The Government of The Republic of Trinidad and Tobago

Ministry of Science, Technology and Tertiary Education

Administrative Report

October 2009 to September 2010

The Ministry of Science, Technology and Tertiary Education

"Providing a World of Opportunity"

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SECTION 1.0

Context

1.1 Introduction

1.2 Our Mission

Section 1.0: Context

1.1 Introduction

In accordance with Section 66 D of the Constitution of the Republic of Trinidad and Tobago, which provides that Ministries "shall submit to the President before 1st July, in each year a report on the exercise of the functions and powers in the previous year, describing the procedures followed and any criteria adopted by it in connection therewith and the President shall cause the report to be laid within sixty days thereafter in each House". The following is a report on the operations of the Ministry of Science, Technology and Tertiary Education (MSTTE) for Fiscal Year 2009/2010.

The Ministry of Science, Technology and Tertiary Education was established in December 2001. It is the role of the Ministry to develop policies that are internationally benchmarked and driven by the needs of the labour market. We recognize that human capital development is a major contributor to economic growth and sustainable wealth creation. In this regard, the principal strategy of the Ministry, therefore, is to expand and develop tertiary education to a 60% participation rate.

The Ministry has also implemented a number of strategies to strengthen Technical and Vocational Education and Training as part of a seamless system to allow an alternative pathway to further and higher education. This system will further support learning and skills transfer, strengthen workforce competence, support industrial development and promote workplace readiness through the award of the Caribbean Vocational Qualification (CVQ).

In mid-2009/2010, a new Political Administration assumed office, and embarked on the development of policies towards the rationalization of the tertiary education and technical and vocational education and training sectors to avoid duplication, wastage and build efficiency and effectiveness in the system to support accountability and synergy in the sector. In addition, government fulfilled its promise of securing and expanding the Government's Assistance for Tuition Expenses (GATE) programme to include technical and vocational education and training.

The government of Trinidad and Tobago is committed to promoting a process of people-centered development. This involves delivering world–class public services that are easily and readily available to all our citizens. Government's strategic plan for governance is built on seven interconnected Pillars:

PILLAR 1 - People–centered development – We need everyone and all can contribute

PILLAR 2 - Poverty eradication and social justice – Preference for poor and disadvantaged

PILLAR 3 - National and personal Security – Human Security for Peace and Prosperity

PILLAR 4 - Information and communication technologies – Connecting T&T and Building the New Economy

PILLAR 5 - A more diversified, knowledge intensive economy – Building on the Native Genius of Our People

NO ENTRY
STTE
MINISTRY OF SCIENCE, TECHNOLOGY & TERTIARY EDUCATION
MINISTERIO DE CIENCIA, TECNOLOGIA Y ENSEÑANZA SUPERIOR

COSTRATT

PILLAR 6 - Good Governance – People Participation

PILLAR 7 - Foreign Policy – Securing Our Place in the World

The remit of the Ministry of Science Technology and Tertiary Education falls under Pillars 1, 2, 4 and 5. In this regard, one of the major initiatives of the ministry was the establishment of the National Policy on Tertiary Education, Technical Vocational Education and Training, and Lifelong Learning in Trinidad and Tobago. This policy serves as a guide to further initiatives within the tertiary education, technical and vocational education and training and science, technology and innovation sectors in Trinidad and Tobago.

1.2 Mission

"To create the capacity to understand and adapt scientific and global technologies and develop the human resources of the country by increasing access to quality tertiary education."

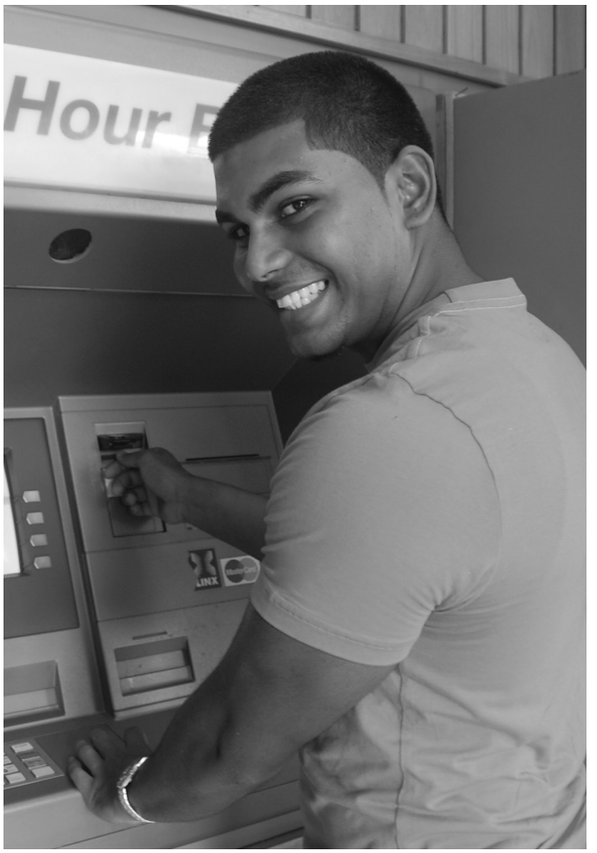
SECTION 2.0

Our Vision

Section 2.0: Vision

Vision

To enhance the quality of life for all citizens through scientific and technological advancement and increased access to quality tertiary education."



SECTION 3.0

Strategic Plan

3.1 Our Core Values & Principles

Section 3.0: Strategic Plan

To achieve its Vision, the ministry is guided by its strategic objectives which are:

- Sustainable policy development for the tertiary education and technical vocational and educational training and STI sectors;
- The alignment of the strategic direction of the tertiary education and technical vocational and educational training sectors with the objectives set in the Framework for Sustainable Development;
- The delivery of quality education to the citizens at the post-secondary and tertiary levels of the education system;
- Total quality management in tertiary level institutions;
- In keeping with the ministry's overall strategic approach, a programme of transformation has begun and will continue as the Ministry of Science, Technology and Tertiary Education's portfolio is subjected to processes of rationalisation and restructuring to support government's vision of a strong knowledge sector through informed research, policy formulation and review.

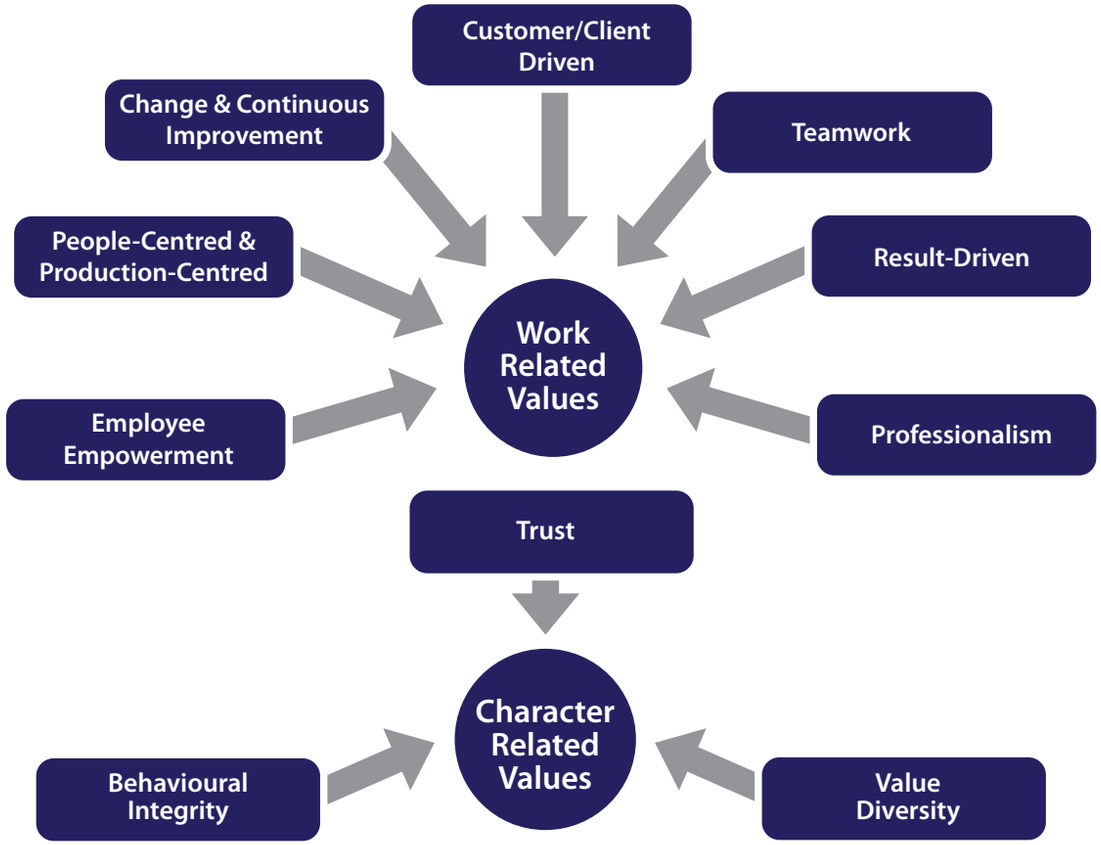
3.1 Core Values and Principles

The ministry is a leading partner in the development of the human resources of the country. Its mandate is:

- the development of the tertiary education and technical vocational and educational training sectors;
- the administration of strategic and operational matters related to the country's scientific and technological advancement and innovation (STI).

In pursuing our mandate, the ministry is guided by values, principles and a corporate ethos, which values the contribution of staff, the effective use of resources and excellence in performance.

• Our Values •



• Our Principles •

Client Focus	We continue to value our clients and strive to maintain a high quality customer service
Professionalism	The staff of the Ministry is committed to being professional in interactions and relations with each other and or publics as well as in our work
People Centred	People are our key asset and resource and are to be highly valued
Result Oriented	The staff is committed to achieve the Ministry's targets and national goals and is dedicated to being result oriented and high performing
Partnerships	The Ministry recognises that networking and partnerships, with Agencies, other Ministries and the Private Sector are critical for success
Honesty	The staff of the Ministry is guided by the principle of honesty in all actions

SECTION 4.0

Financial Operations

4.1 Budget Formulation
4.2 Expenditure versus Budget
4.3 Debt Policy
4.4 Investment Policy
4.5 Auditor General's Findings

SECTION 4.0: FINANCIAL OPERATIONS

4.1 Budget Formulation

The Ministry of Science, Technology and Tertiary Education is funded through the system of Parliamentary Appropriation, where approved funds identified under the various sub-heads are disbursed in the form of releases and warrants by the Ministry of Finance.

The Accounting Unit within the Ministry allows for the effective management of the ministry's financial and accounting operations.

At the beginning of the budgetary cycle, agencies/divisions of the Ministry submit requests for funding to the Permanent Secretary, based on their strategic direction for the approaching fiscal year. Each agency/division would therefore consider its core functions, particularly as they relate to projects/programmes for that particular year, but keeping in view their long-term goals and their human resource needs, as well as their physical work environment, when preparing their submissions. Before such plans are submitted to the Ministry of Finance (Budget Division) and the Ministry of Planning and the Economy, further discussions are held between the Permanent Secretary, Heads of agencies/divisions and other key persons to clarify justifications and review priorities. Upon receipt of the allocations, the Agencies/Divisions are requested to re-prioritize their projects/programmes, if necessary, in accordance with the allocations received.

With regard to the projects under the Public Sector Investment Programme (PSIP), the Permanent Secretary liaises with the Director, Research Planning and Technical Services and the Programme Manager, PSIP, to ensure that the resources are properly allocated, particularly to ongoing projects that are at critical stages or new projects that have been identified as high priority.

4.2 Expenditure versus Budget

Releases for the Financial Year October 01, 2009 to September 30, 2010, the Ministry of Science, Technology and Tertiary Education was allocated two billion, three hundred and ten million, five hundred and thirty-six thousand, one hundred and seventy-seven dollars ($2,310,536,177.00) to execute its mandate. Actual expenditure was two billion, two hundred and eighty-one million, fifty-nine thousand, four hundred and eighty dollars ($2,281,059,480.00) as shown in Table 1 below:

TABLE 1: Actual Expenditure versus Budget – October 2009 to September 2010

Sub-Head		Estimates Revised $	Actual Expenditure $	Variances $
01	Personnel Expenditure	27,254,760	24,091,242	3,163,518
02	Goods and Services	70,887,970	64,775,251	6,112,719
03	Minor Equipment	361,400	301,595	59,805
04	Current Transfers and Subsidies	1,824,961,197	1,812,520,744	12,440,453

Sub-Head		Estimates Revised $	Actual Expenditure $	Variances $
06	Current Transfers to Statutory Board and Similar Bodies	141,670,850	134,338,782	7,332,068
Total Recurrent Expenditure		**2,065,136,177**	**2,036,027,614**	**29,108,563**
09	Development Programme	245,400,000	245,031,866	368,134
Total Expenditure		**2,310,536,177**	**2,281,059,480**	**29,476,697**

The variance arose because of the following:

01 - Personnel Expenditure

- No approval for increments and non-payment of arrears.

02 - Goods and Services

- Non-submission of travelling claims for September 2010.
- Late submission of electricity bills for payment.
- Bills were not received on time for processing.
- Fewer contracts/less renewals were entered into.
- No approvals for projected training plans.
- No approval from Budget Division for virement of funds to UTT.
- Temporary halt in promotion of programmes.

03 - Minor Equipment Purchases

- Requests were minimized as a result of planned relocation.

04 - Current Transfers and Subsidies

- No invoices received.
- Fluctuation of conversion rates.

06 - Current Transfers to Statutory Board and Similar Bodies

- All funds were not released.

09 - Development Programme

- Institutional Strengthening – Transformational Secretariat was not fully functional.

Warrants

In pursuance of its mandate, the ministry also received warrants totaling seven hundred and fifteen million, two hundred and ninety-three thousand, seven hundred and fifty-three dollars ($715,293,753) as detailed below:

- Government Assistance for Tuition Expenses (GATE) - $584,221,530
- Capital Works (Infrastructure Development Fund) - $131,072,223

4.3 Debt Policy

The ministry's policy on debt accumulation is in keeping with that of the Government Service of Trinidad and Tobago, which states that expenditure plus commitments should not exceed the allocations and releases of the Ministry of Finance to the respective Ministry.

4.4 Investment Policy

The Ministry of Science, Technology and Tertiary Education does not have an investment policy, but does expend large proportions of its allocations on the acquisition of property, facilities, equipment, vehicles and other items that are required in the fulfillment of its mandate. Prior to funding, Cabinet approval is essential for all new projects. Requests for funding for new and ongoing projects are submitted to the Ministry of Finance in accordance with the Ministry of Finance's Call Circular No. 1 of February 20, 2009.

4.5 Auditor General's Findings

For the Financial Year ending September 30, 2010, the Auditor General's report highlighted the following matters:

- Total actual expenditure stated in the Appropriation Account differed from the final figures in the Abstract of Payment, the Expenditure Notification and the Treasury Card.
- Overpayments discovered during the year and reported to the Auditor General did not agree with the records of the Auditor General Department.
- The Overpayment Register was not in agreement with the information stated in Note 2C to the Appropriation Account.
- The amount of outstanding commitments as stated in the Appropriation Account did not agree with the amount verified from the Vote Book.

The Ministry noted the Auditor General's findings and addressed all the above issues.

SECTION 5.0

Human Resources

5.1 Career Path Systems
5.2 Performance Measurement Tools
5.3 Promotion
5.4 Recruitment & Selection Procedures

Section 5.0: Human Resource Development Plan

5.1 Career Path Systems

The Ministry of Science, Technology and Tertiary Education seeks to develop employees by providing training opportunities, rotating clerical staff to expose them to a variety of job schedules and offering advice for career paths within the Public Service. Although, for the most part, efforts are geared toward making internal acting arrangements when offices are made available through staff movements, the Service Commissions Department usually fills these offices based on seniority.

5.2 Performance Measurement Tools

The ministry utilizes the Performance Management Appraisal System, which is implemented throughout the Public Service in accordance with the Personnel Department's Circular No. 9 dated November 21, 2001. Position descriptions have been developed for all offices and periodic reviews, as well as annual staff reports are completed to evaluate officers' performances.

5.3 Promotion

Promotions are made exclusively by the Service Commissions Department based on performance, seniority and interviews. While the ministry may recommend promotions, it does not have the authority to promote members of staff.

5.4 Recruitment and Selection Procedures

The ministry recruits persons on contract, in accordance with the Guidelines for Contract Employment in Government Ministries, Departments, and Statutory Authorities Subject to Statutory Authorities Act, Chapter 24:01 issued by the Personnel Department, under cover of Circular Memorandum PD (bm):12/2/1 Vol. IV dated May 18, 2006.

Persons are recruited on contract under the following circumstances:

a. Where there is a dearth of suitable candidates for permanent appointment to those pensionable offices on the establishment of any ministry, department or statutory Authority and there is urgent need for the services attached to such offices;

b. Where special projects or programmes of specified duration (often funded by International Agencies) are undertaken by any ministry, department or statutory authority and need to be executed and monitored by personnel, additional to those on the permanent establishment of the ministry, department or authority;

c. Where a need has been identified for the specialized services of an individual – e.g., an adviser in a particular area of expertise – and such need cannot be met by filling of any existing position on the establishment.

SECTION 6.0

Organisational Structure

6.1 Corporate Structure
6.2 Services/Products Provided
6.3 Levels of Authority
6.4 Conditions of Employment
6.5 Employment Practices
6.6 Training Programmes

Section 6.0: Organisational Structure

6.1 Corporate Structure

The Ministry of Science, Technology and Tertiary Education comprises fifteen (15) divisions and units and thirteen (13) external agencies. Table 2 describes the corporate structure of the ministry by functionality. The organisational structure at Figure 1 outlines the reporting relationships of the ministry's divisions/units and the agencies.

TABLE 2: MSTTE Divisions /Units and Agencies by Functionality

Function	Division/Unit/ Agency
Core Service Delivery	Distance Learning Secretariat Funding and Grants Administration Division Higher Education Services Division Life Skills Unit Multi-sector Skills Training (MuST) Unit On - the - Job Training Unit Retraining Unit
Support Services	Finance and Accounting Unit General Administration Unit Human Resource Services Division Information and Communication Unit Internal Audit Unit Legal Services Unit Research, Planning and Technical Services Division Strategy Implementation Directorate Technical and Vocational Education and Training Division
External Agencies	Accreditation Council of Trinidad and Tobago (ACTT) Board of Industrial Training (BIT) College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) Caribbean Industrial Research Institute (CARIRI) Institute of Marine Affairs (IMA) Metal Industries Company Limited (MIC) National Energy Skills Centre (NESC) National Institute of Higher Education Research, Science and Technology (NIHERST) National Training Agency (NTA) Trinidad and Tobago Hospitality and Tourism Institute (TTHTI) The University of Trinidad and Tobago (UTT) University of the West Indies (UWI) Youth Training and Employment Partnership Programme (YTEPP)

Ministry of Science, Technology & Tertiary Education (MSTTE)

Organisational Chart 2009

The Ministry of Science, Technology and Tertiary Education

"Providing a World of Opportunity"

Minister (MSTTE)

Agencies
- Accreditation Council of Trinidad & Tobago
- Board of Industrial Training
- Caribbean Industrial Research Institute
- College of Science , Technology & Applied Arts
- Institute of Marine Affairs
- Metal Industries Company Limited
- National Energy Skills Centre
- National Institute of Higher Education, Research, Science & Technology
- National Training Agency
- Trinidad & Tobago Hospitality & Tourism Institute
- The University of the West Indies
- The University of Trinidad & Tobago
- Youth Training & Employment Partnership Programme

Permanent Secretary

Deputy Permanent Secretary

Human Resource Services Division

Internal Audit

Legal Unit

Distance Learning Secretariat

General Administration

Finance & Accounts Unit

Higher Education Services Division

Technical Vocational Education Training

Research Planning & Technical Services

Funding & Grants Administration Division

Facilities Management

Information Technology

Communications

6.2 Services/Products Provided

The services/products provided by the ministry are as follows:

- Post-secondary and tertiary education Programmes ;
- Developmental education to serve the academically under-prepared;
- Continuing education programmes to re-skill and retool citizens;
- Funding of tuition fees for tertiary education for nationals;
- Provision of loans for tertiary education expenses to nationals;
- TVET training in manufacturing, energy related areas, construction, entertainment and other areas;
- TVET training for unemployed, retrenched or displaced workers as well as for convicted inmates in the nation's prisons;
- On-the-Job Training;
- Life Skills training;
- Assistance to learning providers in broadening and increasing access through technological mediation;
- Promotion of awareness of new emerging knowledge and learning technologies among stakeholders and the public;
- Policy dissemination on tertiary education, technical vocational education and training, life skills and science, technology and innovation;
- Consultancies in hospitality and tourism;
- Dissemination of information on the ministry's programmes and projects to the public ;
- Registration of TLIs ;
- Accreditation and recognition of TLIs operating in Trinidad and Tobago and overseas;
- Staging of science popularisation festivals;
- Publication of science and technology indicators;
- Co-ordination of STI initiatives;
- Promotion of STI for children through vacation camps and workshops;
- Production of children's science magazines;

- Publications on local scientists;
- Video documentaries on science and technology;
- Testing and consultancy services for the energy industry, food and beverage sector, light manufacturing sector, construction and petroleum industries;
- Research in marine affairs to ensure the sustainable use of the natural resources of Trinidad and Tobago;
- Collection, analysis and dissemination of data relating to the economic, technological, environmental, social and legal developments in marine affairs;
- Testing and consultancies in respect of the conservation and management of marine and related resources;
- Regulation and certification of TVET programmes;
- Establishment of national occupational standards for TVET;
- Collection, analysis and dissemination of labour market information;
- Hosting of career and recruitment fairs.

6.3 Levels of Authority

Administrative Functions

The Permanent Secretary supported by the Human Resource Services Division continued to administer the functions devolved by the Chief Personnel Officer and functions delegated by the Public Service Commission. Table 3 describes the functions devolved by the Chief Personnel Officer.

TABLE 3: Functions Devolved by the Chief Personnel Officer

Monthly Paid Employees	Daily-rated Employees
Contract employment	Duty Leave
Secondment	No Pay Leave
Duty Leave, Special Duty Leave	Time off/Leave for Union sponsored seminars and other similar activities
Special Leave	Study Leave
Accumulation of Leave	Special Leave
No Pay Study Leave	No Pay Study Leave
Leave of absence without pay	Leave for Union Business
Extension of Sick Leave	Normal Sick Leave
Leave to pursue course in Trade Unionism	Extension of Sick Leave
Compensation in lieu of Annual Vacation Leave	Time off as Union Representative
Compensation in lieu of uniforms issued	
Separation Allowance	

Functions Delegated by the Public Service Commission (PSC)

The following functions are delegated by the PSC:

- Acting appointments up to Range 68 for a period not exceeding six (6) months except for positions that require consultation with the Prime Minister;
- Appointments on a temporary basis for periods not exceeding six (6) months, on the expiration of that person's first (1st) appointment on a temporary basis by the PSC to that office, except in offices that require consultation with the Prime Minister;
- Confirmation of appointments;
- Power to make transfers within the ministry's divisions up to Range 68;
- Acceptance of resignations;
- Noting retirements - compulsory and voluntary after age 54;
- The exercise of disciplinary control in respect of minor infractions set out in the Code of Conduct. Infractions and their related regulations are set out in Table 4 below:

TABLE 4: Regulations related to Acts of Misconduct/Discipline

Regulation	Acts of Misconduct/Discipline
135 (1)	Failure to attend to matters promptly within the scope of the office
135 (2)	Lack of courtesy to a member of the public or another public officer
135 (3)	Willful failure to perform duties
136 (1)	Absence without leave or reasonable excuse from office
136 (2)	Failure to inform PS/ Head of Department when leaving the country
137 (2)	Failure to disclose activities outside the service
140	Breach of rules relating to broadcast
141	Indebtedness to the extent that impairs efficiency etc.
142	Failure to notify bankruptcy proceedings
149 (1) (a)	Failure to perform duties in a proper manner
149 (1) (b)	Breach of the written law
149 (1) (d)	Behaviour that is prejudicial to, or discredits the service
149 (2) (b)	Disobedience to orders
149 (2) (d)and (f)	Neglect of duty
149 (2) (g)	Unlawful or unnecessary exercise of duty
149 (2) (a)	Absence without leave from office or habitually irregular arrival/ departure from office
149 (2) (a)	Persistently unpunctual
149 (2) (c)	Unfit for duty through drunkenness or use of drugs

Financial Functions

The Permanent Secretary, the Accounting Officer is authorized to award contracts for the procurement of goods and services up to a limit of TT $1Mn and for consultancy services up to a limit of TT $500,000.

The Permanent Secretary's delegated responsibility, in respect of goods and services is as follows:

- Deputy Permanent Secretary - TT$200,000.00
- Administrative Officer V - TT$50,000.00

6.4 Conditions of Employment

The ministry is responsible for mainly three categories of staff, daily-rated workers, and monthly paid public officers, including teaching and civil service staff and contract employees. However, the Personnel Department is the department of government charged with responsibility for determining and/or advising on pay and other terms and conditions of service for employees within the public sector. The Department determines, through consultation and negotiations with appropriate recognised associations and unions, the terms and conditions of service of employees who fall in the categories previously mentioned among others, and also advises/makes recommendations on the terms and conditions of service of these employees.

6.5 Training Programs

The Ministry is of the view that people are its most valuable resource and that the task of capacity-building must begin with its own employees, who must be trained and educated to improve their current job performance and acquire the capacity for optimal performance as they strive to achieve their personal and professional goals and those of the organisation.

The training and development of the Ministry's staff is a shared responsibility. The Ministry is committed to encouraging staff in their efforts at self-development, especially where these efforts are consistent with organisational and national goals.

The Ministry of Science, Technology and Tertiary Education commits itself, therefore, to providing, on a consistent basis and within the limits of its budgetary allocations, opportunities for members of staff to acquire the competencies that are essential for individual growth, effective job performance, and the achievement of organisational goals.

In this regard, two hundred and fifty (250) members of staff benefitted from in-house training programmes and workshops hosted by other public and private sector organisations as indicated in Table 5.

TABLE 5: Training Activites for October 2009 to December 2010

COURSE TITLE	NO. OF PARTICIPANTS
The Law of Torts with particular reference to Negligence and the Insurance Relationship	3
Development Evaluation – Part 1	1
Alternative Dispute Resolution Workshop	4
Developing a Culture of Innovation	4
Project Management Training Specialized Module No. S2 – Public Policy Analysis & Management	2
50047 Advanced IT Pro-Course for Microsoft Office Share Point Server 2007 and Windows Share Point Services 3.0	4
Breakfast Seminar – "New Law for Employers – The Occupational Pensions Plan Bill- the Rights, Roles and Financial responsibilities of every employer under the proposed Law"	1
Supervisory Management part of the Professional Development Series	1
Advancing the HRM Agenda: Building Strategic HRM	14
Alternative Dispute Resolution	1
Communicating your way to the Top	5
Orientation Programme for Contract Officers	15
Customer Service Seminar	24
Customer Service Seminar	26
Occupational Health and Safety Sensitization Seminar	45
Customer Service Seminar	22
Designing and Implementing an Effective Employee Recognition Programme	1
Persuasive Public Speaking, Pitching and Advanced PowerPoint Skills for Managers	7

COURSE TITLE	NO. OF PARTICIPANTS
Customer Service Seminar	18
Orientation Training – "Training for Trainers Programme"	2
Pension and Leave/Increments Workshop	33
Proposal Writing	1
Development Evaluation – Part 2	1
Training for Trainers – "Development Evaluation"	1
Guidelines for Managing HIV/AIDS in the Public Service	2
The Ideas Forum- "Results of the Global Competitiveness Report 2010"	4
Developing Job Descriptions	1
OAS Project Management Workshop - "Results-based Monitoring and Evaluation"	2
Certified Associate in Project Management - Intermediate	1
Proposal Writing	1
TOTAL	**250**

SECTION 7.0

Procurement Procedures

7.1 Procurement of Resources
7.2 Requirement for Levels of Authority
7.3 Tendering Procedure

Section 7.0: Procurement of Resources

7.1 Tendering Procedures

1. The Ministry of Science, Technology and Tertiary Education operates within the legal and regulatory framework of the Central Tenders Board Ordinance 22 of 1961, the Central Tenders Board (CTB) Act Chap. 71:91, the Central Tenders Board Regulations, 1965 and their amendments and subsidiary legislation; and the relevant regulations in the Exchequer and Audit Act Chap. 69:01, in the procurement of goods and services.

The Ministry operates its procurement operations under the principles of:

- Value for Money
- Transparency
- Accountability

The procurement function of the Ministry of Science, Technology and Tertiary Education is managed by the General Administration Division. The Ministry has an established Ministerial Tenders Committee.

2. The Financial Limits provide for, authority levels as follows:

Goods and Services

- Permanent Secretary - Up to $1-Mn.
- Ministerial Tenders Committee - Up to $2-Mn.
- Central Tenders Board - Over $2-Mn.

Consultancy

- Permanent Secretary - Up to $500,000
- Ministerial Tenders Committee - Up to $2-Mn.
- Central Tenders Board - Over $2-Mn.

The Permanent Secretary's delegated levels of authority are as follows:

- Deputy Permanent Secretary - Up to $200,000
- Administrative Officer V - Up to $50,000

REQUIREMENTS FOR THE APPROVAL OF LEVELS OF AUTHORITY

4. Purchase of goods and services costing up to $50,000.00 – Administrative Officer V

- Quotations are obtained from no less than three (3) suppliers.

5. Purchase of goods and services costing up to $200,000.00 – Deputy Permanent Secretary

- Written quotations are obtained from no less than three (3) suppliers.
- A written request for quotation and a specification of the item or a description of the service to be purchased is sent to the firm requesting the submission of a quotation.
- The written request for quotations as well as the quotations from the suppliers should contain the following information:
  - » *Name of Supplier*
  - » *Unit Cost*
  - » *Income Tax Certificate*
  - » *VAT Certificate*
  - » *NIS Compliance Certificate*
  - » *VAT (shown separately)*
  - » *Validity period of prices quoted*
  - » *Delivery period*
  - » *Whether the prices quoted are ex-stock or Duty Free*
  - » *Installation Cost (where applicable)*
  - » *Availability of stock*
  - » *Terms of Payment, Warrant/Guarantee; Life Expectancy of item.*
- The quotations, together with recommendations of the purchasing Officer, are submitted to the head of division for consideration. The availability of funds, the position of the Vote and the item/sub-Item to be debited are stated.
- If the lowest offer is not recommended, detailed reasons are given.
- Under no circumstances should item/s or service/s be purchased without prior approval of the head of division.

6. Purchase of goods and services costing in excess of $200,000.00, but no more than $1-Mn. - Permanent Secretary

- The procedures outlined under the Deputy Permanent Secretary's approval are relevant.

- The recommendations and justification for the purchase by the Head of Division are included in the request.
- Items or services should not be purchased without the prior approval of the Permanent Secretary.

7. Purchase of goods and services costing in excess of $1-Mn. but not more than $2-Mn – Ministerial Tenders Committee

- A request is submitted to the Permanent Secretary, Ministry of Science, Technology and Tertiary Education for tender procedures to be initiated.
- The specifications of the items/scope of works for services.
- The following information is submitted in request:
  - » *The estimated cost of the item or service;*
  - » *The division where item or service is to be utilized;*
  - » *The justification for the purchase of the item or service;*
  - » *The Vote;*
  - » *The names and members of Evaluation Committee;*
  - » *The request must be signed by the head of the division;*
  - » *Confirmation of funds.*

TENDERING PROCESS

8. **Sole Tender**

A sole tender is invited when there is only one known supplier for the item requested.

Selective Tender

When the requested item is a specialised item or there are a few known suppliers, the head of division requests that selective firms be invited to tender. The procedure for the sole tender and selective tender is the same.

Sole/Selective Tender Process

- On receipt of the request, the Ministerial Tenders Committee requests approval from the Minister of Finance to invite either a sole or a selective tender.
- On the receipt of the approval of the Honourable Minister of Finance, the Letters of Invitation are issued to the tenderers.
- The Letters of Invitation to the tenderers are dispatched, not less than fourteen (14) days before the opening date of tenders.

9. **Open Tendering Process**

- A request is made to the Permanent Secretary, Ministry of Finance to confirm the availability of the estimated cost of the goods/services to initiate tender procedures.
- On receipt of the confirmation of funds from the Permanent Secretary, Ministry of Finance, the following documents are prepared:
  - » *Tender Notices*
  - » *The Tenderers Instructions*
  - » *Copies of the Specifications/Scope of Works/Request for Proposal.*
- These documents are sent to the Chairman of the Ministerial Tenders Committee for approval and signature.
- Copies of tenders notices are sent for publication in the newspaper fourteen (14) days before the tender opening.

10. **Tender Opening**

The Chairman and one (1) member of the Committee open the tender box. The bids are retrieved and read out in front of representatives of the firms who are present. A Schedule of Tenders is prepared and signed by the Chairman and the Member.

11. **Summary of Bids Received**

A summary is made of the cost of all bids received in ascending order.

12. **Evaluation of Bids – Ministerial Tenders Committee**

- The file with all bids and the summary sheet is sent to the head of division for evaluation by the appointed Evaluation Committee.
- The areas that are examined when evaluating a tender are as follows:
  - » *Tendered Price*
  - » *Delivery Period*
  - » *Terms of Payment*
  - » *After Sales Service*
  - » *Maintenance Contract*
  - » *Warranty*
  - » *Availability of Spare Parts*

- » *The Firm's Track Record – Availability of technical skills, ability to supply, previous jobs completed etc.*
- » *Period of validity of prices*
- » *In cases of foreign purchases – CIF Charges*
- » *Training.*

- VAT is not paid on Duty Free items. VAT is only paid on the local input e.g. labour cost, installation fees etc. This is shown separately in the tender submission.
- A detailed analysis is given as to why the lowest tender was not accepted. In the event that the lowest tender was not accepted, the areas that did meet the specifications are identified e.g. what aspects of the technical specifications were not met; the delivery period, availability of spare parts; after sales services; the quality of material etc.

13. Award of Contract – Ministerial Tenders Committee

On receipt of the evaluation report from the head of the division, it is checked for conformity with the CTB Regulations. In the case of acceptance by the Ministerial Tenders Committee, a letter of award is prepared. Upon the award of a contract, the firm is given fourteen (14) days to post a performance bond/cash performance deposit. When the performance bond/cash performance deposit is posted, a binding contract between the Permanent Secretary and the supplier exists.

14. Purchase of goods and services in excess of $2-Mn. – Central Tenders Board

All purchases over $2-Mn. are sent to the Central Tenders Board for processing.

7.2 Contractual Procedures – Ministerial Tenders Committee

The delivery period/completion of works/services period is monitored by the division and the General Administration Division. On completion of the contract, the head of division submits the Contract Completion Report (CCR).

On completion of the contract, the head of division submits the CCR. Based on the CCR, the Chairman of the relevant Committee authorises releases of the performance bond/cash performance deposit.

SECTION 8.0

Reporting Functions

Section 8.0: Reporting Functions

The reporting functions of the Ministry is detailed in the Table below:

TABLE 6: Reporting Functions of the Ministry of STTE, 2009-2010

Reports	Line Minister	Ministry of Planning	Ministry of Finance	Auditor General	Ministry of Social Development	Ministry of Public Administration & Information	Chief Personnel Officer	Public Service Commission	Cabinet	Parliament
Annual operating budgets; strategic plan	✓	✓	✓						✓	
UWI-Biennial Estimates of Needs	✓									
Monthly/ Annual Financial Reports / Agencies Annual Financial Statements	✓		✓	✓						
Monthly/ Annual Performance Reports	✓	✓	✓							
Annual Financial Report	✓		✓							
Annual Audit Report				✓						
Annual Reconciled Statement of Deposit Accounts			✓	✓						
Quarterly reports on Devolved Functions							✓			
Annual Administrative Report									✓	✓
Quarterly reports on Delegated Functions								✓		
Social Sector Investment Programme bi-annual and annual reports					✓					
Freedom of Information Act Report	✓					✓				
Ministry's contribution to Budget presentation/ Achievement Reports			✓							
Monthly Board Meetings of Agencies	✓		✓							
Performance Monitoring Reports			✓							
Quarterly Reports on 1 year Action Plan										

SECTION 9.0

Industrial Relations

SECTION 10.0

Internal Audit Procedures

Section 9.0: Industrial Relations

The ministry is committed to having all matters addressed in accordance with the laws of natural justice and in keeping with good industrial relations practices and guided by the Public Service Commission Regulations, 1966 Chap. VIII as amended, the Civil Service Act, Chap. 23:01 , Civil Service (Amendment) Regulations, 1996 Chap. XI Code of Conduct.

Section 10.0: Internal Audit Procedures

Internal Audit

The Internal Audit Section reports directly to the Permanent Secretary, who is the ministry's Chief Accounting Officer. Audit reports are submitted to the Permanent Secretary and the respective divisional heads indicating the findings and recommendations, with the relevant regulations from the financial regulations and instructions. The Internal Audit work schedules are conducted in compliance with the following:

- The Financial Regulations and Instructions 1965, as amended
- The Exchequer and Audit Act Chap. 69:01
- Circulars from the Chief Personnel Officer, Ministry of Finance, Comptroller of Accounts and the Director of Personnel Administration.

The Auditor General's department supplements the work done by the Internal Audit Section, as external auditors also make periodic checks on accounting systems and internal controls.

SECTION 11.0

Special Plans

Section 11.0: Special Projects

The expansion of Government Assistance for Tuition Expenses (GATE) Programme to include technical and vocational education and training (TVET).

- A committee was established in July 2010, to review critical areas of the GATE Programme and examine areas to expand GATE into the TVET Sector. Subsequently, Cabinet approved the expansion of GATE to include nationals in the following categories:

  - » *Instructors accessing training and assessment and training and development in Caribbean Vocational Qualification (CVQ) Level IV.*

  - » *Persons seeking certification at Level II and above through Prior Learning Assessment and Recognition (PLAR) at Workforce Assessment Centre (WACs).*

  - » *Persons seeking training and certification towards a CVQ at Level II in entrepreneurial-based programmes in priority areas as determined by the National Training Agency (NTA) labour market surveys.*

The development of the Policy on Tertiary Education, Technical and Vocational Education and Training (TETVET)

In June 2010, Cabinet approved the hosting of national consultations to afford stakeholders the opportunity to express their views on the draft policy on tertiary education, TVET and lifelong learning. Subsequently, a technical review committee was appointed to review the draft policy in light of the stakeholder views and international best practices. Thereafter, the draft policy was revised and approved by Cabinet as a white paper on Tertiary Education, Technical and Vocational Education and Training (TETVET).

SECTION 12.0

Perfomance Highlights

12.1 Policy Development
12.2 Tertiary Education
12.3 Technical Vocational Education & Training
12.4 Science Technology & Innovation
12.5 Support Services

Section 12.0 Performance Accomplishments

12.1 Policy Development

A number of policy initiatives were executed in FY 2009/2010. The main policies were as follows:

- Establishment of the University of Trinidad and Tobago (UTT) Tobago Campus.
- Establishment of a technical team to formulate the terms of reference and a budget for the setting up of the National Knowledge and Learning Network.
- Policy on tertiary education, technical vocational education and training, and life long learning in Trinidad and Tobago.
- Implementation of a debit card system for trainees of the skills training programmes of the Ministry of Science, Technology and Tertiary Education.
- Draft Agreements between the government of the Republic of Trinidad and Tobago, regional private tertiary institutions and students enrolled at regional private tertiary institutions for access to GATE funding.
- Establishment of special arrangements for continuing students admitted as citizens of Trinidad and Tobago at Cave Hill and Mona campuses who do not meet the three-year residency requirement to access funding under the GATE Programme, and loans under the HELP facility for the balance of their current programmes of study.
- Transfer of the National Examinations Council (NEC), including its assets and staff establishment from the Ministry of Education to the Ministry of Science, Technology and Tertiary Education.
- Upgrade and outfitting of the Hugh Wooding Law School and expansion of the Law Faculty at UWI, St. Augustine Campus to provide a full three-year Bachelor of Law Degree (LL.B) for local students.
- Transfer of the Servol's Human Development and Skills Training Programme from the Ministry of Education to the Ministry of Science, Technology and Tertiary Education.

12.2 Tertiary Education

Accreditation Council of Trinidad and Tobago (ACTT)

The Accreditation Council of Trinidad and Tobago (ACTT), established by Chapter 39:06, governs and regulates the National Accreditation System which involves registration, accreditation and recognition of educational institutions operating within Trinidad and Tobago and overseas, as well as the programmes and qualifications offered by them.

Achievements

- Signed Memorandum of Understanding between ACTT and the National Training Agency (NTA).
- Revised ACTT's Strategic Plan to cover the period 2009- 2014.
- Participated in several College Fairs that were geared towards sensitising the public on the importance of Recognition and Accreditation.
- Published the following:
  - » *ACTT NOW – a bi-monthly newsletter published on-line*
  - » *Quality Assurance Supplement (as part of Quality Assurance Week 2009 & 2010)*
  - » *CANQATE Newsletter 2009 & 2010*
  - » *Flyers and bookmarks on ACTT's main services*
- Hosted ACTT's 2nd Annual Quality Assurance Week 2009 which included seminars, panel discussions, public displays and fora.
- Sensitised stakeholders on the re-registration and revised registration and process and criteria.
- Involved in the re-registration and monitoring of institutions. The number of registered institutions as of September 30, 2010 was eighty-six (86).
- Conducted thirty nine (39) site visits to post-secondary and tertiary level institutions, which included visits for transnational recognition, relocation of premises, additional sites, registration, re-registration and for suitability of premises for offering additional programmes.
- Approved sixteen (16) new local programmes offered at post-secondary and tertiary institutions in Trinidad and Tobago.
- Conducted one (1) workshop to train potential external consultant evaluators.
- Conferred Candidacy for institutional accreditation on two (2) tertiary level institutions bringing the total number of candidates for accreditation to nine (9) in 2010:
  - » *University of Trinidad and Tobago*
  - » *Caribbean Nazarene College*
- Evaluated four (4) foreign awarding bodies/institutions:
  - » *Heriot-Watt University*
  - » *Chartered Institute of Purchasing and Supply (CIPS)*

- » *Association of Business Managers and Administrators (ABMA)*
- » *Chartered Institute of Marketing (CIM)*

- Developed conditions of recognition and trademark licence agreements with foreign awarding bodies.
- Facilitated a workshop for institutions on “Enhancing Programme Design through Indigenous Content and Context”.
- Processed one thousand four hundred and twenty one (1,421) statements on recognition.

College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT)

COSTAATT is a multi-campus community college established by Chapter 39:56. It has a four-fold mission which includes career education, developmental education, transfer education and continuing and community education. A key component of its mandate is to provide bridging and foundation programmes for secondary school level students and returning adults who find themselves under prepared for the demands and academic severity of tertiary and university level study.

Achievements

Enrolment
In September 2010, the college achieved its highest enrolment -Nine thousand, five hundred and eight (9,508) students registered for programmes in a wide variety of disciplines at baccalaureate, associate diploma and certificate levels.

Graduates 2010
COSTAATT graduated eight hundred and forty-nine (849) students into the workforce.

NEDCO Prize for Best Business Plan
In January 2010, COSTAATT students studying for the Core Curriculum course - Fundamentals of Entrepreneurship were rewarded with the NEDCO/Ministry of Labour Small and Medium Enterprises’ prize for the best business plan in their first “Small Business” competition.

Developmental Education
In September 2009, the college launched its expanded developmental education programme COMPASS, (Compensatory Programmes and Academic Support Services), which expands access for students who possess the aptitude for tertiary education but lack formal matriculation requirements. In September 2009, the college surpassed enrolment targets for COMPASS and registered one thousand, one hundred and thirty-four (1,134) students in the programme.

Centre for Family Enterprise and Entrepreneurship
In September 2010, the college launched its Centre for Family Enterprise and Entrepreneurship, which is an incubator facility to support students in establishing their own businesses. Through this joint venture, which is in partnership with the Youth Business of Trinidad and Tobago (YBTT), students are able to access loan facilities of up to TT$50,000 towards the start-up of a small business.

New Sites
The college opened two new sites at Glen Road, in Tobago and Sutton Street in San Fernando.

Professional Development for Workforce Development
Under the auspices of the School of Continuing Education and Lifelong Learning, a series of professional development workshops and certificate programmes were developed and implemented in areas such as leadership, writing skills, image, etiquette and protocol and magnetic resonance imaging (MRI).

Tutorial Centre
In March 2010, the City Campus Tutorial Centre was opened to provide students with academic support services in Mathematics and English Language.

Outfitting of New Library Facilities
In September 2009, two new library facilities were outfitted at the South and Tobago Campuses. The total seating capacity of the libraries is fifty-five (55).

Career Fair
Career Management Services successfully hosted a Career Fair in April 2010. The fair afforded students the opportunity to interact with invited employer organisations to foster employment opportunities.

Distance Learning Secretariat (DLS)
The Distance Learning Secretariat is responsible for ensuring the development and implementation of strategies related to distance learning in Trinidad and Tobago.

Achievements

Connectivity Infrastructure for a National Distance and Lifelong Learning System

- The DLS is facilitating the establishment of ICT interconnections of all public and private tertiary sector stakeholders. This involves the creation of a National Knowledge and Learning Network (NKLN) to connect learners and to foster the sharing of resources and expertise for capacity building and programme development for the on-line environment. In 2010, a report on the design requirements for the NKLN was completed.

- The next stage of the NKLN project is creation of a National Research and Education Network Blueprint. The first stage of this process was completed. An IADB Consultant visited Trinidad to identify networks or segments of networks with planned or actual national footprint, their technical configuration, topology and operational status.

Open and Flexible Training and Education Network

- The Open and Flexible Training and Education Network (OFTEN) initiative involves the development of a system for the delivery of distance/e-learning nationally with a particular emphasis on the support and development of work based training. A preliminary collaborative relationship was established with the Open Polytechnic of New Zealand for capacity building and an OFTEN Strategic Plan was completed.

Open and Distance Learning Capacity Building Framework

Virtual University of the Small States of the Caribbean

DLS facilitated professional development of faculty in tertiary institutions and organisations through the Commonwealth of Learning (COL) Virtual University of the Small States (VUSSC) Workshops and the building of local communities of practice. Trinidad and Tobago representatives attended the 7th VUSSC Boot camp on Maritime Industry in Samoa and the 8th VUSSC Boot camp on Agriculture and Agro Industry in the Maldives.

STImulate

A 3-D animation competition (STImulate) which called for students to build 3-D simulation learning applications for occupational health and safety in construction was launched. A decision was made to extend this competition into the New Year 2010/2011 to allow for wider participation. This project is being done with the collaboration of the Ministry of Sport and Youth Affairs, the Metal Industries Company (MIC), and DLS.

Mfisheries

DLS continued collaboration with the Caribbean Fisheries Training Development Institute (CFTDI) and the University of the West Indies (UWI) on the rollout of projects which entail building mobile applications/learning companions for the fisherfolk in Trinidad and Tobago. A Memorandum of Understanding was agreed upon and signed by representatives of CFTDI, UWI and MSTTE. Additionally, the photography and text for the mobile learning companions were completed.

Caribbean Fisheries Training and Development Institute (CFTDI)

DLS collaborated with CFTDI on a capacity building initiative to design an online First –Aid Programme.

Learning Materials

DLS entered discussions with the Open Polytechnic of New Zealand for the licensing and customisation of the following three programmes to kick start e-learning programme delivery, while the institutions build capacity:

- The certificate in career and self development which is meant to be an e-learning option for On-the-Job Trainees;
- The certificate in adult education and training I which will train coaches that can motivate adult distance learners;
- The certificate in tertiary study skills for students now entering the sector.

Standards and Quality Assurance System for ODL in Trinidad and Tobago

- Trinidad and Tobago was represented on the 1st VUSSC Management Committee which considered and approved the implementation of the Transnational Qualifications Framework.
- DLS facilitated a presentation to stakeholders on the Commonwealth of Learning Review and Implementation Model (COL RIM).
- DLS acquired the COL Quality Assurance Toolkit for Distance Higher Education Institutions and Programmes.

Tracking and Budgeting System

A tracking and budgeting system for administrative activities of the Distance Learning Secretariat was designed and implemented.

Funding and Grants Administration Division (FGAD)

The Funding and Grants Administration Division (FGAD) is responsible for all financial support mechanisms for tertiary education and technical and vocational education and training. The FGAD currently administers the Government Assistance for Tuition Expenses (GATE) and the Higher Education Loan Programme (HELP).

Achievements

1. Fifty thousand, eight hundred and sixty-five (50,865) applications were made for GATE by students totaling, five hundred and eighty-four million, seven hundred thousand dollars ($584,700,000) in the year 2009/2010
2. Two thousand, two hundred and sixty-five (2,265) loans in the sum of forty-four million, four hundred and seventy-three thousand, two hundred and thirty-two dollars ($44,473,232) were approved under HELP.
3. The GATE Clearance Policy was implemented in 2008. The GATE Clearance Unit of the FGAD has facilitated the overall aim of improving value for money and accountability of monies spent. During the fiscal year 2009/2010, over 4,000 student applications to GATE funding were rejected primarily based on the following reasons:
    - The absence of proof of programme completion, and
    - Failure to maintain required academic performance standards.

Higher Education Services Division (HESD)

The Higher Education Services Division is responsible for ensuring that a relevant, coherent and modernised tertiary education system is established.

Achievements

Annual Data Collection Survey on TETVET

Site visits were conducted with 66 public and private institutions registered with the ACTT in November-December 2009. Data collection, storage and analysis were conducted between January and June 2010.

9th European Development Fund Programme
Negotiations were engaged with the European Union to extend the operational implementation period of the 9th EDF Programme. Approval for the extension of the 9th EDF Programme was subsequently granted via correspondence dated April 28, 2010. The extension was granted until September 2011 and the GoRTT also became eligible to recover any unreleased funds through a final variable tranche (Variable tranche 4).

The European Union contracted an independent consultant to assess the progress in performance indicators to determine the release of the 3rd variable tranche payment. The review involved preparation of reports on sector progress and coordination of stakeholder meetings. The review resulted in a successful progress report.

National Stakeholder Consultations on the Tertiary Education Policy
The National Stakeholder Consultations on the draft policy on Tertiary Education, TVET and Lifelong Learning was executed in July 2010 in North/East Trinidad, South/Central Trinidad as well as in Tobago respectively. The tertiary education policy was subsequently revised by a technical committee established by Cabinet and the revised Policy on Tertiary Education was approved by Cabinet on September 16, 2010.

Capacity building in statistical analysis techniques
Technical requirements were determined and the final specifications were agreed to in May 2010. The Ministry of Public Administration – National ICT Centre approved a request for proposal. The ministerial committee evaluated the proposal and the software was procured. Twenty (20) packages were procured and training was conducted separately through UWI.

Development of a Tertiary Education Legislative Framework
A draft tertiary education bill was developed under the 9th EDF Programme as at March 2010 and further discussions were coordinated to refine the Bill in accordance with the policy on Tertiary education. A series of internal working sessions were convened and the Legal Unit consolidated the proposed amendments into a working document.

International Cooperation Development
Preparation of briefing document for the Ministry of Trade and Industry on the MSTTE's progress re: Implementation of the Economic Partnership Agreement.

Trinidad and Tobago Hospitality and Tourism Institute (TTHTI)
TTHTI aims to become a world class hospitality and tourism education and training institution and to develop for the hospitality and tourism industry, human resources capable of delivering quality products and services at international standards of excellence. It offers education and training in Hotel, Restaurant and Tourism Management at the associate degree, Certificate and Vocational levels.

Achievements

Enrolment
During the period 2009 – 2010, four hundred and twenty-four (424) fulltime students and three hundred and one (301) part time students were enrolled.

Graduates
One hundred and sixty-six (166) students graduated in diploma and associate degrees.

Developmental Works
Office and classrooms renovated and upgraded.

Purchase of equipment for kitchen.

The University of Trinidad and Tobago (UTT)

The University of Trinidad and Tobago was established as a non-profit company under the Companies Act. The motto of UTT is "Education with a Global Vision." Its academic programmes cover a wide range of disciplines for which degrees, diplomas and certificates are awarded.

Achievements

Enrolment
Seven thousand, four hundred and eighty four (7,484) students were enrolled for the academic year 2009/2010. An increase from Six thousand, five hundred and twenty-three (6,523) in the previous academic year.

Graduates
Two thousand, three hundred and eighty eight (2,388) students graduated in fifty-nine (59) programme areas in undergraduate studies for the academic year 2009/2010.

Eight hundred and seventy six (876) persons graduated from professional education unit's courses.

Infrastructure Development

- Valsayn Teachers College - completed the expansion and enhancement of car park and landscaping.
- Corinth Teachers College - completed construction of Administration and Lecture building
- UTT campuses - upgrade of offices and lecture rooms to meet university level and OSHA requirements.
- John S. Donaldson Campus - Upgrade of the physical facilities.
- ECIAF - Construction of Farm Administration Building and Training Centre.
- Point Lisas Campus -Construction of new 48,000 sq. ft. academic building progressed as planned/budgeted and superstructure work was 76% completed.

General
In April 2010, UTT was placed on the List of Recognized Foreign Institutions by Engineers Canada.

New courses, programmes introduced:

- Master of Science: Reservoir Engineering.
- Bachelor of Science: Nautical Science.
- Diploma: Animal Health Production and Veterinary Public Health.

The University of the West Indies (UWI)

Established in 1948, UWI is a dynamic, accredited, International Institution with three main campuses in Barbados, Jamaica and Trinidad and Tobago and an Open Campus. UWI offers accredited undergraduate and postgraduate degrees, as well as certificate and diploma programmes designed to meet the changing needs of the local, regional and global arena. UWI also offers real world training through successful internship and mentorship programmes.

Achievements

Teaching and Learning

- 35% of students registered were male and 65 % female, twelve thousand, six hundred and twenty-nine (12,629) were undergraduate students and four thousand and thirty-one (4031) were postgraduate students.
- The Instructional Development Unit (IDU) continued to provide programmes/ workshops to strengthen the teaching quality of academic staff in curriculum review and learning outcomes development, writing exam questions and mark schemes, and postgraduate supervision. Approximately 250-400 staff members participated in these workshops per annum and this reflected a 49%-81% participation rate by academic staff.
- The launch of the Scholarship of Teaching and Learning Journal instituted by the IDU is also seen as major development to transform the thinking and practice of training academics.
- Clinical training expanded to Sangre Grande Hospital and other private health care institutions.
- The University's Master of Science (MSc) in Petroleum Engineering and Bachelor of Science (BSc) in Petroleum Geoscience were awarded programme accreditation by the UK-based Energy Institute (EI).
- Completion of the Institutional Accreditation Exercise. The Self-Study Report was completed and accepted in principle by the ACTT.

Graduate Studies

- Postgraduate enrolment totaled four thousand and thirty-one (4031), of which 82% was at the level of taught masters' programmes and 18% in research degrees.
- New market responsive programmes were introduced with the Master of Public Health; Masters in Advanced Nursing Education; Postgraduate Diploma in Sports Management (FIFA/UWI/CIEC); MSc. Engineering Asset Management; M.Ed

Reading; MSc. Occupational and Environmental Safety and Health; and MSc Science and Management of Tropical Biodiversity.

- A total of 36 postgraduate UWI scholarships valued at TT$60,000 per annum were awarded to full-time research students. An additional 5 other scholarships were also provided.

Research and Innovation

- A number of other research funded projects were undertaken and managed by the Business Development Unit. These included;
  - » *Alternative Energy Education Dissemination in the Caribbean Region.*
  - » *Capacity Building for the Financial Sustainability of ACP.*
  - » *Development of an MSc in Biodiversity Conservation and Sustainable Development for the Caribbean.*
  - » *The Rehabilitation and Expansion of the Cocoa Industry in St. Lucia: Cocoa Germplasm Identification and Disease Resistance Training.*
  - » *Regional Project for Implementing Biosafety Frameworks in the Caribbean Sub-region.*
  - » *Regional Surveillance System for Non-communicable Diseases – an IDB fund non-communicable disease project.*

Service to UWI 12

- Faculty support to the delivery of programmes by the Open Campus.
- Introduction of the Pre-Engineering programme to prepare students for the Engineering undergraduate degree.
- Enrolment of approximately 6% of the total number of students from the regional territories including Barbados and Jamaica.

Strengthening Regionality and National Engagement

- Disaster responsiveness - the St. Augustine campus as part of the University community drew from its database of expertise to provide support to Haiti in the Haiti re-founding effort after the devastating earthquake. The campus was also able to provide places to 75 Haitian students to continue their studies at St. Augustine.
- Community Outreach
  - » *Opening of Special Needs Dental Clinic to treat disabled and HIV/Aids patients.*
  - » *UWI 50th Anniversary celebrations.*
- Collaboration / Partnership
- MOU relationship between UWI and the Tobago House of Assembly for the delivery of formal courses and informal training programmes in areas of mutual interest.

UWI facilitates the delivery of its programmes in Tobago with the use of the facilities of the Tobago Hospitality and Tourism Institute.

Capital Projects

- Main Administration Building - Renovation and Extension.
- Students Hall of Residence Complex in St John Road.
- UWI/HEU Building - Health Economics Unit.
- New SCS Building in Tobago - Open campus.
- Renovation of the Chemical Building Engineering Block
- New Milner Hall Dormitory.
- Teaching and Learning Complex.
- Lecture Theatre and Classroom Building.

12.3 Technical Vocational Education and Training

Life Skills Unit (LSU)

The Life Skills Unit's main responsibility is facilitating Life Skills training. Life Skills training creates an opportunity for the inculcation of fundamental life skills for operating successfully in the world of work, as well as fulfilling the demands of a changing society. Each of the Skills Development programmes of the ministry has a life skills component.

Achievements

- Six hundred and thirty-two (632) tutors participated in monthly train the trainer workshops on life skills themes and on planning, implementation, monitoring and evaluation, alternative assessment and portfolio development.
- The unit hosted stakeholder consultations on the Draft National Policies on Tertiary Education, TVET and Lifelong Learning; and the development and implementation of a National Life Skills Curriculum for Personal Development and Employment Enhancement. These consultations were on the 12th, 14th and 16th July 2010 in East, Central and Tobago respectively.

Board of Industrial Training of Trinidad and Tobago (BIT)

The Board of Industrial Training of Trinidad and Tobago (BIT) established under the Industrial Training Act, Chapter 39:54 is responsible for overseeing apprenticeship training of registered organizations/ persons engaged in trade or craft identified in the Act. At present, BIT has no Board of Directors.

Metal Industries Company (MIC)

The MIC aims to be the key institutional driver in developing national technological capability for increasing quality, range and throughput of manufactured products and technical services for industry in Trinidad and Tobago and internationally. MIC also functions as a training factory,

which provides a cadre of highly trained manufacturing engineers and technicians, Welding professionals, non-destructive testing personnel and certified welding inspectors.

Achievements

Enrolment
Enrolment in the programmes under MIC totaled two thousand, four hundred and fifty five (2,455) participants as detailed below:

- National Skills Development Programme (NSDP) - 957
- Helping You Prepare for Employment (HYPE) - 1,118
- Craft Programmes - 233
- Customised Training - 655

Developmental Works
Completed preliminary works on construction of the MIC Tobago Technology Centre.

The Multi-Sector Skills Training (MuST) Programme

The Multi-sector Skills Training (MuST) Programme is a specialised work-based craft-training programme that seeks to develop a cadre of competent workers within priority sectors of the national economy such as construction and hospitality in a six month programme at Level I. Construction training is offered in a nine month programme at Level II.

Achievements

1. The MuST Programme enrolled three thousand, two hundred and ninety-five (3,295) nationals for the FY 2009/2010.
2. A total of two thousand, two hundred and sixty-seven (2,267) nationals graduated.

The National Energy Skills Training Centre (NESC)

The National Energy Skills Centre (NESC) was established in 1997 with the objective of ensuring the continuous availability of a skilled human resource base to support an aggressive industrial development thrust. The NESC is a partnership between the Government of Trinidad and Tobago and the major industries of the energy sector. Though the focus is mainly on the training needs of the energy sector, NESC training seeks to cover all sectors.

Achievements

Programmes
The NESC focuses on three (3) broad categories of training:

- Industry – Specific Training (Full-time and Part-time).
- Apprenticeship Training.

- Information and Communication Technology (ICT).
- Eighteen (18) full–time industry-specific courses were conducted during the year 2009/2010.

Enrolment

Programmes	# Enrolled	# Graduated
Full-time	1978	935
Part-Time	1,640	1,640
ICT (NESC)	2,577	2,577
ICT (Ministry of Education)	3,668	3,668
TOTAL	9,863	8,820

New courses, programmes introduced:
Special programmes developed and conducted for the Ministry of Education

- Digital literacy training for the teaching and non-teaching staff of the Ministry of Education (3,468).
- ICT Infusion Training (200)

New NESC Programmes
- Construction Trades: 50 weeks full-time course.
- Week 1- 20 (Construction Trades Foundation Training – Carpentry, Masonry, Tiling and Plumbing.
- Weeks 21-28 Elective Trade.
- Weeks 29-48: Industry Attachment.
- Weeks 49-50: Examination Preparation.

Expansion of Programmes
- Introduction of Sound Recording and Music Production course to NESC Skills and Technology Centre, Point Fortin.
- Introduction of Sound Recording and Music Production course to NESC Skills and Technology Centre, Point Lisas.

National Training Agency (NTA)
The National Training Agency (NTA) is an umbrella agency for effecting reform in Technical and Vocational Education and Training (TVET) in Trinidad and Tobago. The organisation's roles are to co-ordinate and regulate technical and vocational education and training and to promote and facilitate a coherent system of quality TVET. NTA's mission is to facilitate and promote the de-

velopment of a competent workforce through lifelong learning, labour market research, National occupational standards and quality assurance of the TVET system.

Achievements

1. Prior Learning Assessment and Recognition (PLAR)

Prior Learning Assessment and Recognition (PLAR) recognize an individual acquired skills and knowledge no matter how, when or where the learning occurred. Participants are awarded the Caribbean Vocational Qualification (CVQ) upon successful completion. To date, one hundred and sixty-one (161) individuals received full Level II certification in the occupational areas outlined below, with an additional twenty-three (23) candidates receiving unit awards only at Level II.

Occupational Area	Number of Persons
Welding	20
Masonry	91
Carpentry	19
Electrical installation	18
Plumbing	13
TOTAL	161

- At Level I, two hundred and twenty-seven (227) candidates received full certification with four (4) receiving unit award certification only.
- One hundred and eleven (111) assessors were trained and certified within the construction sector by the PLAR Unit.

TVET
A functional section of the National TVET Control Centre is currently online. This section reflects functionality as established in phases 1, 2, 3 and 4 which includes Training Provider Application, Candidate (General User) Application and PLAR Application.

Caribbean Vocational Qualifications (CVQ) and Trinidad and Tobago National Vocational Qualification (TTNVQ)

- Fifty three (53) Centres registered to offer Caribbean Vocational Qualifications (CVQ)
- Issued six hundred and twenty one (621) CVQ
- Issued two thousand and sixty (2,060) TTNVQ
- Conducted three hundred and ninety nine (399) external verifications.

General
A Memorandum of Agreement was signed with the Accreditation Council of Trinidad and Tobago in July 2010. This MOA paved the way for the rationalisation of TVET in Trinidad and Tobago.

Number of Research project commercialized

- Two (2) labour market research projects completed: (sectors: manufacturing and agricultural).
- Six labour market research projects underway: (sectors: food and beverage, printing and packaging, yachting, fish and fish processing, merchant marine, creative industries).

On-the-Job Training (OJT) Programme

The On-the-Job Training (OJT) Programme is designed to provide young persons, ages 16 to 35 years, with the opportunity to acquire work experience in order to develop the necessary skills and attitude for their entry or re-entry into the world of work. In addition, the programme is expected to develop a cadre of skilled persons from whom employers can source workers who match their organisation's needs.

Achievements

The OJT Programme trained nine thousand, three hundred and sixty four (9,364) persons for the FY 2009/2010.

Retraining Programme

The Retraining Programme targets nationals (ages 25–45 years), who need to prepare for re-entry into the job market and includes the unemployed as well as retrenched or displaced workers. Participants in the programme are trained to acquire new skills that would render them employable or self-employable. The programme is executed from various training centres in rural and urban communities throughout Trinidad and Tobago.

The Retraining Unit conducts the Rehabilitating Inmates through Training and Retraining Programme. The programme is geared towards providing training to the incarcerated with the intent of reducing re-offending and recidivism, thereby contributing to the national effort at crime reduction.

Achievement

Enrolment

Four (4) cycles were in operation for the FY 2009/2010 with an enrolment of one thousand, five hundred and sixty six (1,566) trainees.

Graduates

A total of one thousand, two hundred and fifty one (1,251) nationals graduated.

New Skill Areas

The new skill areas introduced in the FY 2009-2010:

- Heavy Machinery Operations and Music Producer were offered for the first time in Tobago.

Rehabilitating Inmates through Training and Retraining Programme (RITTR)
The Rehabilitating Inmates through Training and Retraining Programme was officially launched under the Retraining Programme in May 2006. A total of one hundred and thirty three (133) inmates were trained in FY 2009/2010 in four prisons (Maximum Security, Golden Grove Men's, Golden Grove Women's and the Youth Training Centre).

A total of one hundred and twenty nine (129) inmates graduated from the RITTR Programme.

General

- The Caribbean Vocational Qualification (CVQ) was offered for the first time in a Trinidad cycle by the Retraining Programme.
- A report on the Retraining and MuST tracer study was completed in May 2010.

Youth Training and Employment Partnership Programme (YTEPP)

YTEPP provides skills training to persons who are out of school and unemployed and targets persons 15 years and over. Training is available in vocational skills courses, micro-enterprise development and career enhancement and is conducted at 22 part-time and 3 full-time centres as well as in various communities. The National Examination Council certifies the vocational skill courses.

Achievement

Enrolment
Seven thousand and fifty-five (7,055) students were enrolled in the centre and community based programmes.

Graduates
One thousand, five hundred and twenty-six (1,526) students graduated in the academic year 2009/2010.

New Courses
The following new courses were introduced during this period:

- Housekeeping Management
- Sound Engineering
- Festival Arts
- Interior Decorating
- Beauty Therapy Level II (Pilot)
- Hairdressing Level I (Pilot)
- Bartending

Research and development
For the period December 2009 to June 2010, two (2) research projects were conducted:

- Skills need assessment at the Carillion Training Centre
- CWFP Tracer Study

Activities Accomplished

- Expansion of the Valencia Training & Enterprise Academy.
- Pilot of some units of Caribbean Vocational Qualifications (CVQs) in six (6) courses, namely:
  - » *Welding – Level 1*
  - » *Data Operations*
  - » *Electrical Installation*
  - » *Commercial Food Preparation*
  - » *Cosmetology*
  - » *Bread, Cakes & Pastry (TTNVQ)*

12.4 Science Technology and Innovation

Caribbean Industrial Research Institute (CARIRI)

CARIRI was established on January 1st 1970 by an Act of Parliament. A range of services are provided as follows:

- Petroleum / Energy based services;
- Analytical Chemistry / Microbiological Technology services;
- Environmental services;
- Food / Biotechnology services;
- Calibration / Maintenance services;
- Industrial Material services;
- Small Scale Machinery; and
- Quality Management System Implementation.

Achievement

The institute provided testing and consultancy services to over 500 clients in the public and private sectors. The areas of service included:

- Analysis of petroleum and petroleum based products, diesel and natural gas;
- Testing of food and beverage products, including potable water;

- Environmental monitoring including effluent, ambient air, stack emissions, noise and soil;
- Monitoring of indoor air quality;
- Failure analysis for metals;
- Biotechnology;
- Pesticide residue analysis.

The institute completed a project aimed at improving food safety management practices for vendors, restaurants and caterers in Tobago. This project was undertaken and implemented in collaboration with the Travel Foundation (Tobago) and the Tobago House of Assembly.

Institute of Marine Affairs (IMA)

The Institute of Marine Affairs (IMA) is a multi-disciplinary organisation which was established by an Act of Parliament, No. 15 of 1976 (Chap. 37:01 of the Laws of the Republic of Trinidad and Tobago). The institute is mandated to collect, analyse and disseminate data relating to the economic, technological, environmental, social and legal developments in marine affairs generally and to formulate and implement specific programmes/projects to achieve the overall objectives both locally and regionally.

Achievement

Research Activities
The IMA continued the following research activities in the period 2009/2010:

- Coastal Conservation Project for Trinidad and Tobago
- Fish age and growth studies
- An investigation of fisheries resources, resource users and fisheries management by communities to establish a framework for co-management: Ortoire to Guayaguyare
- Long-term monitoring project for Trinidad and Tobago – Gulf of Paria, East Coast.
- Investigation of pollution from land-based sources and activities and their impacts in the marine environment - Phase 1: Caroni River Basin
- Monitoring of bacteriological water quality at popular recreational water-use areas in Trinidad and Tobago

Infrastructure Development
Completed building structure of research block at IMA.

National Institute of Higher Education Research, Science and Technology (NIHERST)

The National Institute of Higher Education Research, Science and Technology (NIHERST) was established as a Statutory Body by Act No. 20 of 1984, (Chapter 39:58 of the Laws of the Republic of Trinidad and Tobago). NIHERST supports the government's vision by:

- Helping to promote and develop applied research and development in STI; supporting education and training in science and technology; and fostering a national ethos and culture of STI;

- Serving as a focal point and co-ordinating agency for national, regional and international STI initiatives.

Achievement

Promotion of Creativity & Innovation
Over 6000 primary and secondary students were trained in or exposed to activities in creativity, science, engineering, innovation and entrepreneurship. This was achieved through camps, workshops, outreach and visitor rotations to the Robotics Lab and Creative Design Lab (CDL) at the National Science Centre (NSC) as follows:

- One-day workshops in electronics and robotics for 609 Form 2 students from seven schools in San Fernando from 10th February to 24th March 2010.

- One-day workshops for 99 secondary school students on electronics, renewable energy and robotics during Rio Claro Community Science Week, 13th – 17th April, 2010. Similar workshops were also hosted for 300 students from 10 schools in Tobago from 10th – 14th May, 2010.

- Cre8tivity & Innovation Camps: 230 children were enrolled in Funology (5-7 years); Explorer (8-12 years); Robomania (13-17 years); and Young Inventors (13-17 years).

- CDL and Robotics Lab were part of NIHERST's involvement in the Tobago "Science Expo", from 28th September to 1st October 2010, which attracted 7,000 visitors – adults and students - in total.

- Go Creative Exhibit was upgraded with the Toy Tech interactive exhibit and four exhibits on nanotechnology developed by SEL in New Zealand.

Science Popularisation
Forty-sx thousand, five hundred and nine (46,509) persons benefitted from the activities of the National Science Centre, which includes regular visitors, and participants in the following in-house and outreach programmes:

- **In-House Programmes:**

  » Science Whizz 2009 Competition expanded in 2009 with two new components aimed at encouraging innovation and science investigation. The theme was "Illustrate, Investigate, Innovate", and attracted 121 entrants. (The 2010 competition was launched in September).

  » The centre hosted the 2nd and 3rd cycles of a series of hands-on workshops for primary school teachers in the St. George East Educational District to assist in the delivery of the Standards 2 to 4 science curriculum and to better prepare students for the national tests in science.

» A special Post-SEA programme was hosted in May to June 2010 for 519 students in various areas of the Science Centre around themes such as Creativity, Critical Thinking, Natural Disasters, and Health and Exercise.

» The annual Vacation Science Camps (20 one-day and 4 five-day camps) were conducted in July and August for ages 7-12 and 13-17, 1,160 children took part.

» The 9th Caribbean Youth Science Forum was held from 8th to 15th August 2010, with 201 Sixth Form science students from Trinidad and Tobago and six other Caribbean islands (Antigua and Barbuda, Barbados, Grenada, Jamaica, St. Lucia, St. Vincent and the Grenadines) participating.

» British Gas held "BG Science Week" at NSC from 28th June 2010 to 2nd July 2010, which attracted 873 visitors.

» NSC took part in some of the United Nations special observances, highlighting related scientific aspects. The International Year of Astronomy was observed year long at the NSC in 2009, and the International Year of Biodiversity was observed in 2010.

- **Outreach Programmes:**

» Two road shows took place in Palo Seco and environs from January 25th to February 26th, 2010, and in Blanchisseuse and environs from March 4th to 24th, 2010, with exhibits and activities to bring alive basic concepts in science for 1,271 students from 12 primary schools.

» NSC hosted its 10th Community Science Week during the period 13th to 17th April 2010 at the Rio Claro East and Rio Claro West Secondary Schools. The programme brought to the fore issues in agriculture, health, the environment and disaster preparedness. Students from 44 schools, as well as members of the community and outlying districts, attended.

» CXC Workshops, part of Rio Claro Science Week, assisted 98 Fifth Form students in difficult areas (i.e problems identified by examiners in students' responses to the exam questions) of the CXC Chemistry, Biology and Physics syllabi.

» NSC took part in the THA/Tobago Science Centre "Science Expo" at the Lowlands Mall from 28th September – 1st October 2010, which attracted 7,000 visitors.

- **S&T Policy and Planning – Surveys**

» A survey on the Utilisation of Information Technology by Households commenced in March 2009. Data analysis and compilation of the report was completed by June 2010.

» A survey of MuST Graduates, 2009. A report was compiled and presented to MSTTE early in 2010.

» A tracer study was conducted in March, 2010 on NIHERST's annual July/ August innovation camps over the period 2002-2009. A report on the results was compiled and a summary posted on the NIHERST website in August, 2010.

» A survey of Innovation in the Tourism Sector, 2009. Data collection and data analysis was completed.

» A survey of Innovation in the Publishing, Printing and Paper Converter Industry, 2010. This survey was conducted during the period June/July 2010, with data collection completed in August, 2010.

» A survey of Human Resources in Science and Technology, 2010 commenced in August 2010.

» The survey of Science and Technology (S&T) Indicators, 2009. This annual survey was undertaken and completed.

» Science and Technology Indicators, 2005-2009. The time series data for the years 2008 and 2009 were updated.

- **Fore sighting**

» Designovators Limited, an Internet portal that will help local designers expand their businesses into global markets, was formally launched in July 2010 and, within weeks there was a marked increase in registered designers.

» Four entrepreneurs have expanded their businesses based on the foresight best bet opportunities identified for biotechnology, sport tourism, cocoa and herbal spa products.

- **Gen Y**

» Four new Y-Vision modules were developed, focusing on career planning, building trust, and support groups. Y-Vision workshops were conducted for:

» 56 inmates and 21 support staff at the Youth Training Centre on February 23rd and March 6th, 2010.

» 43 secondary students as part of Rio Claro Community Science Week on 13th and 14th April.

» 18 students from Kids In Need of Direction (KIND) on 20th April 2010.

» 70 MuST life skills trainers in Trinidad and 14 in Tobago on April 23rd and June 26th 2010 respectively.

- **Environmental Education & Awareness: education for sustainable development**

  - » Four interactive exhibits on climate change were developed by the Museum of Science and Industry (MOSI) in the US, with NIHERST contributing ideas for a Caribbean perspective. These add to the exhibits for Red Alert, a portable exhibition on disasters.

NIHERST President's Awards for Excellence in STI

These awards recognise and reward nationals and residents for outstanding contributions made to the fields of science, technology and innovation (STI). Profiles of awardees are documented under the publications, "Trinidad and Tobago Icons in STI" and "Caribbean Icons in STI". In 2009/2010, the 2nd awards ceremony was hosted for Trinidad and Tobago icons. Research and drafting of a new volume on Caribbean women scientists was undertaken. One thousand, five hundred 1,500 copies of T&T Icons Vol. II and Caribbean Icons, Vol. II were printed and distributed to schools, libraries, and diplomatic missions in Trinidad and Tobago and the region.

Regional Cooperation in STI

Support was given to the Caribbean Council for Science and Technology (CCST) in its undertaking of the following regional projects.

- » *A CTA/CCST workshop Identifying the Value Proposition for Caribbean Young Professionals and Entrepreneurs was held from the 23rd – 25th September, 2009 in Jamaica. Over 60 participants from 13 Caribbean countries attended.*

- » *Science, Technology & Innovation Indicators: a workshop on Capacity Building for the Collection and Analysis of Science, Technology and Innovation Indicators in the Caribbean was held from 30th November – 4th December, 2009 in Trinidad.*

Development of Service-Learning (SL) Course in the UTT curriculum

- » *In 2009, two years after the introduction of SL at UTT, the SL Secretariat based at NIHERST, developed a stand-alone 3-credit course for all undergraduate students towards meeting their SL graduation requirements. This course titled Orientation to Service-Learning was offered from May 3rd – July 9th 2010 to the first-year Bachelor's degree students of the UTT Maritime campus, Chaguaramas.*

- » *The SL Secretariat also strengthened its relationships with community partners: Habitat for Humanity–TT for the purpose of students providing service to communities; and the Chaguaramas Development Authority (CDA) for the purpose of developing and implementing SL projects focused on the environment.*

- » *NIHERST began discussions with relevant stakeholders including the MSTTE, on the national policies on service and the establishment of SL at different levels of the education system with emphasis on the tertiary level.*

12.5: Support Service

General Administration Unit

The General Administration Unit is responsible for maintenance and upgrade of the Ministry's buildings, furniture and equipment and provision of support services related to records management, procurement, facilities and office management.

Registry and Records Management:

Document management: maintenance of files and file system; circulation of internal correspondence; recording of incoming and outgoing correspondence; mail dispatch.

Procurement:

Procurement of all goods and services for the ministry in keeping with public service regulations and guidelines.

Facilities Management:

Maintenance and repair of buildings, furniture and equipment; upgrade of buildings and reorganization of office space; and sourcing of properties for lease/rental by the Ministry.

Office Management:

Security Services; janitorial and hygiene services; telephone administration; hospitality services and travel arrangements.

Achievements

- Completed outfitting of the On the Job Training West Office at Shine Street, Port of Spain.
- Completed redesign of the 1st and 3rd floors of the head office building at Corner Patna and Agra Street to accommodate the Life Skills Programme and Minister's Secretariat.
- Constructed storeroom for Facilities Unit at Head Office.
- Upgraded air conditioning system at St. Augustine and installed new security system (alarms, motion detectors).
- Conducted Boards of Survey for disposal of unserviceable items.
- Upgraded Tobago regional office- roof, electrical and air conditioning systems.
- Archived material/ files were sorted, organised and removed to the storage facility at Trade Zone. This was aimed at improving accessibility to old/ missing files.
- Reviewed the registry systems to improve accountability.

Information and Communication Technology Unit

The main function of the ICT unit is to support the efficient use of Information Technology facilities and systems so that they will be responsive to the needs of clients and staff of the Ministry's internal and external units.

Achievements

- Upgraded the server capacity by 6 physical servers including a separate server to facilitate the Government payroll System (GPS).
- Created two server rooms and outfitted two regional offices with servers computers and other IT infrastructure.
- Expanded the VOIP network to include the two new regional offices to be fully on the Voice over IP network reducing internal call budget to zero for all sites live on the network.
- Connected West OJT regional office, South MUST/Retraining Office, to the ministry's Wide Area Network allowing administrative functions to be decentralised from the head office.
- Upgraded network switches and cabling at head office; the two new regional offices at Shine Street; and Cipero Street.
- Provided wireless internet access for all managers via laptops and wireless-capable phones at all ministry's locations.
- Expanded the state of the art Integrated Electronic Document management system to include the Higher Education Services Division. The registry pilot was completed successfully and system is being rolled out to other programs and divisions.
- Integrated the VOIP telephone with our existing legacy PBX for seamless free calling to the regions for the staff of the head office of the ministry.
- Migrated the entire STTE domain to the new GOVNETT phase two backbone with minimum service disruptions. Staff now has access to their GOV.tt email from their computers at home or from their blackberry devices.
- Increased our capacity to provide cabling services for the MuST Regional Offices and OJT West office.
- Provided IT related training to all interested ministry staff with new training schedules for 2010.
- Worked with On-The-Job Training programme staff toward creating a business process re-engineering strategy for its return of personnel payroll processes.
- Created an IT plan that determined the current and recurrent needs of the ministry.

Finance and Accounts Unit (FAU)

The Finance and Accounts Unit is involved in all the accounting functions related to the ministry. This includes the acquisition of funding from the Ministry of Finance and meeting all the expenses incurred by the ministry. The Accounts are reconciled with the Treasury Division and the Appropriation Accounts of the monies expended are submitted to the Auditor General on an annual basis.

Human Resource Division (HRD)

The Human Resource Division provides overall policy direction on human resource issues. HRD is responsible for recruitment, administration, management and training of all employees to ensure the successful attainment of the strategic direction of the ministry.

Achievements

- Hosted training and development workshops for varying levels of staff in areas such as protocol, customer service and supervisory management.
- Over two hundred and fifty (250) members of staff benefitted from both in-house training programmes and workshops hosted by other public and private sector organisations.
- Updated pension and leave records for over ninety per cent (90%) of staff.
- Processed leave applications for over two hundred (200) members of staff.
- Administered the Performance Management Appraisal System.
- Conducted forty (40) interviews and recruited thirty-nine (39) persons in contract positions.
- Processed retirements and resignations for members of staff.

Internal Audit Unit (IAU)

The Internal Audit Unit assists management in the effective discharge of its responsibilities by furnishing objective analysis, recommendations and suggestions, pertinent comments and opinions on the organisational activities and internal controls. The unit ensures that there is accountability, efficiency and transparency in the financial operations of the ministry.

Achievements

- Reviewed operations and programmes to ascertain whether they were consistent with established objectives and goals.
- Accomplished approved work schedule/assignments.
- Completed Auditors' General Department and Comptroller of Accounts work programmes under purview of the ministry.
- Produced specific and timely audit report with its recommendations.
- Identified and recommended systems to improved over-payments in OJT Programme.

Legal Services Unit (LSU)

The Legal Services Unit provides legal advice and opinions to the Minister, Permanent Secretary and heads of divisions on matters relating to the operations of the departments of the ministry. The Unit is also responsible for preparing, reviewing and negotiating contracts, consultancy

agreements, conveyances, leases, MOUs and other legal documents. The unit ensures the ministry's compliance with statutory and contractual obligations.

Contracts /Agreements

1. Preparation and execution of the following agreements, which were finalised in conjunction with the Solicitor General:

    - a Government Assistance for Tuition Expenses (GATE) Agreement for the period 2009–2011 for St. George's University,

    - a GATE Agreement for the period 2009–2011 for continuing students who do not meet the newly implemented residency requirements,

    - an agreement with the University of the Southern Caribbean to provide funding for the construction of its halls of residence.

2. Preparation and execution of contracts between the ministry's divisions and programmes and service providers for (i) provision of modeling services, (ii) development of a series of dramatic/educational modules based on the National Life Skills Curriculum, for television and internet broadcast (iii) transportation and delivery of waste materials to a recycling plant (iii) building repairs (iv) photographic works.

3. Preparation of a revised Memorandum of Agreement with SERVOL.

4. Finalisation and execution of a contract for purchase of statistical package for social sciences software, in conjunction with the Solicitor General.

5. Finalisation and execution of a contract with a commercial security provider, in conjunction with the Chief State Solicitor.

6. Finalisation of a Memorandum of Understanding with the ministry's Distance Learning Secretariat and the Department of Electrical and Computer Engineering, UWI and the Caribbean Fisheries Training and Development Institute, to facilitate collaboration on mobile communications research.

7. Finalisation and execution of a Memorandum of Understanding between First Citizens Bank Limited and the ministry to allow the ministry's trainees the opportunity to access stipends via a debit card system.

Legislation

1. Provision of the Ministry's Legislative Agenda for 2010/2011 to the Chief Parliamentary Counsel.

2. Provision of comments to draft legislation from other Ministries at their request.

Other matters

1. Review of statements prepared pursuant to the Freedom of Information Act by the ministry and its agencies, prior to publication.

2. Assistance to the Human Resources Division on industrial relations issues (including disciplinary hearings.

Research, Planning and Technical Services Division (RPTSD)

The Research, Planning and Technical Services Division is responsible for formulating policies and implementing the ministry's strategic objectives through the effective co-ordination of the strategies, plans and projects of the various divisions, institutions and agencies under the ministry's purview.

Achievements

The RPTS Division completed the following reports in 2009/2010:

- MSTTE Annual Report 2006/2007 laid in Parliament
- MSTTE Annual Report 2007/2008 laid in Parliament
- Draft MSTTE Annual Report 2008/2009
- Freedom of Information (FOI) Report 2009/2010
- Report on MSTTE Achievements for FY 2008/2009 and Plans and Policies Initiatives for 2010/2011
- MSTTE 5-Year Achievement Report 2005/2010
- Social Sector Investment Programme (SSIP) End-of-Year Report for 2009/2010
- Report on Cabinet Decisions taken 2009/2010.

Cabinet Notes completed in 2009/2010 include:

- Appointment of Boards for ACTT, COSTAATT, UTT, NESC, MIC, NTA, IMA, YTEPP, CARIRI and NCHE.
- Audited Financial Statements of Accounts for UTT (2007).
- Reply to Senate/HOR Questions with respect to the GATE Programme;
- Capital Projects for the following Agencies:
  - » Completion of Phase I of the Main Campus of UTT at Tamana Intech Park, Wallerfield.
  - » Upgrade and outfitting of the existing facilities and the construction and outfitting of a new wing and car parking facilities at the Hugh Wooding Law School.
  - » Lease/purchase by MIC of land and building situate at No. 1 Century Drive, Macoya Industrial Estate from NIPDEC.

- Other:
  - » Implementation of the debit card system for trainees of the skills training Programmes of the ministry.
  - » Establishment of a technical team to formulate terms of reference and a budget for the setting up of the National Knowledge and Learning Network (NKLN).
  - » Interim plan for the establishment of Phase 1 of the UTT Tobago Campus to be located at Friendship Estate.
  - » Transfer of the NEC from the Ministry of Education to the Ministry of Science, Technology and Tertiary Education.
  - » Summary of findings of the 2010 Tracer Study conducted on three (3) programmes of the ministry.

Strategy Implementation Directorate (SID)

The Strategy Implementation Directorate is mandated to lead and coordinate the implementation of the ministry's strategic plan. The Directorate undertook reviews of the Ministry's performance through organisational transformation initiatives.

Achievements

Over the period 2009-2010, the Strategy Implementation Directorate gave guidance / advice to and completed discussions with the ministry's implementation partner.

The following deliverables were subsequently secured:

- Completed design of "Employee Readiness Survey "re: staff readiness for MSTTE's "Programme of Transformation".
- Conducted sensitization sessions on MSTTE's readiness to engage business planning that is seminal to the programme of transformation.
- Conducted introductory training sessions on the "Balance Scorecard" for MSTTE staff.
- Completed "In-a-Minute Management training" for MSTTE staff.
- Completed a new payment process for MuST accounting transactions.

Technical and Vocational Education and Training Division (TVETD)

The Technical and Vocational Education and Training Division (TVETD) is responsible for planning, organising and co-ordinating TVET programmes at the post–secondary and tertiary levels in collaboration with the relevant agencies and providers in keeping with government's national planning policy framework.

SECTION 13.0

Recommendations

Section 13.0: Recommendations

In fiscal year 2009/2010, the Ministry of Science, Technology and Tertiary Education began the process of transformation and rebranding from being seen as one that implements OJT, MuST and Re-Training Programmes to a refocus on policy development, and strengthening of the Tertiary Education and Technical and Vocational Education and Training sectors. In fiscal 2010/2011, the Ministry proposes to continue on its new phase development as it places greater emphasis on research, monitoring and evaluation of its programmes and projects.

The following programmes and projects have been earmarked for implementation in Fiscal 2010/11

- The approval of the Policy on Tertiary Education, TVET and Lifelong Learning by Parliament.
- The expansion of GATE Programme to include technical and vocational education training to allow citizens in these fields to attain qualifications at higher levels.
- The repositioning of the training programmes, the OJT, MuST and Retraining with key training providers to ensure efficiency, accountability and rationalisation of programmes.
- The establishment of the National Commission for Higher Education, which will advise the Minister on all aspects of the functioning and operations of the tertiary education sector and review the higher education system with a view towards rationalization and building synergistic and collaborative relationship.
- The development of an Integrated Learning Campus, comprising UWI, UTT, COSTAATT in Tobago to increase accessibility to all tertiary education training programmes.
- The establishment of a MIC-YTEPP Technology Centre in Tobago to increase accessibility to technical and vocational skills training programmes.
- The establishment of a UWI South Campus at Debe, with its Phase I comprising a signature building for the St. Augustine Campus, Faculty of Law and a Dormitory.
- The establishment of a Nursing and Health Care Education & Training Facility at El Dorado to address the shortage of professionals in the health sector and its attendant negative impact on the quality of patient care delivered by the public sector health care system.
- The establishment of a Main Campus for COSTAATT at Chaguanas.
- The construction of a Workforce Assessment & Technology Centre in Penal so that citizens without certification, but with relevant skills, can be assessed, certified and compete regionally and globally
- The establishment of a Training Facility at Woodford Lodge, Chaguanas