

Guidelines for Meetings of the Fair Trading Commission with outside parties on Regulatory Matters

Meetings Prior to an Application

1. All meetings with regulated service providers or possible interested parties prior to the receipt of an application, where the attendance of Commissioners is requested by a party, should be instituted in writing to the Commission Secretary and should include a proposed agenda.
2. All other meetings with regulated service providers or possible interested parties related to a pending application and prior to the receipt of the application may be initiated by a request to Commission staff. The Chief Executive Officer must approve the request and a written agenda provided prior to the meeting.
3. While Commission staff are able to answer generic requests for information about Commission processes, Commission staff cannot give advice on substantive matters.
4. Minutes of meetings must be kept by the staff member chairing the meeting and may be made available to the public by the Commission Secretary should the Commission so direct. At the outset of all such meetings the chairperson should duly inform participants of this requirement.

Meetings During an Application

5. Meetings with applicants or interested parties will not normally be held in relation to any matter that is under consideration by the Commission. If such a meeting is requested and held, guidelines 3 and 4 would apply.

Meetings Subsequent to an Application

6. Meetings may be held between Commission staff and regulated service providers in relation to a matter considered by the Commission after the Commission has released its decision in the matter. If the meeting is with the regulated service provider and its purpose is compliance monitoring and there are no other interested parties then guideline 4 applies.
7. If the meeting is with an interested party or if it is with the regulated service provider and there are other interested parties, the

appropriateness to the meeting must be confirmed and guidelines 3 and 4 would apply.

8. The above-noted guidelines do not apply to routine Commission inspections.

Other Meetings

9. All other meetings with regulated service providers or possible interested parties must be initiated by a request in writing to the Commission. The Chief Executive Officer must approve the request and a written agenda provided prior to the meeting.
10. If such a meeting is requested and held, guidelines 3 and 4 would apply.
11. Commission staff are able to answer generic requests for information about Commission processes. If an application has been filed, questions on Commission processes related to that application should be referred to the Commission Secretary.
12. At no time may advice be given by Commission staff on substantive issues that could come before the Commission. Staff can refer parties to prior Commission decisions which could indicate how the Commission has handled a substantive issue in the past. Parties must be advised, though, that the Commission is not necessarily bound to follow those decisions.
13. Staff may meet with regulated service providers for the purpose of gathering information or investigating matters approved by the Commission.
14. In cases of uncertainty in relation to any of the above matters persons should contact the Chief Executive Officer.