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# Office of Utilities Regulation

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Consumer Affairs Unit

## Quarterly Performance Report

2025 January - March

Publication Date: 2025 June 26



36 Trafalgar Road, Kingston 10

Consumer Affairs Unit Quarterly Performance Report

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## **The Role and Objectives of the OUR**

The Office of Utilities Regulation Act of 1995 established the Office of Utilities Regulation (OUR) as a body corporate. Under the Act, the OUR is charged with regulating the provision of utility services in the electricity, telecommunications and water and sewerage sectors. The objectives are to:

- Ensure that consumers of utility services enjoy an acceptable quality of service at a reasonable cost.
- Establish and maintain transparent, consistent and objective rules for the regulation of utility service providers.
- Promote the long-term efficient provision of utility services for national development consistent with Government policy.
- Provide an avenue of appeal for consumers who have grievances with the utility service providers.
- Work with other related agencies to promote a sustainable environment, and act independently and impartially.

## **The Consumer and Public Affairs Department**

The OUR discharges its mandate to protect utility consumers through the Consumer and Public Affairs (CPA) Department. The Consumer Affairs Unit, the Public Affairs Unit (PAU) and the OUR Information Centre (OURIC) comprise the CPA Department. This Department is the section of the OUR that directly interfaces with utility consumers and one of its main responsibilities is to investigate appeals of decisions made by utility service providers brought by aggrieved consumers.

## **The Consumer Affairs Unit (CAU)**

Among other things, the CAU receives, records and processes utility consumer complaints and appeals, monitors trends in consumer complaints and provides the Office with advice on measures to improve consumer welfare.

The CAU uses the results of analyses of customer complaints about utility companies' services as a primary input to its policy development and advice to the Office. Feedback from consumers at town meetings, public forums, and the media is also a key source for opinions and activities regarding utility services.

A consumer survey which seeks consumer feedback on a range of consumer issues is conducted every 18 - 24 months. Additionally, a public education programme is pursued, which includes organising consultations with stakeholders on pertinent regulatory matters.

The PAU manages the public education programme, media relations and the website, while the Information Centre (OURIC), *inter alia*, provides information in keeping with the requirements of the Access to Information Act. Through the CPA department, the OUR also funds the Consumer Advisory Committee on Utilities (CACU) activities, which was established to operate as an independent advocacy group providing critical feedback and support for consumer issues.

### **The Intent and Purpose of the Quarterly Performance Report**

The Quarterly Performance Report (QPR) is prepared by the Consumer Affairs Unit (CAU) and provides the public with information and analysis about the contacts received from utility providers. The information includes the number of customer contacts received over the review period; JPS and NWC's performance against the Guaranteed Standards; utilities' responsiveness to our appeals process; and the Unit's performance against the Appeals Process timelines.

The QPR is intended to be a fair, reasonable, and transparent report of the above-mentioned activities. The statistics for each reporting period are gathered from our Customer Information Database and reflect the contacts received from utility consumers island wide. These contacts are received via various channels, namely: letters, telephone, walk-ins, e-mails, fax and social media.

### **Methods of Calculation**

The methods of calculation used include summation, quarterly, and year-on-year comparisons. The resort latterly to normalise the number of contacts by expressing this as per customer base reflects our allowance for fair comparisons. Consequently, the report cites the number of contacts per 100,000 of the service provider's customer base. Even so, it is recognised that the telecommunications sector, with its heterogeneous customer bases, presents a peculiarity in comparison with the water and electricity utilities that have more homogenous customer bases. The information should be interpreted as a sample or statistical representation of the intake to the Unit.

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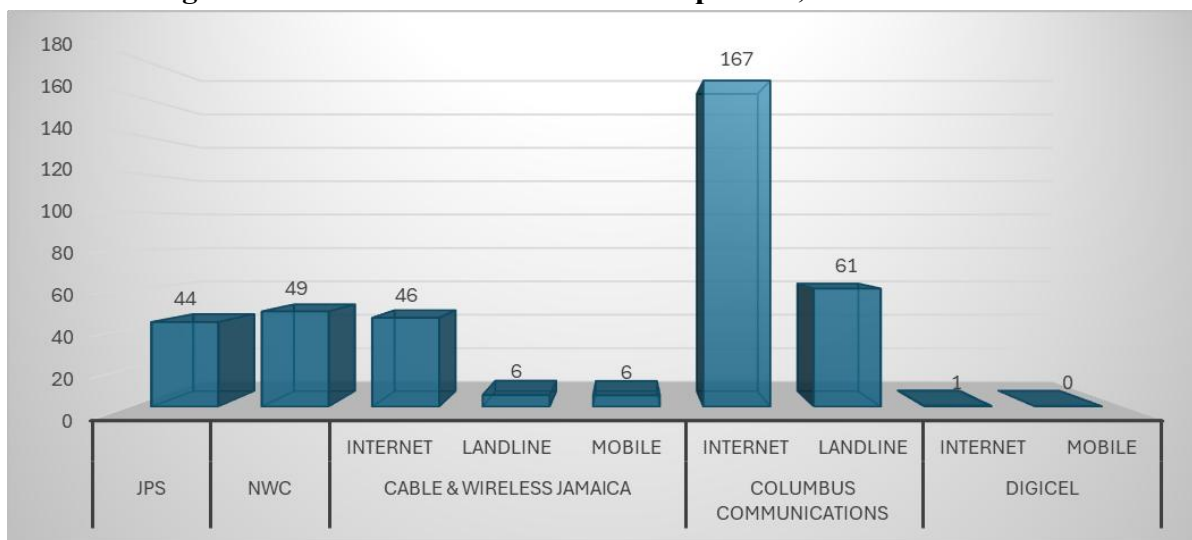
## Executive Summary

The January to March quarter of 2025 saw the OUR's Consumer Affairs Unit (CAU) receive 857 contacts, representing an 8% decrease from the preceding quarter. The data show that the most significant decrease was in the category of *Interruption of Service* (-45%). The following shows the distribution of contacts per service provider<sup>1</sup>:

- Jamaica Public Service Company Ltd. (JPS) – 300 (35%)
- National Water Commission (NWC) – 261 (30%)
- Columbus Communications (Flow) – 147 (17%)
- Cable & Wireless Jamaica Ltd. (Flow) – 98 (11%)
- Digicel – 16 (2%)
- Private Telecommunications Providers, Private Water & Sewerage Service Providers, and Other (Not Utility Provider Related, e.g., cable service) – 35 (5%).

While JPS at 300 accounted for the most contacts, Figure 1 shows that Columbus Communications (Flow) accounted for the highest numbers, at 167 and 61 per 100,000, in proportion to its internet and landline customer bases.

**Figure 1: Distribution of OUR contacts per 100,000 of customer base**

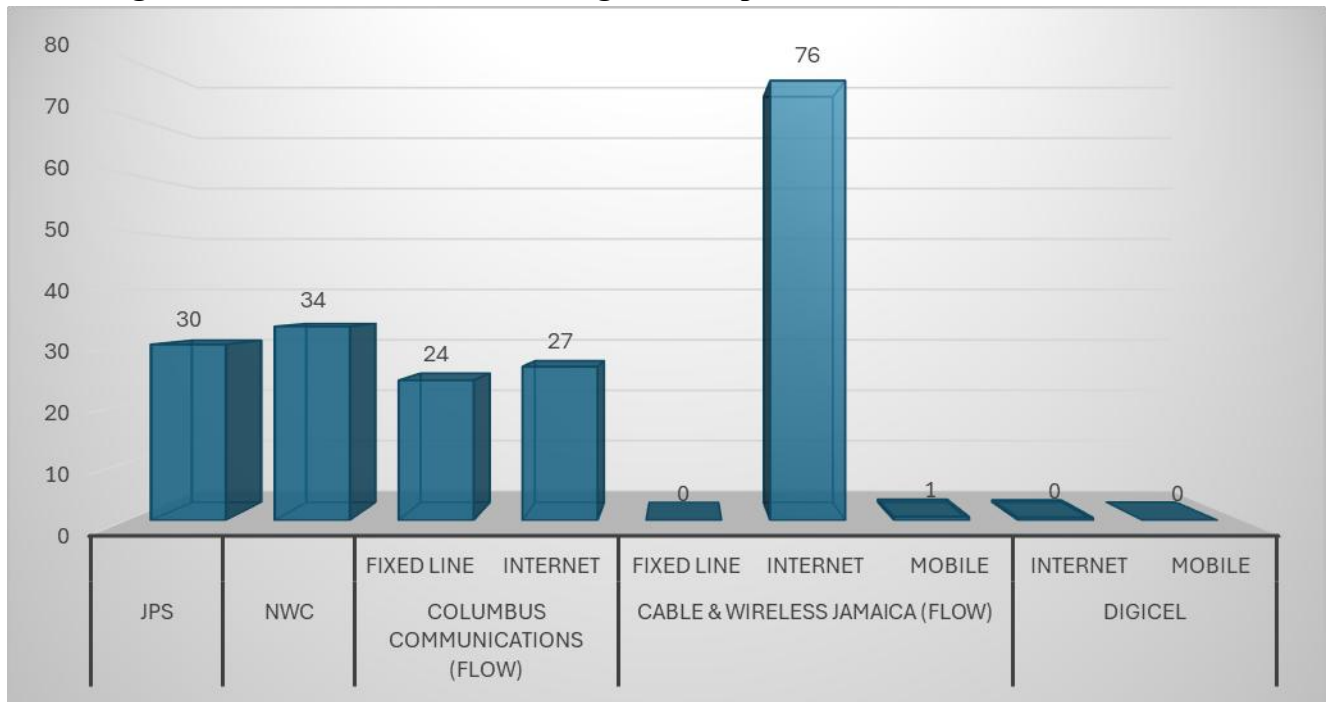


<sup>1</sup> Details on contact distribution per service provider can be seen in Table 6 on page 25.

At 51%, billing matters remained the main reason utility consumers contacted the CAU. JPS (25%) and NWC (21%) accounted for the highest number of billing-related matters.

As shown in Figure 2, the service providers with the highest number of billing-related contacts per 100,000 of their customer bases were: C&WJ (Flow) at 76 of its internet customer base and NWC at 34 of its customer base.

**Figure 2: Distribution of OUR billing contacts per 100,000 customer base**



Service interruption remained the second highest reason for customer contact with the CAU for the review period, accounting for 15% of total contacts.



## Chapter 1: Utilities' Responsiveness

### (i) Acknowledgements

During the January–March period, seven (7) new appeals were accepted for investigation. One (1) related to a JPS matter, while six (6) were for NWC. Requests for information (case letters) were sent for six of the new appeals, as one of the NWC appeals was withdrawn by the customer.

Based on the established Service Level Agreements (SLAs), JPS and NWC agreed to acknowledge the OUR's case letters within five (5) business days. As shown in Table 1, both JPS and NWC achieved a 100% compliance rating for acknowledging the case letters within the agreed-upon timeline.

Table 1: Acknowledgement within Standard (5 business days)

<i>Quarters (2025)</i>	<b>JPS</b>	<b>NWC</b>
<i>January - March</i>	100%	100%

### (ii) Response to Case Letters

Service providers should respond to case letters within thirty (30) business days. As is shown in Table 2, JPS attained a 100% compliance rating for submitting its response within the agreed timeline. For the NWC, only two (67%) of the five responses that were due within the reporting period were received on time, while one was outside of the timeline.

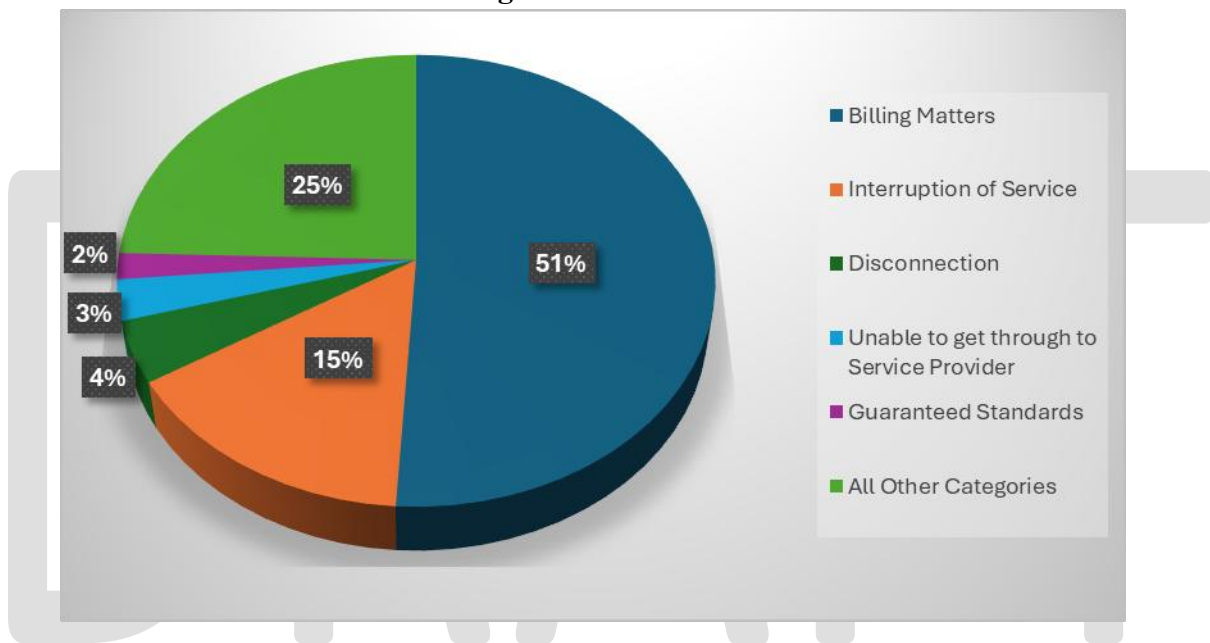
Table 2: Response to case letters within standard (30 business days)

<i>Quarters (2025)</i>	<b>JPS</b>	<b>NWC</b>
<i>January – March</i>	100%	67%

## Chapter 2: Main Customer Concerns

The main reasons for utility customers contacting the CAU during the quarter related to Billing, Interruption of Service, Disconnection, Rebate, Irregular Supply, and Guaranteed Standards (Figure 3). Further details on all contacts distributed per category are provided in Table 7.

**Figure 3: Main Concerns**



### (i) Billing

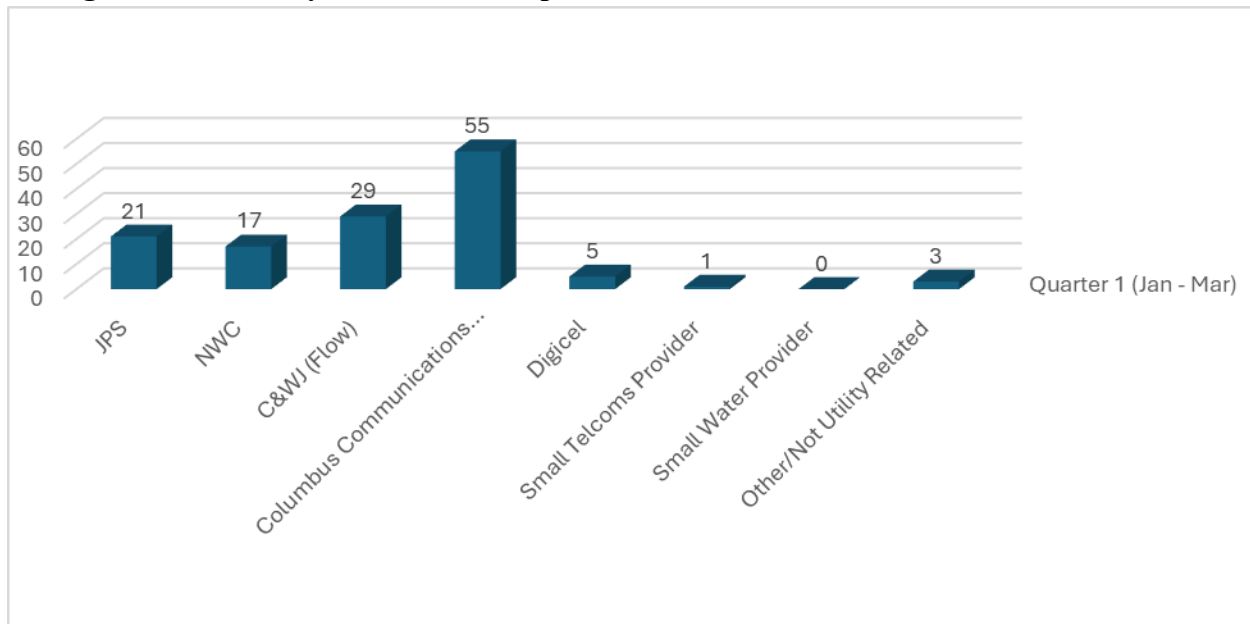
At 51 %, billing matters remained the main reason for customer contacts received by the CAU. These matters included disputed charges, high consumption, customer account adjustments, and estimated billing.

JPS and NWC continued to account for the most billing contacts, with 210 (25%) and 179 (21%), respectively. Columbus Communications (Flow), C&WJ (Flow), Digicel, Small Water/Sewerage Service Providers, and Other/Not Utility Related (e.g. cable services) accounted for the remaining 48 (5).

### (ii) Interruption of Service

Service interruption contacts decreased by eleven percentage points, to 15%, when compared to the preceding quarter. As seen in Figure 4, Columbus Communications (Flow) and C&WJ (Flow), with 55 (6%), 29 (3%), respectively, accounted for the highest number of related contacts. JPS and NWC each accounted for 21 (2%) and 17 (2%), while Digicel, Small Telecommunications Provider, and Other/Not Utility Related accounted for the remaining 9 (2%) of contacts.

**Figure 4: Quarterly Service Interruption Contacts**



### (iii) Disconnection

Similar to the preceding quarter, disconnection contacts remained at 4% and were mainly attributable to Columbus Communications with 2% and JPS and NWC with 1% each.

### (iv) Unable to get through to the service provider

Twenty-five (25) of the contacts received were regarding customers' inability to get through to their utility providers, usually via the telephone, and the figure represented 3% of total contacts. These contacts were nineteen (19) more than those received in the previous quarter. Columbus Communications and C&WJ accounted for 1% each, while the remaining 1% was shared among JPS, NWC and Small Water & Sewerage Service Providers.

## Chapter 3: Guaranteed Standards Performance

### (i) What are the Guaranteed Standards?

The Guaranteed Standards (GS) are performance measures that guide the provision of utility services delivered by JPS, NWC, and small water and sewerage service providers. If the companies fail to honour the agreement, the affected customer is entitled to compensation, which is applied as a credit to their utility account.

### (ii) How are customers compensated?

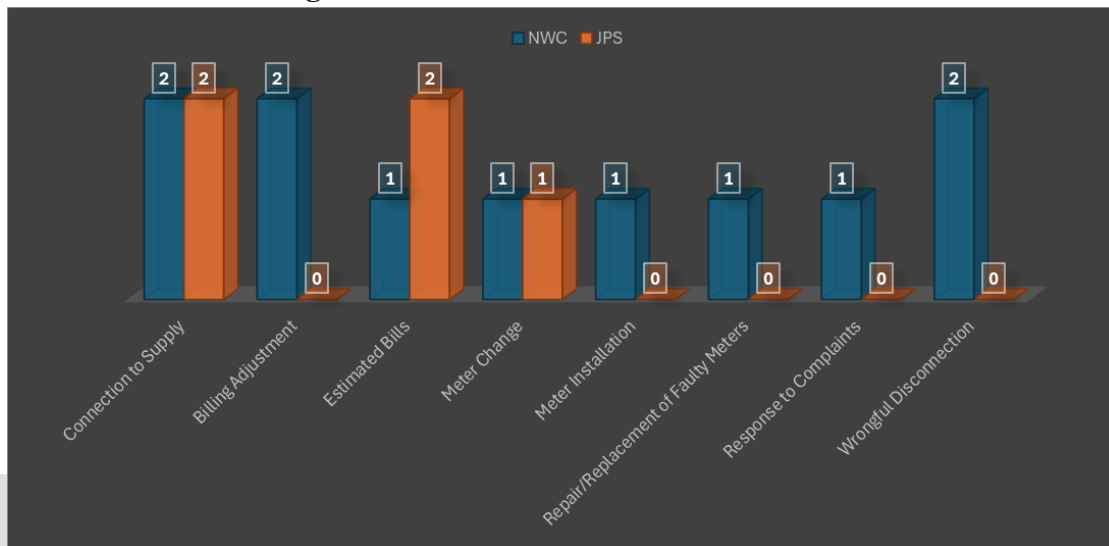
**NWC:** Compensation for a breach of a standard is four (4) times the applicable service charge OR six (6) times the service charge for those in the special compensation category. Where applicable, customers must submit their claims within 120 days of the breach. Breaches of individual standards will attract compensation of up to six (6) periods of non-compliance.

**JPS:** Residential customers: equivalent to the reconnection fee. Commercial customers: four (4) times the customer charge. Breaches of individual standards will attract compensation of up to eight (8) periods of non-compliance.

### (iii) Quarterly report on breaches

Sixteen (16) contacts were received from JPS and NWC customers concerning alleged breaches of the GS, representing two percent (2%) of the total contacts received. Five (5) were in relation to JPS, and eleven (11) were for the NWC.

As is seen in Figure 5, *Connection to Supply* and *Estimated Bills* accounted for the highest number of contacts about alleged breaches of the GS for JPS. For the NWC, *Connection to Supply*, *Billing Adjustment*, and *Wrongful Disconnection* accounted for the highest number of alleged GS breaches.

**Figure 5: Guaranteed Standards Contacts**

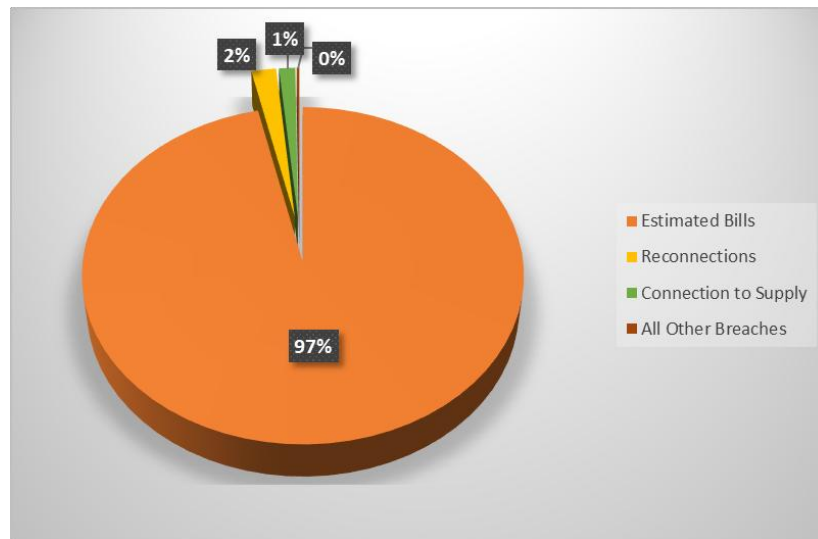
The GS reports submitted by the JPS and NWC did not reflect the alleged incidents of breaches reported to the OUR.

#### (iv) Utilities' Performance on Guaranteed Standards

##### **JPS**

JPS's compliance report on its GS performance for the review period indicated that 25,043 breaches were committed, representing a 5% decrease compared to the preceding quarter. These breaches attracted compensatory payments of approximately \$56.7 million, all of which were applied automatically to the affected customers' accounts.

Guaranteed Standards related to *Estimated Bills* (which restricts JPS from sending more than two consecutive estimates without a penalty), *Reconnection* (which requires that JPS restores supply within 24 hours of payment of overdue amounts) and *Connection to Supply* (which prescribes the time within which JPS is to make a simple connection) remained the standards that accounted for the highest incidents of breaches (see Figure 6). These standards accounted for approximately 100% of breaches and 99% of compensatory payments.

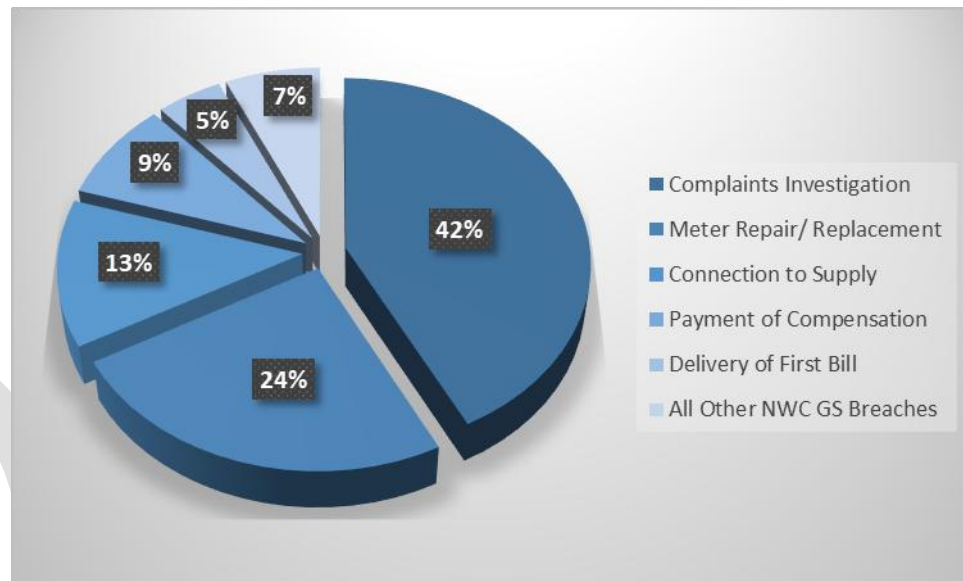
**Figure 6: JPS Reported GS Breaches****NWC**

The NWC's Guaranteed Standards compliance report for the review period indicates that 3,808 breaches were committed during the review period, representing a 23% increase over the preceding period. These breaches had a potential payout of approximately \$17.9 million, while actual payments amounted to approximately \$5.4 million, or 30% of total potential payments, and were made through automatic credits to the affected accounts. The remaining 70% of potential payments not made include those breaches for which the affected customers did not submit the required claim forms for validation.

As shown in Figure 7, the standards with the highest incidents of breaches for the NWC were *Complaint Investigations* (which require the NWC to complete investigations and respond or provide an update within 30 working days of receipt of a complaint), *Meter Repair/Replacement* (which stipulates that defective meters are to be verified repaired/replaced within 20 working days), *Access/New Service Connection* (which requires NWC to connect a new supply within 10 working days), *Payment of Compensation* (which requires the NWC to process and apply GS compensation to customer's accounts within thirty (30) working days), and *Delivery of First Bill* (which requires the NWC to provide the customer with the first bill

within 40 working days after connection of supply and meter installation). These five (5) standards represented 93% of total breaches and potential compensation.

**Figure 7: NWC Reported GS Breaches**



## Private/Small Water and/or Sewerage Service Providers' Guaranteed Standards Report

In keeping with the provisions of their licenses and OUR Determination Notices, licensed Private/Small Water and/or Sewerage Service Providers (PWSSP) are required to submit quarterly reports on their Quality of Service (QoS) standards performance, which include the Guaranteed and relevant Overall Standards.

As is shown in Table 3, the PWSSPs were mostly compliant, as seven of eight (88%) submitted their QoS reports for the review period. Of the seven reports received, six, representing 86%, were submitted within the stipulated timeline.

Table 3: Private/Small Water and Sewerage Service Providers' QoS Reporting Requirements and Submissions

Licensees to Submit Quarterly QoS Reports	2025 January - March	
	Due Date	Submission Date
Can-Cara Development Ltd. (CDL)	2025.05.14	2025.05.14
Dynamic Environmental Services Ltd. (DEML)		2025.05.14
Dairy Spring Ltd. (DSL)		2025.05.20
Landmark Developers Limited		Not Received
Runaway Bay Water Company Ltd (RBWC)		2025.05.05
Rosehall Development Ltd. (RDL)		2025.05.05
Richmond Environmental Services Ltd. (RESL)		2025.05.05
Tryall Golf and Beach Club (TGBC)		2025.05.14

Analysis of the quarterly GS reports received from the PWSSP indicates that CDL committed four (4) breaches of the GS during the review period. For these breaches, potential compensation amounted to approximately \$16,716.16, which was automatically applied to the affected customer's accounts. The analysis also showed that the four CDL breaches related to GS 1 - New Service Connections.



## Chapter 4: Customer Contact Centre/Call Centre Performance Reports

In recognition of the important role of Customer Contact Centres (Call Centres) in customer service delivery, the OUR has deemed it necessary to include a report on the performance of the JPS and NWC Call Centres. Here, the focus is placed on the Key Performance Indicators (KPIs) on general customer satisfaction levels for NWC and JPS, which includes their performance on First Call Resolution Rate (FCR).

### NWC:

As seen in Table 4, the NWC Call Centre Report for the review period, when compared to the preceding quarter, indicates that the *Average Speed of Answer* increased by four seconds; *Average Talk Time* and *Average Length of Calls* decreased by eleven and 33 seconds, respectively; *Percentage of Abandoned Calls* and the *Percentage Service Level* remained at 1% and 92% respectively, while *First Call Resolution Rate* decreased by one percentage point.

Table 4: NWC's Call Centre Performance

<b>KPIs</b>	<b>KPI Definition</b>	<b>2025 Performance</b>
		Jan - Mar
<i>Average Speed of Answer</i> <sup>2</sup>	Average time for answering calls	0:00:17
<i>Average Talk Time</i>	Average time spent talking to customers	0:04:37
<i>Average Length of Call (Call Handle Time)</i>	Combination of Average Talk Time, Average After Call Work and Hold Time	0:06:25
<i>Percentage Service Level</i> <sup>3</sup>	Percentage of calls answered within 20 seconds	92%
<i>Percentage of</i>	Percentage of calls not	1%

<sup>2</sup> International Standard for the Average Speed of Answer is 20 seconds

<sup>3</sup> International Standard for Percentage Service Level is 80% of calls answered within 20 seconds

<i>Abandoned Calls</i>	served	
<i>First Call Resolution Rate<sup>4</sup></i>	Customer's complaint/issue being resolved/solved at the first point of contact with the Call Centre	<b>95%</b>

**JPS:**

As seen in Table 5, the JPS Call Centre Report for the review period, when compared with the preceding quarter, indicates that the *Average Speed of Answer*, *Average Length of Calls* and *Average Talk Time* decreased by 33 seconds, 58 seconds and 38 seconds, respectively; *Percentage of Abandoned Calls* also decreased by one percentage point while the *Percentage Service Level* and *First Call Resolution Rate* increased by one and six percentage points, respectively.

Table 5: JPS Call Centre Performance

<i><b>KPIs</b></i>	<i><b>KPI Definition</b></i>	<i><b>2025 Performance</b></i>
		Jan - Mar
<i>Average Speed of Answer</i>	Average time for answering calls	0:00:05
<i>Average Talk Time</i>	Average time spent talking to customers	0:04:53
<i>Average Length of Call (Call Handle Time)</i>	Combination of Average Talk Time, Average After Call Work and Hold Time	0:05:22
<i>Percentage Service Level</i>	Percentage of calls answered within 20 seconds	97%
<i>Percentage of Abandoned Calls</i>	Percentage of calls not serviced	1%

<sup>4</sup> Compliance Target set for NWC and JPS First Call Resolution Rate is 70%

\*\* Represents the average for July and August only as the data for September showed inaccuracies that are being investigated

<i>First Resolution Rate</i>	<i>Call</i>	Customer's complaint/issue being resolved/solved at the first point of contact with the Call Centre	90%
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## Chapter 5: Notification of Planned Outages Report

As part of their agreed Quality of Service Standards, the JPS and NWC must submit reports relating to their performance in notifying customers within a specified timeline about planned outages. This standard is a part of the Overall Standards for JPS (EOS 1) and the Performance Targets for the NWC.

### **JPS:**

Under EOS 1, JPS must provide customers 48 hours (2 days) notice of planned outages. For the review period, JPS reported a 74.7% compliance rating for this standard, indicating that the company fell 25.3 percentage points short of attaining the established target of 100%.

### **NWC:**

The NWC performance targets provide for a 98% attainment rate for 12 hours' advance notification of planned service interruptions of no more than 4 hours. However, where a planned interruption is expected to last for more than four hours, the NWC must give advanced notice of at least 24 hours at a 90% attainment rate.

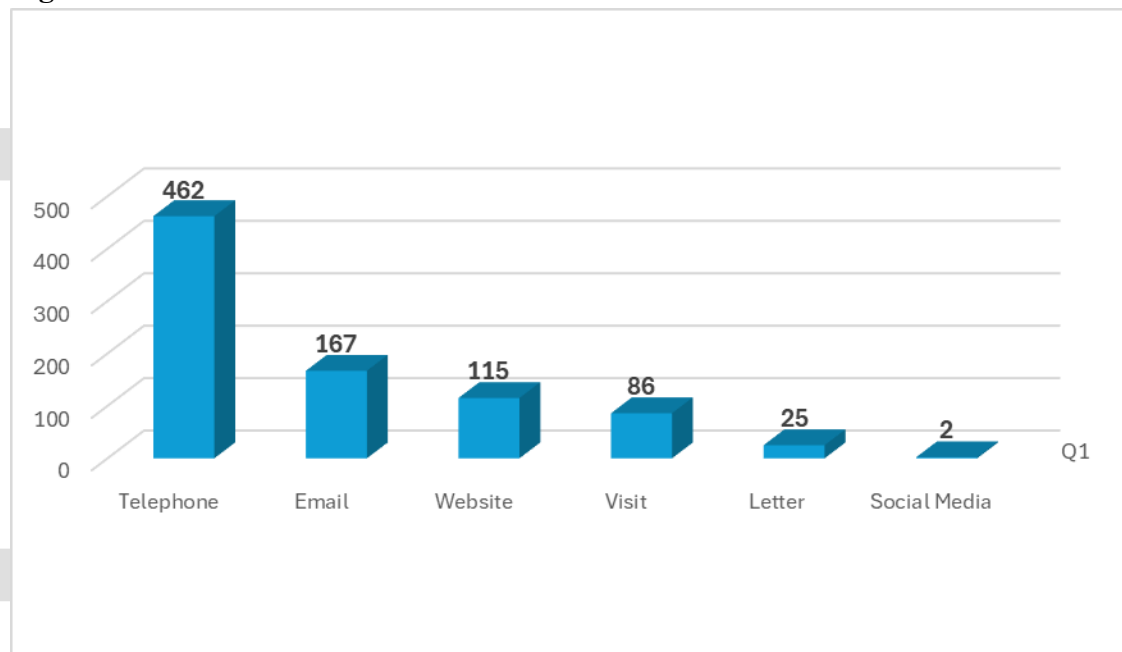
Based on the notifications to the public for outages lasting no more than 4 hours, the NWC attained a 100% compliance rating, as all seven relevant notices were issued within the established target.

For notifications exceeding four hours, the NWC also attained a compliance rating of 67% to provide at least 24 hours' advance notice, which fell 23 percentage points short of the established target. Of the 24 related notifications received, 16 complied with the stated target.

## Chapter 6: Customer Contact Distribution

At 54%, the telephone remained the most frequently used method for customers to contact the OUR. Emails, the OUR's website, and visits followed, with 167 (19%), 115 (13%), and 86 (10%) of contacts, respectively. Social media and letters shared the remaining 27 (4%). The details are provided in Figure 8.

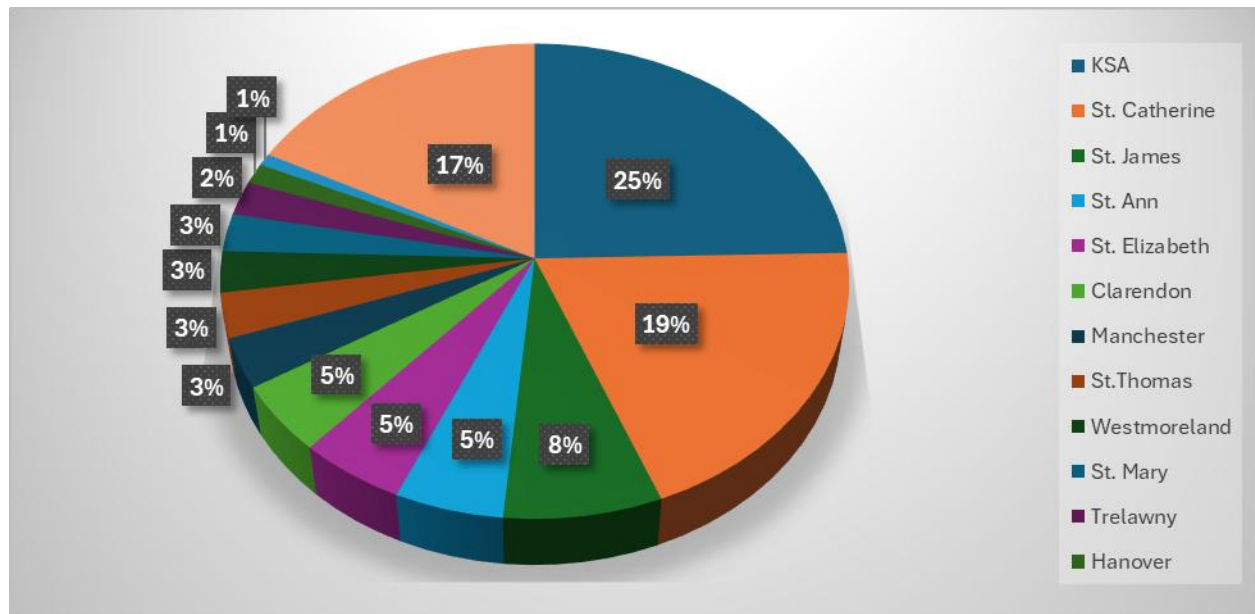
**Figure 8: Methods of Contact**



### Geographical Distribution of Contacts

Kingston and St. Andrew and St. Catherine, at 25% and 19% respectively, continued to account for the most contacts. St. James followed with 8% while St. Ann, St. Elizabeth and Clarendon each accounted for 5%. All other parishes each had a share of 3% or less. Seventeen (17%) of the contacts received provided no information on their location/parish, or the information was not recorded. Details are provided in Figure 9.

**Figure 9: Geographic Distribution of Contacts**



## Chapter 6: Appeals Performance

### (i) Closure of Appeals <sup>5</sup>

Fourteen (14) appeals were closed during the review period, of which 11 (79%) were resolved in favour of the utility service providers, two (14%) were resolved in the customer's favour with the remaining one (7%) being resolved through a mutual agreement. Six (6), representing 43% of the closed appeals, were resolved within the established sixty-five (65) working days, while the remaining eight (57%) were closed outside of the timeline.

### (ii) Outstanding Appeals <sup>6</sup>

At the end of the review period, thirteen (13) appeals remained outstanding because they exceeded the established sixty-five (65) business days for resolution. Of these appeals, four (4) were awaiting OUR's action. For the remaining nine outstanding appeals, we are awaiting a response from JPS and eight responses from the NWC.

JPS accounts for four (4) of the outstanding appeals, which relate to two (2) cases of equipment damage and two (2) property damage matters. The nine outstanding appeals for the NWC all relate to billing matters.

### Appeals Process Resolution Rate

Of the seven (7) new appeals that were accepted for investigation, responses were due and received for three (3) within the established timeline and one (1) outside of the timeline. However, one NWC customer withdrew the appeal after receipt of the response. The response timeline for the remaining appeal did not expire by the end of the review period.

All relevant information was received for four (4) of the new appeals for which final decisions were made and communicated to three (3), or 75%, customers (by way of Final Letters) within the stipulated timeline. The final decision for the remaining appeal was completed outside of the established 65 working day timeline. Further details on the CAU's performance on some key Appeals Process activities are provided in Table 10, Appendix I.

<sup>5</sup> Breakdown of Appeals Closures can be seen in Table 8 on page 26.

<sup>6</sup> Breakdown of Outstanding Appeals can be seen in Table 9 on page 26.

## Chapter 7: Consumer Affairs Highlights

### (i) Credits/Compensation

Through the OUR's intervention, \$6,276,245.90 was secured for utility consumers. Of this amount, JPS and NWC accounted for \$4,154,962.36 (66%) and \$1,385,975.64 (22%), respectively. Columbus Communications (Flow), C&WJ (Flow) and Digicel accounted for \$425,475.49 (7%), \$259,312.94 (4%), and \$50,519.47 (1%), respectively.

While 3,208,747.21 (51%) of the total credits secured were recorded during the reporting period, they were applied to customers' accounts by the service providers in previous periods.

### (ii) Utility Provider of the year to receive award from the CACU

The Consumer Affairs Committee on Utilities (CACU) has announced its intention to recognise the Utility Provider of Year as part of its annual Utility Customer Service Distinction Award, which is to be held this year.

The Utility Customer Service Distinction Award, launched in 2023, recognises excellence in customer service delivered by staff of the service providers. The inaugural award was won by Mr. Delano Williams, Acting Public Relations Manager of the NWC, and the 2024 award was won by Mr. Marlon Williams, Technical Operator of Digicel.

In announcing the additional award to recognise the top Utility Provider, CACU Chair, Yasmin Chong, said that it came from a suggestion that an annual utility award be considered to further enhance and balance this important initiative by honouring a utility employee and the utility of the year. Ms. Chong also revealed the following dates for the 2025 staging of the Utility Customer Service Award nomination process and award ceremony:

- Call for Nominations: Monday, October 13, 2025
- Nominations Close: Wednesday, November 05, 2025 at 11:59 pm
- Judges' Decision: Thursday, November 20, 2025
- Awards Presentation Ceremony: Wednesday, November 26, 2025



## Appendices:

### Appendix I: List of Tables: 2025 January - March

Table 6: Contact Activity Summary (All Utilities)

	Description	JPS	NWC	C&W (FLOW)			Columbus		Digicel			Private Water Providers	Private Telecoms Providers	OUR/Other (Not Utility Provider Related)	Total
				Internet	Landline	Mobile	Internet	Landline	Internet	Landline	Mobile				
<b>A</b>	<b>Contacts for the Quarter</b>														
(i)	New Appeals	1	6	0	0	0	0	0	0	0	0	0	0	0	7
(ii)	New Complaints	137	107	29	8	25	70	3	5	2	4	4	0	2	396
(iii)	New Enquires	11	26	0	0	0	6	2	0	0	0	4	0	4	53
(iv)	New Opinions	1	0	1	0	0	0	0	0	0	0	0	0	1	3
(v)	New Referrals	150	122	6	6	23	56	10	1	0	4	5	2	13	398
	<b>Total Contacts</b>	<b>300</b>	<b>261</b>	<b>36</b>	<b>14</b>	<b>48</b>	<b>132</b>	<b>15</b>	<b>6</b>	<b>2</b>	<b>8</b>	<b>13</b>	<b>2</b>	<b>20</b>	<b>857</b>
<b>B</b>	<b>Closure/Resolution of Appeals:</b>														
(i)	Mutually Resolved	1	0	0	0	0	0	0	0	0	0	0	0	0	1
(ii)	Resolved in Favour of Customer	1	1	0	0	0	0	0	0	0	0	0	0	0	2
(iii)	Resolved in Favour of Utility	6	5	0	0	0	0	0	0	0	0	0	0	0	11
(iv)	Withdrawn by Customer	0	4	0	0	0	0	0	0	0	0	0	0	0	4
	<b>Total Closures</b>	<b>8</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>
<b>C</b>	<b>Total Appeals from Previous Periods:</b>														
(i)	Outstanding Appeals with OUR	0	1	0	0	0	0	0	0	0	0	0	0	0	1
(ii)	Undergoing Analysis/Determination	3	0	0	0	0	0	0	0	0	0	0	0	0	3
(iii)	Awaiting Service Provider's Response	1	7	0	0	0	0	0	0	0	0	0	0	0	8
	<b>Total Outstanding Appeals</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>

Table 7: Distribution of Contacts by Categories

Complaint Category	Service Providers								
	JPS	NWC	Digicel	C&WJ (FLOW)	Columbus Communications (Flow)	Small/Private Telecommunications Providers	Small/Private Water/Sewerage Providers	OUR/Other (Not Utility Related)	Total
Billing Matters	210	179	2	11	27	0	7	1	437
Broken Main	0	4	0	0	0	0	0	0	4
Customer Service	0	0	0	1	2	0	0	0	3
Defective Street Light	1	0	0	0	0	0	0	0	1
Disconnection	10	9	1	3	13	0	2	0	38
Equipment Damage	11	0	0	0	0	0	0	0	11
Guaranteed Standards	5	11	0	0	0	0	0	0	16
Health & Safety	2	4	0	0	0	0	0	0	6
Illegal Connections	3	0	0	0	0	0	0	0	3
Interruption of Service	21	17	5	29	55	1	0	3	131
Irregular Supply	0	4	0	0	0	0	0	0	4
Leak at Meter	0	2	0	0	0	0	0	0	2
Metering	1	1	0	0	0	0	1	0	3
Number Portability	0	0	1	3	3	0	0	0	7
Other	15	20	2	9	13	1	1	12	73
Payment Arrangement	0	0	0	0	0	0	0	0	0
Phone Credit Depletion	0	0	2	13	1	0	0	0	16
Poor Service Quality	5	1	0	4	1	0	1	0	12
Prepaid Metering Service	4	0	0	0	0	0	0	0	4
Property Damage	0	0	0	0	0	0	0	0	0
Rebate	0	0	1	8	5	0	0	0	14
Reconnection	5	3	0	1	1	0	0	0	10
Refund	0	3	1	3	9	0	0	0	16
Security Deposit	2	0	0	0	0	0	0	0	2
Service Connection	1	1	0	2	2	0	0	1	7
Terms and Condition of Service	3	1	1	2	4	0	0	1	12
Unable to get through to Utility Provider	1	1	0	9	11	0	1	2	25
Total	300	261	16	98	147	2	13	20	857

Table 8: Distribution of Closed Appeals by Utilities

Appeal Category	Service Provider		Total
	JPS	NWC	
Billing Matters	6	7	13
Equipment Damage	1	0	1
<b>Total</b>	<b>7</b>	<b>7</b>	<b>14</b>

Table 9: Distribution of Appeals (Outstanding)

Appeal Category	Service Providers		Total
	JPS	NWC	
Billing Matters	0	9	9
Equipment Damage	2	0	2
Property Damage	2	0	2
<b>Total</b>	<b>4</b>	<b>9</b>	<b>13</b>

Table 10: CAU's Performance on Service Standards (New Appeals)

Activity	Service Standards	% Compliance	Comment
Acknowledgement of Appeals	Within two business days of receipt of customer's correspondence	100%	All seven new appeals were acknowledged within the established timeline.
Case Letters/ Other Utility Contact	Within five business days of acknowledging customer's correspondence	100%	All six Case Letters were dispatched within the stipulated five business days.
Correspondence Copied to Customer	The customer is to be copied on all correspondence submitted to the utilities pertaining to their complaint	100%	
Final Response	Within the established timeline of receipt of all necessary information from relevant parties	75%	Final responses were prepared and dispatched within the established timeline for three of the four new appeals for which all relevant information was received.

## Appendix II: List of Figures

- Figure 1: Distribution of Contacts per 100,000 of Customer Base
- Figure 2: Distribution of Billing Contacts per 100,000 of Customer Base
- Figure 3: Main Customer Concerns
- Figure 4: Quarterly Service Interruption Contacts
- Figure 5: Guaranteed Standards Contacts
- Figure 6: JPS Reported GS Breaches
- Figure 7: NWC Reported GS Breaches
- Figure 8: Methods of Contact
- Figure 9: Geographic Distribution of Contacts

### Appendix III: Definition Of Terms Used In Documenting Customer Contacts

Appeal:	Any contact in which the utility company has completed an investigation into a customer's complaint, the customer remains dissatisfied with the outcome and writes to the OUR asking for an independent investigation of the matter.
Complaint:	Any contact from consumers who feel that particular action(s) of a utility service provider might have been in breach of their Terms and Conditions or might have been unfair to them. The OUR provides investigation for complaints as is necessary. Acceptance of complaints does not require submission of a written response from the service provider.
Customer Contact:	Any contact made to the OUR to register an appeal, inquiry, opinion, etc. Contact can be made through the telephone, post, electronic channels (emails, website, and Facebook page) and visits.
Enquiry:	Any contact requiring verification/confirmation of information relating to the OUR, a utility service, policy and/or practice, etc.
Equipment Damage:	Damage caused to customers' equipment as a result of alleged action or inaction of their service provider.
Interruption of Service:	Where no service is provided, usually for an extended period.
Irregular supply:	Where service is not provided regularly and in keeping with the Terms and Conditions of Service/Contract.
Opinion:	Any contact expressing a view about the actions, practice or terms of service, etc. of a utility company or the OUR.
Referral:	Any contact advised by the OUR to consult the relevant utility company because the complainant had not initially utilized or exhausted the complaint procedure within the relevant utility company.
Refund:	Amounts credited to customers' accounts for breaches of the service provider's Terms and Conditions of Service/Contract
Resolution:	Where the OUR communicates its decision on customers' appeals and complaints
Resolution Rate:	The percentage of resolutions that are made within the established timelines.

#### Appendix IV: Statement on Confidentiality of Telecommunications Service Provider Information

Information on the customer base of the telecommunication companies was used in some of the calculations contained in the QPR, pursuant to Section 7A of the Telecommunication Act – Amended. The referenced section states, in part:

“...the following information is not required to be regarded and dealt with as secret and confidential namely -

- (a) information that will facilitate customers in their choice of facilities or specified services and the development of the telecommunications industry; and
- (b) information relating to the –
  - (i) quality of service measurements;
  - (ii) prices charged to customers or to other licensees;
  - (iii) network coverage of licensees;
  - (iv) market share of licensees;
  - (v) volume of services of licensees however measured;
  - (vi) subscriber base of licensees; and
  - (vii) capacity and usage of international submarine cables

## Appendix V: Appeals Process

The activities of utility companies are guided by “terms and conditions” within their license and/or Act. There are occasions, however, when consumers feel that particular action(s) of a utility company might have been in breach of the utility’s “terms and conditions” or might have been unfair to them. In such circumstances, the OUR is an avenue for recourse in having any such wrong investigated and addressed through our appeals process.

Prior to submitting an appeal to the OUR, consumers are expected and encouraged to first take the complaint, or issues giving rise to the complaint, up to the level of a senior officer at the respective utility company. The hearing of grievances is a consumer’s right and utilities are obliged to review such matters with the aim of having the issue addressed or clarified.

## Appendix VI: CAU Internal Performance Standards

### Process Timeline for General Appeals

<u>Description</u>	<u>Timelines</u>
Acknowledging correspondence & Assigning Appeal	2 (Two) working days
Case Letter Preparation	5 (Five) working days
Receive JPS’ Response/Update	30 working days <sup>7</sup>
Review of Provider Response & prepare Follow-Up (F/U) Case letter or issue Directive (where necessary)	10 working days
Receive response to F/U Case Letter	5 (Five) working days
Review Response to F/U Case Letter	5 (Five) working days <sup>8</sup>
Final Letter Preparation (Draft)	5 (Five) working days
Supervisor’s Review of Final Letter	2 (Two) working days
Dispatch Final Letter	1 working day
<b>Total</b>	<b>65 working days</b>

<sup>7</sup> Where, based on exceptional circumstances, JPS requires additional time to provide the response to a Case Letter, same is to be communicated to the OUR within five (5) working days of the Case Letter date. The rationale for the additional time must be outlined in the request. The OUR will provide a response to the request within two (2) working days.

<sup>8</sup> Subsequent to the review of the providers’ response to OUR’s Case Letter, Follow-up Case Letter or Directive issued, the appeal may be escalated to the Supervisor, Manager or Director and would then be treated as a Special Appeal.

### Special Appeals

There are appeals that, based on the nature of the issue, may require expertise and/or resources that do not reside in the designated units of the OUR and JPS to effectively resolve same. Accordingly, the classification of “Special Appeals” was revised to provide additional time to both parties to complete their investigation of these matters.

Where necessary, an additional fifteen (15) working days is allotted to JPS to respond to Follow-up Case Letters sent by the OUR. These appeals will thereafter be reclassified as Special Appeals. The OUR has also reduced its consultation time to review Special Appeals from twenty (20) to fifteen (15) working days. Accordingly, the total time allotted to complete the review of a Special Appeal for JPS is at 95 working days

### Recommended Service Levels

1. JPS is expected to respond to **OUR’s Case Letters** regarding customer’s appeals within **thirty (30) working days** of receipt. The company is also expected to acknowledge receipt of our Case Letters within five (5) working days of receipt.
2. JPS is expected to respond to the OUR’s follow-up case letter within five (5) working days of receipt for General appeals. However, where necessary, JPS shall notify the OUR within five (5) working days of receipt of the Follow-up Case letter that additional time is required to provide the response. Such Appeals shall then be reclassified as a Special Appeal with the JPS being allotted a total of twenty (20) working days to provide the response, from the date of the Follow-up Case Letter.
3. The OUR’s Final Letter to the customer is to be dispatched within **eighteen (18) working days** of receipt of utilities’ response (where no Follow-up Case Letter was sent). JPS will be provided with a copy of the Final Letter.
4. The OUR is expected to complete investigations of JPS appeals within the following timelines:
  - **Sixty-five (65) working days** for GENERAL APPEALS (which do not require external consultation)
  - **Ninety-five (95) working days** for Equipment Damage Appeals (which do not require external consultation)
5. The utility company is to extend the hold on the customer’s account for thirty **(30) days** subsequent to receiving OUR’s final response to allow the customer to make arrangements for the balances that are outstanding and/or give the customer time to appeal to the Director – Consumer & Public Affairs.

### Appendix VII: Process Timelines for NWC Appeals

<b><u>Description</u></b>	<b><u>Timelines</u></b>
Acknowledging correspondence & Assigning Appeal	2 working days
Case Letter Preparation	5 working days

Receive NWC's Response/Update	30 working days
Review of Provider Response & prepare Follow-Up (F/U) Case letter or issue Directive (where necessary)	10 working days
Receive response to F/U Case Letter	5 working days
Review Response to F/U Case Letter	5 working days <sup>9</sup>
Final Letter Preparation (Draft)	5 working days
Supervisor's Review of Final Letter	2 working days
Dispatch Final Letter	1 working day
<b>Total</b>	<b>65 working days</b>

### Special Appeals

There are appeals that, based on the nature of the issue, may require expertise and/or resources that do not reside in the designated units of the OUR and NWC to effectively resolve same. Accordingly, the classification of "Special Appeals" was revised to provide additional time to both parties to complete their investigation of these matters.

Where necessary, an additional five (5) working days is allocated to the NWC to respond to Follow-up Case Letters sent by the OUR. These appeals will thereafter be reclassified as Special Appeals. The OUR has also reduced its time to review Special Appeal from twenty (20) to fifteen (15) working days; thereby retaining the completion timeline for Special Appeals at 85 working days.

### Other Appeals Activities:

Monthly reports detailing the appeals for which the responses are outstanding will be generated and sent to the NWC. Where the responses/updates are not received within ten (10) working days of submission of the report, the matter will be escalated to the Vice President – Investment and Performance Monitoring, NWC, for action. Similarly, the CAU will provide NWC with a monthly update on appeals for which our responses are outstanding.

As a consequence, the following are the proposed Service Level Agreements (SLAs) to which the utility companies will be accountable. It is being recommended that the following be agreed upon by all parties and published:

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<sup>9</sup> Subsequent to the review of the providers' response to OUR's Case Letter, Follow-up Case Letter or Directive issued, the appeal may be escalated to the Supervisor, Manager or Director and would then be treated as a Special Appeal.



## Recommended Service Levels

NWC is expected to respond to **OUR's Case Letters** regarding customer's appeals within **thirty (30) working days** of receipt. The Commission is also expected to acknowledge receipt of our Case Letters within five (5) working days.

NWC is expected to respond to the **OUR's follow-up case letter** within **FIVE (5) working days of receipt for General appeals**. However, where necessary, the NWC shall notify the OUR within **FIVE (5) working days of receipt of the Follow-up Case letter** that **additional time is required to provide the response. Such Appeals shall then be reclassified as a Special Appeal with the NWC being allotted a total of ten (10) working days to provide the response, from the date of the Follow-up Case Letter.**

The OUR's Final Letter to the customer is to be dispatched within **EIGHTEEN (18) working days** of receipt of the NWC's response (where no Follow-up Case Letter was sent). The NWC will be provided with a copy of the Final Letter.

The OUR is expected to complete investigations of NWC appeals within the following timelines:

- **SIXTY-FIVE (65) working days** for GENERAL APPEALS (which do not require external consultation)
- **EIGHTY-FIVE (85) working days** for SPECIAL APPEALS (Appeals which require external consultation)

The Utility company is to extend the hold on the customer's account for thirty **(30) days** subsequent to receiving OUR's final response to allow the customer to make arrangements for the balances that are outstanding and/or give the customer time to appeal to the Director – Consumer & Public Affairs.

## Appendix VIII: List of Acronyms

Can Cara	-	Can Cara Development Limited (Water & Sewerage Provider)
CPA	-	Consumer and Public Affairs Department (OUR)
CAU	-	Consumer Affairs Unit (OUR)
DEML	-	Dynamic Environmental Management Limited (Water and Sewerage Provider)
Dekal	-	Dekal Wireless Ltd. (Telecommunications Provider)
Flow Service	-	Columbus Communications Jamaica Ltd. (Flow) - Telecommunication Provider
FLOW	-	Cable & Wireless Jamaica Ltd. (C&WJ) Flow
JPS	-	Jamaica Public Service Company Ltd. (Electricity Provider)
KSA	-	Kingston & St. Andrew
NWC	-	National Water Commission (Water & Sewerage Provider)
OUR	-	Office of Utilities Regulation
OURIC	-	Office of Utilities Regulation Information Centre
The Office	-	Comprises 6 members and is headed by a Chairman with the Director General serving as an <i>ex officio</i> member