone

Documents listed in the ERA Publication Scheme can also be requested by telephone. Please telephone the Information Manager at +1 (345) 949-8372 to obtain copies of a document.

Mail

Information listed in the ERA Publication Scheme may be available in hard copy. Requests for hard copies of information in English may be addressed to:

Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

In your request, please provide your name and address and full details of the information or documents you wish to receive. You may also provide a telephone number or email address so that the ERA can contact you quickly to clarify details if necessary. For faster processing, please also include any applicable fee (see Section 4). Any fee submitted via mail should be in the form of a Bank Draft in Cayman Islands Dollars.

Personal visits to ERA Offices

You may be required to make an appointment to view information listed in the ERA Publication Scheme during normal business hours (Monday through Friday - 8:30 a.m. to 5:00 p.m.). Appointments to view information may be made by contacting the Information Manager by email at foi.era@gov.ky or by telephone +1 (345) 949-8372.

Advice and assistance

If you experience any difficulty identifying information you wish to access, please contact the Information Manager by email at foi.era@gov.ky or by telephone +1 (345) 949-8372. The ERA will adhere to its obligations under Section 10 of the *Freedom of Information Law (2007)* and any requirements relating to disability or discrimination when providing information in accordance with this publication scheme. Access to guidance on adhering to the *Freedom of Information Law (2007)* can be obtained at <http://www.foi.gov.ky>.

The ERA will provide information in the language in which it is held or in such other language that is legally required, at a fee (see Section 4).



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4. FEES AND CHARGES

The purpose of the ERA Publication Scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The ERA strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information requested which is published online or sent to you via e-mail will be provided free of charge.

Fees may be charged for providing information in paper copy or via computer disc or for translation into a language other than English. Charges will reflect the actual costs of reproduction, postage and translation as described below.

There are no publications that the ERA offers for sale. Copies of relevant laws are available for purchase from the Laws Section of the Legislative Assembly and can be attained as follows:

Physical Address: Laws Section
 Legislative Assembly Building
 33 Fort Street
 George Town, Grand Cayman

Mailing Address: Laws Section
 P.O. Box 890
 Grand Cayman KY1-1103
 CAYMAN ISLANDS

Telephone: +1 (345) 949-4236

Please see further details on access to copies of the relevant laws in Section 7 under the title "Governance of the ERA".

Reproduction Fees

Where fees apply, photocopied information will be charged at a standard rate of CI\$1.00 per page (black and white; any size) and CI\$1.50 per page (color; any size). Computer discs will be charged at a rate of CI\$25.00 per disc.

Postage Fees

The ERA will pass on to the person requesting the information the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above are provided in Section 7.



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If a fee applies, you will be advised in writing of the amount and how it has been calculated. The information will be provided once the ERA has received payment.

Redaction Fees

The ERA may be able to provide redacted copies of information that would otherwise be withheld in accordance with the *Freedom of Information Law (2007)*. ERA Management reserves the right to determine whether or not resources are available to provide redacted copies of information at the time of the request.

A fee of CI\$50 per page will be charged for redacting services.

5. REQUESTS FOR INFORMATION OUTSIDE THE PUBLICATION SCHEME

Information held by the ERA that is not published within the ERA Publication Scheme can be requested in writing. Requests will be considered and handled in accordance with the provisions of the *Freedom of Information Law (2007)* and accompanying Regulations.

Requests must be submitted in writing (i.e. letter, e-mail or facsimile or via an FOI Application Form). This form can be downloaded at <http://www.foi.gov.ky> or a printed copy of this form can be collected from ERA Offices during normal business hours.

Requests for records from the ERA made under the provisions of the *Freedom of Information Law (2007)* should be addressed in writing to the Information Manager and can be submitted as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing Address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

E-mail: foi.era@gov.ky

When making a request under the provisions of the *Freedom of Information Law (2007)* please be specific about the information you are requesting. A daytime contact telephone number should be included in your request.



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In your written request you must to state the following:

- Whether you wish to inspect or view the information; or
- In which format you wish to receive a copy of the information (e.g. photocopy, compact disc, transcript); and
- The number of copies required for each record

More information detailing how to request information under the terms of the *Freedom of Information Law (2007)* can be found in the pamphlet "*Your guide to the Freedom of Information Law 2007 Cayman Islands*" published by the Cayman Islands Freedom of Information Unit. This pamphlet is available from all Government agencies in the Cayman Islands.

Additional information is available on the ERA website at <http://www.caymanera.ky/freedom-of-information>.

6. COMPLAINTS

The ERA does not pursue anonymous complaints or complaints made by telephone.

The ERA aims to make its publication scheme easy to use and accessible to the public. If you wish to make a complaint about any aspect of the ERA Publication Scheme, please contact the Information Manager in writing via the following:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

E-mail: foi.era@gov.ky

Further information about complaints procedures and access to the "ERA Complaint Form" is available on the ERA website at <http://www.caymanera.ky/complaints>. Printed copies of the "ERA Complaints Procedure" and of the "ERA Complaint Form" are also available for collection from the ERA Offices during normal business hours.

You have legal rights to access information under the ERA Publication Scheme and a right to complain to the Information Commissioner if you are dissatisfied with the response you receive from the ERA or the outcome of an internal review carried out by the ERA.



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Contacting the Information Commissioner's Office

If you are dissatisfied with the internal review of an ERA decision, or an internal review was not available, you can seek an appeal from the Information Commissioner.

The contact details for the Information Commissioner's Office are as follows:

Physical address: Elizabethan Square
2nd Floor, Building C
George Town, Grand Cayman

Mailing address: Information Commissioner
PO Box 1375
Grand Cayman KY1-1108
CAYMAN ISLANDS

Telephone: +1 (345) 747-5402

E-mail: appeals@ico.gov.ky

More information on your Right of Appeal can be found on the ERA website at <http://www.caymanera.ky/freedom-of-information>.

7. CATEGORIES OF INFORMATION

The ERA maintains the following categories of information:

- a. About Us
 - Establishment of the ERA
 - Mission Statement of the ERA
 - Functions of the ERA
 - Organization of the ERA
 - Board and Committees of the ERA
 - Governance of the ERA
- b. Classes of Information Held by the ERA
 - ERA Operational Records
 - ERA Administrative Records
- c. Policies and Procedures of the ERA
- d. Decisions and Recommendations of the ERA
- e. ERA Lists and Registers
- f. Services of the ERA
- g. Frequently asked questions submitted to the ERA



Electricity Regulatory Authority of the Cayman Islands
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a. About Us

The ERA is a statutory authority of the Government of the Cayman Islands and operates under the Ministry of Planning, Lands, Agriculture, Housing and Infrastructure (PLAHI). A Board of Directors, appointed by the Governor in Cabinet of the Cayman Islands, directs the work of the ERA.

Establishment of the ERA

The ERA was formed by the passing of the Electricity Regulatory Authority Law, 2005, in the Legislative Assembly on the 2nd of March, 2005. This Law was published with Gazette No. 7 dated 4th April, 2005. It was revised on the 12th of July 2005 with the issue of the Electricity Regulatory Authority Law (2005 Revision) and further revised with the issue of the Electricity Regulatory Authority Law (2008 Revision) which was published with Gazette No. 13 dated 23rd June 2008. A further revision of the Electricity Regulatory Authority Law was published in Supplement No. 9 with Gazette No. 22 dated 25th October, 2010 as the *Electricity Regulatory Authority Law (2010 Revision)*.

Mission Statement of the ERA

"The Electricity Regulatory Authority (ERA) will protect the rights of electricity consumers in the Cayman Islands to ensure that they receive dependable power supply at the lowest possible cost."

"The ERA is committed to the development of electricity from renewable resources to reduce the dependence of the Cayman Islands on diesel fuel."

"The ERA, in consultation with other agencies, will promote the development of environmental and efficiency standards for electricity industry licensees in the Cayman Islands."

Functions of the Electricity Regulatory Authority

The principal functions of the ERA are defined under Section 9(2) of the *Electricity Regulatory Authority Law (2010 Revision)*.

The ERA is committed to protecting the rights of electricity consumers in the Cayman Islands, and, under Section 9(5) of the *Electricity Regulatory Authority Law (2010 Revision)*, the Authority shall have regard to the need to develop, permit and promote the use of renewable or alternative forms of energy by consumers so as to reduce the load on any Transmission and Distribution system. The ERA has the power under Section 9(6) of the ERA Law to establish environmental standards and to ensure that licensees comply with planning standards; and take effective measures to comply with safety and environmental standards.

The ERA issued two new licenses for the generation and transmission and distribution of electricity on Grand Cayman to Caribbean Utilities Company, Ltd (CUC) in April 2008. Copies of both licenses are available on the ERA website at <http://www.caymanera.ky>.



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The Government of the Cayman Islands issued an exclusive licence to Cayman Brac Power and Light Company Limited (CBP&L) for the generation and transmission and distribution of electricity on Cayman Brac and Little Cayman. The Licence was awarded in December 2003.

CUC and CBP&L are both subject to the regulations of the *Electricity Regulatory Authority Law (2010 Revision)*. The ERA regulates both utilities.

To gain further understanding of ERA functions, visit the ERA website at <http://www.caymanera.ky>.

Organization of the ERA

The following full-time staff members conduct the day-to-day business of the ERA, as outlined in the *Electricity Regulatory Authority Law (2010 Revision)*:

Managing Director	Mr. Charles Farrington
Deputy Managing Director	Mr. Louis Boucher
Administrative Analyst	Mr. Jason Abraham

All personnel matters affecting ERA staff are dealt with under the terms of the *Public Service Management Law (2011 Revision)*. A hard copy of this law is available from the Laws Section of the Legislative Assembly at a cost of CI\$9.60 per copy. An electronic copy of this law is available from the Cayman Islands Government Gazettes website <http://www.gazettes.gov.ky>.

Board and Committees of the ERA

In accordance with the Electricity Regulatory (Amendment) Law (2009 revision), the Governor-in-Cabinet appointed the following persons to the Electricity Regulatory Authority Board to hold office from August 21, 2013 until August 21, 2016:

Mrs. Sherri Bodden-Cowan	Chairperson
Mr. Derrick Tibbetts	Member
Mrs. Dara Flowers Burke	Member
Ms. Anna Rose Washburn	Member
Mr. Kenny Ryan	Member
Mr. Reginald Nixon	Member
Mr. Alee Fa'amoe	Member
Mr. Gregg Anderson	Member

A representative of the Ministry of PLAHI and the Managing Director of the ERA also sit on the ERA Board as Ex Officio members.



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Governance of the ERA

The *Electricity Regulatory Authority Law (2010 Revision)* defines the responsibilities of the ERA (and its Licensees) and guides regulation for the generation and transmission and distribution of electricity in the Cayman Islands.

The ERA is also bound by the laws and regulations of all Statutory Authorities and Government Agencies in the Cayman Islands. The ERA and its Board of Directors strive to ensure all ERA decisions are made within the legal framework of the Cayman Islands and do not usurp the authority of another public agency.

The following table highlights laws and regulations under which the ERA is compliant:

Cayman Islands' Laws	Availability of Hard Copy	Availability of Electronic Copy
Electricity Regulatory Authority Law (2010 Revision)	Laws Section of the Legislative Assembly (CI\$14.40 per copy)	www.caymanera.ky (free of charge)
Electricity Law (2008 Revision)	Laws Section of the Legislative Assembly (CI\$7.20 per copy)	www.caymanera.ky (free of charge)
Freedom of Information Law, 2007	Laws Section of the Legislative Assembly (CI\$6.40 per copy)	www.foi.gov.ky (free of charge)
Freedom of Information (General) Regulations, 2008	Laws Section of the Legislative Assembly (CI\$4.80 per copy)	www.foi.gov.ky (free of charge)
National Archive and Public Records Law (2010 Revision)	Laws Section of the Legislative Assembly (CI\$4.00 per copy)	www.gazettes.gov.ky (free of charge)
National Archive and Public Records Regulations, 2007	Laws Section of the Legislative Assembly (CI\$2.40 per copy)	www.gazettes.gov.ky (free of charge)
The Public Management and Finance Law (2010 Revision)	Laws Section of the Legislative Assembly (CI\$14.40 per copy)	www.cimoney.com.ky (free of charge)

*Pricing of laws and regulations may be subject to change

b. Classes of Information Held by the ERA

The ERA has grouped its classes of information into two broad categories which reflect the major areas of function for the ERA: operational records and administrative records.

Operational Records

The main operational functions of the ERA are to license and regulate the generation and transmission and distribution of electricity by its two Licensees: Caribbean Utilities Company, Ltd. (CUC) and Cayman Brac Power and Light Company Limited (CBP&L). Another important function for the ERA, in accordance with Sections 9(2)(e)(iii) and 9(2)(q) is promote the use of renewable or alternative energy from its Licensees, Consumers and potential licensees.

The ERA manages operational records under the following headings:

- Advising;
- Complaints related to Electricity Providers Licensed by the ERA;



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- Dispute Resolution;
- Enforcement;
- Granting Licenses;
- Guidance;
- Monitoring of Existing Licenses;
- Policy;
- Promoting the use of Renewables;
- Research and Development;
- Tendering.

Written requests for access to ERA operational records held under the headings listed above may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

E-mail: foi.era@gov.ky

Administrative Records

The ERA manages administrative records under the following headings:

- Financial Management
- Human Resources Management
- Information Management
- Secretariat Support
- Strategic Management

Financial Management

The financial management records managed by the ERA deal with the following: administering ERA monetary resources; managing funds allocated through Cabinet-purchased outputs; regulatory fees and other revenues; establishing internal controls and procedures for financial management; operating accounting systems; financial planning; and budget management.

ERA financial management records are organized under the activities listed in the table below.



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Activity	Record Series
Accounting	
	Accounts payable
	Accounts receivable
	Banking
	Ledgers and Journals
	Financial Secretary
	Revenue Collection

Activity	Record Series
Acquisition	
	Asset Management
	Asset Register
	Depreciation Schedules
	Computer Services
Auditing	
	Audited Financial Statements
Budgeting	
	Budgets
	Ownership and Purchase Agreements
Funds Administration	
	Equity Investments
Policy	
	Financial Management Policies
	Financial Management Procedures
Remuneration	
	Payroll
	Health Insurance
	Pensions
Reporting	
	Monthly FM Reports
	Annual FM exports

Annual ERA audited financial statements are available on the ERA website at www.caymanera.ky/era-accounts.

Written requests for access to ERA financial management records held under the headings listed above may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman



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Human Resources

ERA human resources records related to recruitment, personnel, performance management and training are organized under the activities listed in the table below.

Activity	Record Series
Development and Training	
	Internal Training
	External Training
Performance Management	
	Agreement and Assessment
Planning	
	HR Plans
Policies and Procedures	
	HR Policies
	HR Procedures
Recruitment	
	Recruitment Exercises
Staff Administration	
	Staff Personnel Files

Written requests for access to ERA human resources records held under the headings listed above may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands



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P.O. Box 10189
Grand Cayman KY1-1002
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E-mail: foi.era@gov.ky

Information Management

Records held by the ERA under information management cover the following items:

- Administering the ERA's information resources and systems;
- Procuring and implementing systems for managing business information;
- Maintaining and disposing of software or hardware;
- Creating or acquiring, storing and disposing of information resources;
- Providing reference services and handling Freedom of Information requests;
- Developing policies, tools and procedures for managing information
- Administering communications with the Government and the public;
- Contributing to formal inquiries or investigations;
- Developing public relations via community events, the media and official functions;
- Designing and producing publications in any media format; and
- ERA website

ERA information management records are organized under the activities listed in the table below.

Activity	Record Series
Communications	
	Press Releases
	Promotional information about the ERA
	ERA Website
	Gazetted hard copy Publication Scheme
	CI Gazettes re the ERA
Activity	Record Series
Handling FOI Requests	
	Implementation guidance
	Correspondence with the FOI Unit
	Requests for Information
	Disclosure Log
	Requests for FOI data from the Ministry



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	Communication with the FOI Information Commissioner's Office
Records Management	
	File Plan
	Disposal Schedules
	Electronic Records Management
	Storage of Records

Written requests for access to ERA information management records held under the headings listed above may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

E-mail: foi.era@gov.ky

Secretariat Support

Records held by the ERA under secretariat support include any administrative functions (or services provided) by the ERA to its Board of Directors (including appointment of members, terms of reference, proceedings, agendas and the taking of minutes).

ERA secretariat support records are organized under the activities listed in the table below.

Activity	Record Series
Advising	
	The Governor in Cabinet
	ERA Board of Directors
	ERA Technical Committee
	ERA Legal Committee
	Government Agencies
	Inquiries from the public
Arrangements	
	Meetings



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	Accommodation
	Catering
	Travel
	Insurance
Establishment	
	ERA Board of Directors
	ERA Technical Committee
	ERA Legal Committee
	The National Energy Policy Committee
Proceedings	
	ERA Board of Directors Meetings
	ERA Technical Committee Meetings
	ERA Legal Committee Meetings The National Energy Policy Committee Meetings

Written requests for access to ERA secretariat support records held under the headings listed above may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

E-mail: foi.era@gov.ky

Strategic Management

Records held by the ERA under strategic management cover the following:

- Administering the ERA's operations at the organizational level;
- Developing business plans and policy (setting long-term goals and objectives);
- Evaluating the ERA's overall performance and progress towards established targets;
- Managing the improvement of business processes and service delivery;
- Preparing and revising laws and other regulatory instruments that affect ERA functions and responsibilities;
- Obtaining legal advice from external sources;
- Executive support, internal policy development, planning and annual reporting activities;



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- Obtaining advice from consultants

ERA strategic management records are organized under the activities listed in the table below.

Activity	Record Series
Assessment	
	HOD Reports to Ministry
Complaints	
	Complaints Procedure re complaints about the ERA
Hazard Management	
	Hazard Management Plan
Planning	
	Obtaining Legal Advice
	Portfolio and HOD Meetings
	Obtaining Advice from Consultants
	Setting short, medium and long term goals

Written requests for access to ERA strategic management records held under the headings listed above may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

E-mail: foi.era@gov.ky

c. Policies and Procedures of the ERA

The ERA has the following written procedures for carrying out its responsibilities and functions:

- Complaints Procedure – the ERA has a complaints-handling procedure in accordance with recommendations from the Office of the Complaints Commissioner. The complaints handling procedure is available on the ERA website at <http://www.caymanera.ky/complaints>.



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- Human Resources Policies and Procedures – The ERA has implemented human resources policies and procedures in accordance with guidelines put forth by the Portfolio of the Civil Service. For more information visit the document library at <http://www.pocs.gov.ky>.
- Records Management Policy – The ERA has implemented a records management policy in accordance with the Chief Secretary’s Code of Practice on Record Management, the *National Archive and Public Records Law (2010 Revision)* and the *Freedom of Information Law, 2007*.
- Records Disposal Schedule – The ERA abides by a records retention policy in accordance with the regulations issued by the Cayman Islands National Archive. For more information on the regulations being followed by the ERA for the disposal of records, visit the document library at <http://www.cina.gov.ky>.

d. Decisions and Recommendations of the ERA

All ERA proposals, recommendations, resolutions and decisions are recorded in the meeting minutes for each gathering of the ERA Board of Directors, the ERA Technical Committee and the ERA Legal Committee. Minutes of the ERA Board Meetings and meetings of the ERA Technical and Legal Committees are not available online.

Written requests for hard copies of ERA meeting minutes may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

E-mail: foi.era@gov.ky

e. ERA Lists and Registers

The ERA maintains an “Assets Register”, “Register of Directors and Officers” and a “Freedom of Information Disclosure Log”. The “Register of Directors and Officers” is available on the ERA website at <http://www.caymanera.ky/about-us>. In compliance with the implementation guidelines of the Freedom of Information Unit, the ERA maintains an up-to-date “Freedom of Information Disclosure Log” on the ERA website at <http://www.caymanera.ky/freedom-of-information>.



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Written requests for hard copies of these documents may be made to the Information Manager as follows:

Physical Address: Electricity Regulatory Authority of the Cayman Islands
Suite 14, Grand Pavilion Commercial Centre
West Bay Road, Grand Cayman

Mailing address: Information Manager
Electricity Regulatory Authority of the Cayman Islands
P.O. Box 10189
Grand Cayman KY1-1002
CAYMAN ISLANDS

E-mail: foi.era@gov.ky

f. Services of the ERA

The principal functions of the ERA are defined under Section 9(2) of the *Electricity Regulatory Authority Law (2010 Revision)*. Most notably, the ERA licences and regulates electricity generation, transmission and distribution.

The ERA is committed to protecting the rights of electricity Consumers in the Cayman Islands, and, under Section 9(5) of the *Electricity Regulatory Authority Law (2010 Revision)*, the Authority shall have regard to the need to develop, permit and promote the use of renewable or alternative forms of energy by consumers so as to reduce the load on any Transmission and Distribution system. The ERA has the power under Section 9(6) of the ERA Law to establish environmental standards and to ensure that licensees comply with planning standards; and take effective measures to comply with safety and environmental standards.

The ERA is funded from two sources:

1. Regulatory Fees which are based on half of one percent of the gross revenues of the Grand Cayman Transmission and Distribution Licensee, CUC. Consumers are billed on a monthly basis as defined in the Transmission and Distribution Licence. Regulatory fees are paid quarterly to the ERA.
2. Fees billed to Cabinet for outputs provided in accordance with the purchase agreement signed with Cabinet. These are listed in the Cayman Islands' Government budgets for each year.



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g. Frequently Asked Questions Submitted to the ERA

Frequently asked questions are generally from companies and individuals requesting information on how they might become licensees to generate electricity in the Cayman Islands. Responses to such questions would refer the company or individual to the relevant section of the *Electricity Regulatory Authority Law (2010 Revision)* and any applicable information published on the ERA website at <http://www.caymanera.ky>.