

Ministry of Science, Technology and Tertiary Education

# Annual Report

October 2006 to September 2007



The Ministry of Science,  
Technology and Tertiary Education

*"Providing a World of Opportunity"*





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It is my pleasure to present to Parliament this Annual Report on the administration and achievements of the Ministry of Science, Technology and Tertiary Education (STTE) for the fiscal year 2006-2007.

In this global, technology driven, knowledge-based economy, one of the main sustaining pillars is the development of human resource capital. It is, perhaps, the single most important indicator of a country's ability to compete effectively in the international market place. Moreover, it is creative and innovative people who will stimulate change, be inventive, and generate the wealth that will sustain this country's growth and development.

Included in this report are performance highlights, as well as details of the work of the Ministry, under the leadership of the Executive Secretariat, its Management Team and dedicated staff.

Minister of Science, Technology and Tertiary Education (MSTTE)



# 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 2006/2007.

The Ministry of Science, Technology and Tertiary Education was created in December 2001.

The Social and Economic Policy Framework for 2005-2007 outlined one of its major medium-term themes as the development of a human resource base to produce a competent, productive and knowledgeable workforce to stimulate innovation-driven growth and development towards achieving the target of ‘developed country’ status by 2020.

Within this context, the National Strategic Planning Framework, more popularly known as Vision 2020, which outlines Government’s thrust for “developed country” status by the year 2020, has targeted human resource development as a seminal element of this goal. Science, Technology and Innovation (STI) and Tertiary Education and Lifelong Learning (TELL) are significant twin pillars of this initiative.

Internationally, STI is increasingly being used as a strategic mechanism in human development initiatives and for creating comparative advantage among nations in a fiercely competitive global environment. TELL, a vital complement of STI, is a key contributor to sustainable human development and Lifelong Learning.

Both the Social and Economic Policy Framework and the Vision 2020 Draft National Strategic Plan have provided the Ministry with an appropriate frame of reference for mapping its strategic direction and contribution to national development.



## 1.2 Our Vision

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

## 1.3 Our 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."*

## 1.4 Our Policy

The Ministry of Science, Technology and Tertiary Education (MSTTE) champions 'Developing Innovative People', one of the five development pillars detailed in the Vision 2020 Operational Plan 2007-2010 (November 2006) as outlined in **Table 1** below:

**Table 1:**

The Development Pillar, Goals and Outcomes

Development Pillar	Goals	Outcomes
Developing Innovative People	1. The people of Trinidad and Tobago will be known for excellence in innovation	<ul style="list-style-type: none"> <li>• Science and Technology institutions are networked</li> <li>• Significant progress made in the institutionalization of a dynamic innovation system</li> <li>• No. of persons involved in research activities increased</li> <li>• Investment in R&amp;D by Government and Private Sector increased</li> </ul>
	2. Trinidad and Tobago will have a seamless, self-renewing, high quality education system	<ul style="list-style-type: none"> <li>• All citizens have access to opportunities for lifelong learning facilitated by distance education</li> <li>• Students benefit from a cadre of well-trained professional teachers</li> </ul>

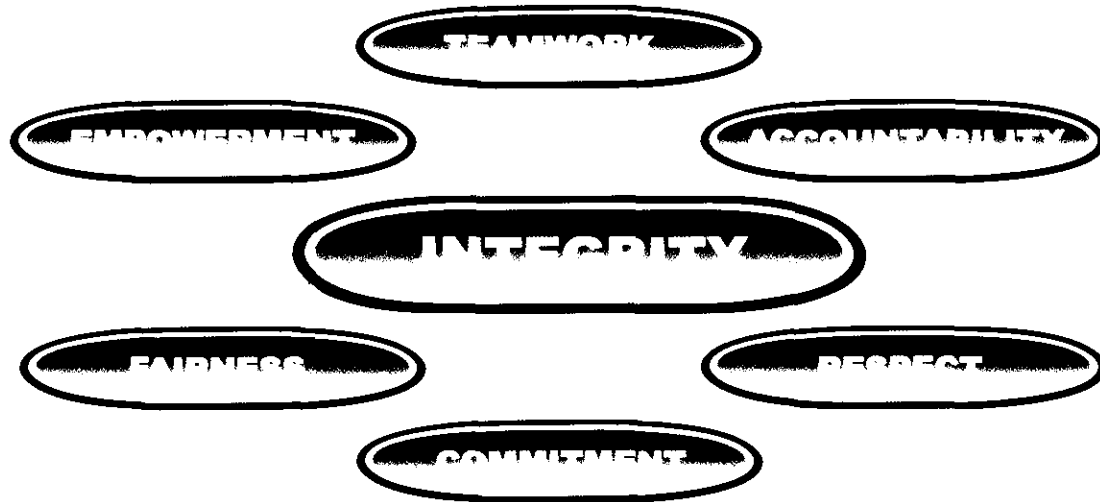
Development Pillar	Goals	Outcomes
Developing Innovative People	3. A highly-skilled, talented and knowledgeable workforce will stimulate innovation-driven growth and development	<ul style="list-style-type: none"> <li>• Participation rate in tertiary education increased by at least 45%</li> <li>• A comprehensive technical and vocational education and training system developed and in operation</li> <li>• Number of science and engineering graduates increased</li> <li>• Number of scientists, technicians and researchers in the country increased</li> <li>• Number of graduates of the various training programmes funded by Government increased</li> <li>• The Community College of Trinidad and Tobago established with campuses in both Tobago and Trinidad</li> <li>• New UTT campuses established in Arima, Couva, Chaguaramas, Wallerfield, Mayaro and Tobago</li> <li>• New MIC/HYPE/NSDP Centres established in Pleasantville and Diego Martin</li> </ul>

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 re-organisation, rationalization, streamlining, restructuring, reallocation and resourcing. This is critically important for success, in the context of the Ministry's role in achieving the Vision 2020 goal of developing innovative people.

### **1.5 Our Core Values and Principles**

In carrying out our mandate, the Ministry continues to be 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 our interactions and relations with each other and our 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 recognises the significance of achieving the Ministry's targets and our national goals and is committed 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.



## 1.6 Our Corporate Plan

The Ministry's key goals for Developing Innovative People are identified in the National Planning Framework and include the development of a seamless, world-class, self-renewing education system, a highly skilled workforce and excellence in innovation.

Harnessing the human development capital also requires that all citizens have equal access to tertiary education and are prepared for the workforce. The workforce must be highly skilled, innovative, entrepreneurial and continuously retooling itself. The impetus for the development of Science, Technology and Innovation has to be nurtured and developed to meet the demands of globalization. In this regard, public and private sector participation in research, development and innovative activities has to be substantially increased.

The work plan of the Ministry involved four major result areas, namely:

- The planning and delivery, of the TETVET system, services and products in terms of both quantity and quality;
- The provision of a contemporary and responsive infrastructural and technological platform that has both physical and virtual elements;
- The planning and provision of relevant policy using Science, Technology and Innovation (STI) indicators appropriate for the vision of achieving "developed country" status;
- The increase in the cadre of persons with the requisite and appropriate levels and quality of education and training to equip them to contribute to the development of self, family, community, society and nation.

To achieve the four major result areas, the Ministry focused on the seven strategic elements:

- Increasing access to Tertiary Education and Technical and Vocational Education and Training (TETVET);
- Ensuring affordability to nationals in TETVET;
- Enhancing quality assurance;
- Nurturing and promoting a culture of STI;
- Formulating policy for the TETVET;
- Advancing institutional strengthening of the Ministry and its agencies;
- Maintaining and enhancing the infrastructure in TETVET and STI sectors.

# 2.0 Organisational Structure



**MUST**

Multi-sector Skills  
Training Programme

*It's your time to apply,  
it's MUST!*

**SAE**

Ministry of Science, Technology and Innovation



## 2.1 Corporate Structure

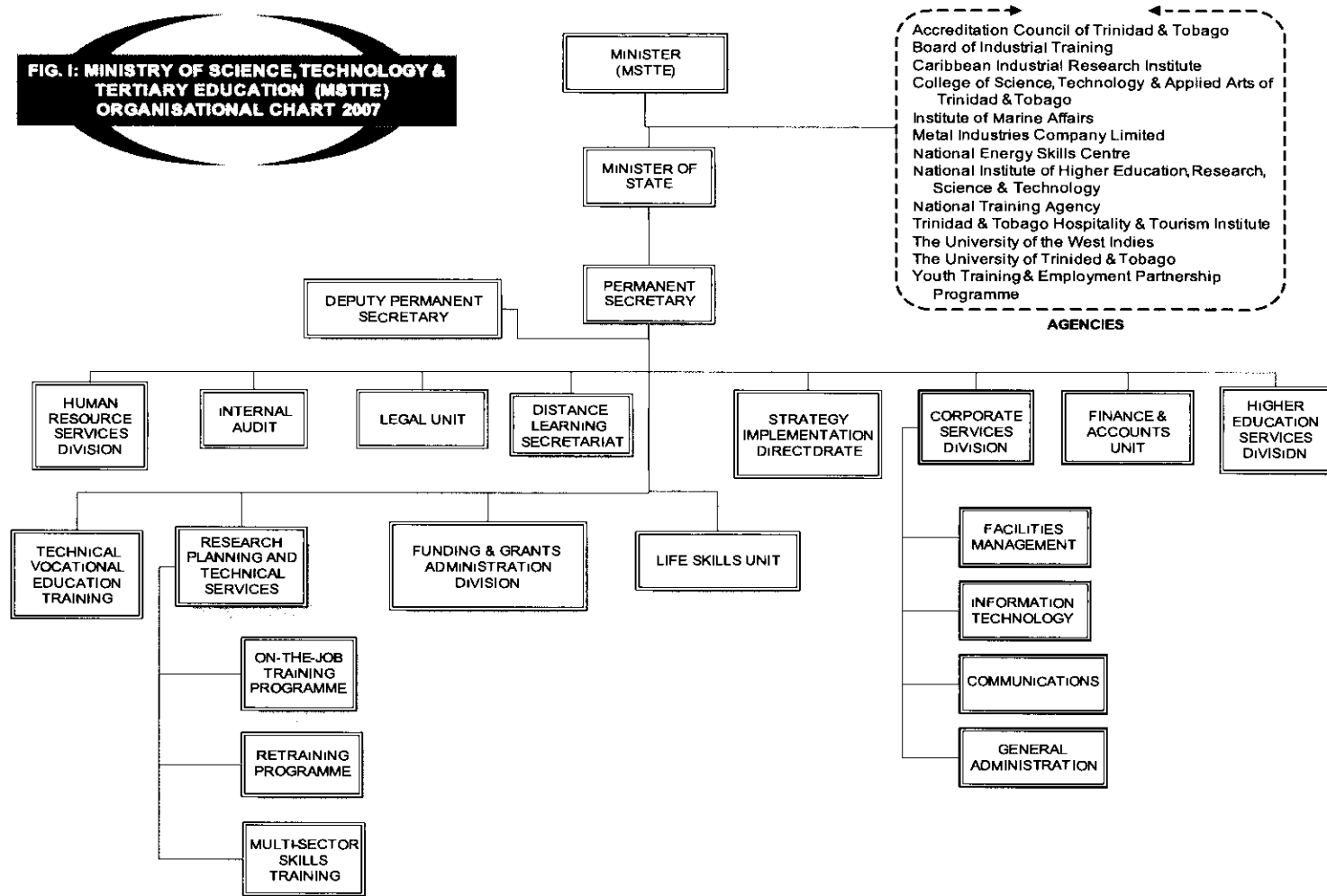
The Ministry of Science, Technology and Tertiary Education comprises fifteen (15) divisions and units and thirteen (13) external agencies. **Table 2** describes the Corporate Structure of the Ministry by functionality. The organisational structure at **Figure 1** outlines the reporting relationships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

**Table 2:**  
MSTTE Divisions/Units and Agencies by Functionality

Function	Division/Unit/Agency
<b>Core Service Delivery</b>	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 (OJT) Unit Retraining Unit
<b>Support Services</b>	Corporate Services Division Finance and Accounting Unit Human Resource Services Division Internal Audit Unit Legal Services Unit Research, Planning and Technical Services Division Strategy Implementation Directorate Technical and Vocational Education and Training Division
<b>External Agencies</b>	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 Industry Company (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) The University of the West Indies (UWI) Youth Training and Employment Partnership Programme (YTEPP)



**FIG. 1: MINISTRY OF SCIENCE, TECHNOLOGY & TERTIARY EDUCATION (MSTTE) ORGANISATIONAL CHART 2007**



## **2.2 Services/Products provided and Special Products**

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

- Tertiary education programmes through the public Tertiary Education Institutions (TLIs);
- 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 for young people;
- Life skills training;
- Assistance to learning providers in broadening and increasing access through technological mediation;
- Promotion of 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.

### **Special Projects**

The Ministry of Science, Technology and Tertiary Education was one of the first Ministries to pilot and implement the national portal "[www.ttconnect.gov.tt](http://www.ttconnect.gov.tt)", a project of the Ministry of Public Administration and Information.

## **2.3 Delegated 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, injury 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:

- a. Acting appointments up to Range 68 for a period not exceeding six (6) months except for positions that require consultation with the Prime Minister;
- b. 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;
- c. Confirmation of appointments;
- d. Power to make transfers within the Ministry's Divisions up to Range 68;
- e. Acceptance of resignations;

- f. Noting retirements - compulsory and voluntary after age 54;
- g. 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 any other public officer
135 (3)	Willful failure to perform duties
136 (1)	Absence without leave or reasonable excuse from office
136 (2)	Failure to seek approval to leave 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 \$500,000 and for consultancy services up to a limit of TT \$200,000.

The Permanent Secretary delegates responsibility in respect of goods and services as follows:

- Deputy Permanent Secretary - TT \$100,000.00
- Designated Head of Division - TT \$50,000.00
- Administrative Officer V - TT \$1,000.00

## 2.4 Reporting Functions

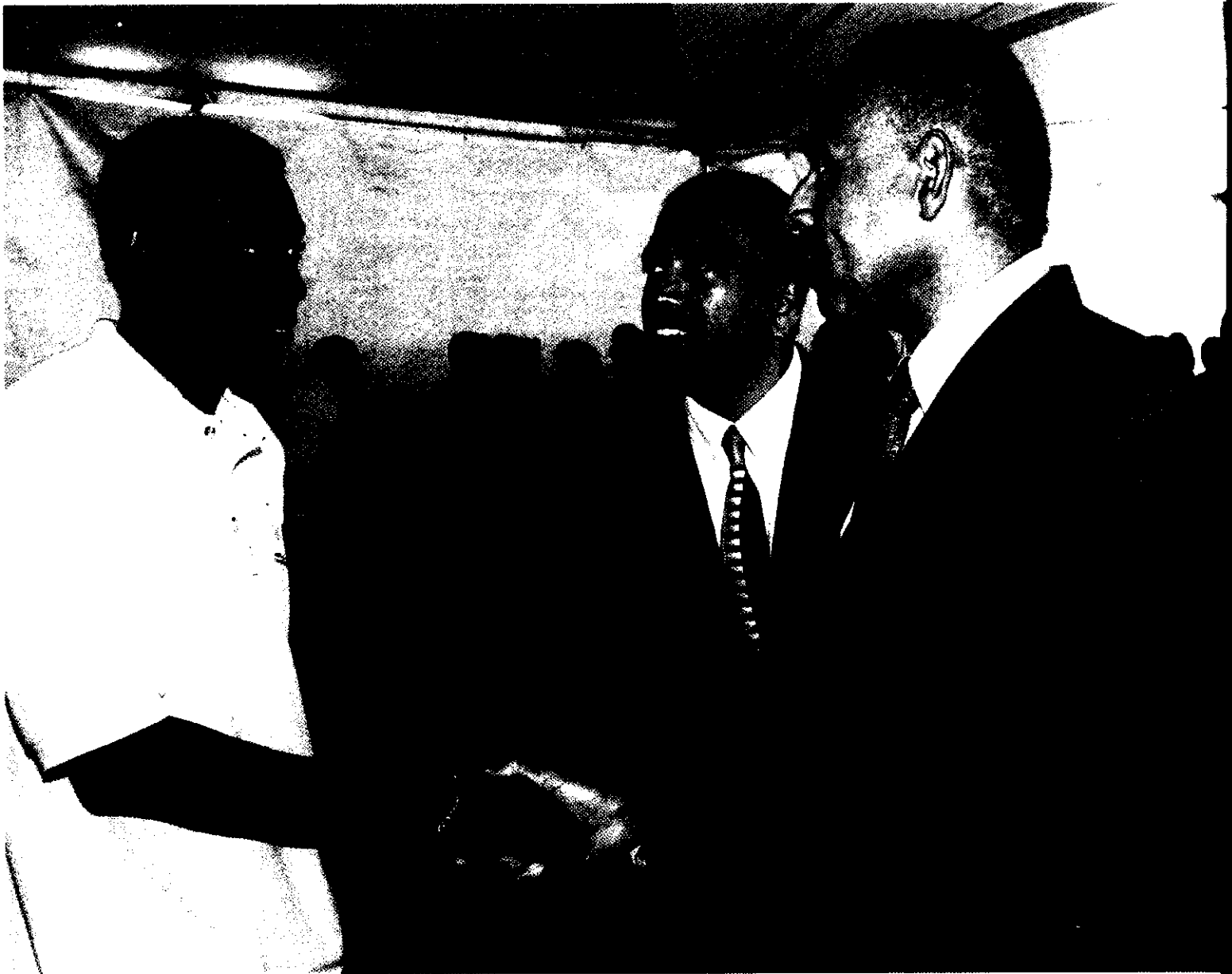
The Reporting Functions of the Ministry is detailed in **Table 5** below:

**Table 5:**

Reporting Functions of the Ministry of STTE, 2006-2007

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	✓	✓	✓						✓	✓
Status reports on the Vision 2020 Operational Plan	✓	✓								
Annual Financial Report	✓		✓							
Annual Audit Report				✓						
Annual reconciled statement of Deposit Accounts			✓	✓						
Monthly 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			✓							

# 3.0 Performance Highlights



### 3.1 Developing Innovative People

## **a: Policy Development**

A number of policy initiatives were executed in fiscal year (FY) 2006/2007. The main achievements were as follows:

- 1.** The disestablishment of the John Donaldson and San Fernando Technical Institutes, the Eastern Caribbean Institute of Agriculture and Forestry (ECIAF), the Metal Industries Company and the Pt. Fortin Government Vocational Centre from the COSTAATT Act, Act 77 of 2000.
- 2.** Submission to the Ministry of the Report of the Cabinet-Appointed Committee established to advise on the appropriate governance structure for TTHTI in July 2007.
- 3.** The extension, for a period of two (2) years with effect from July 9, 2006, of the two-year transitional period granted to post-secondary and tertiary institutions to enable them to lawfully perform their functions in Trinidad and Tobago. Act 16 of 2007 amended Section 29 of Act 16 of 2004 to give effect to the change in the number of years.
- 4.** In May 2007, Cabinet approved the Ministry's Strategic Plan and the employment, on contract, of an Executive Director (Corporate Strategy and Organisational Transformation) to oversee the Ministry's restructuring process.

## **b: tertiary Education**

### **Accreditation Council of Trinidad and Tobago (ACTT)**

The Accreditation Council of Trinidad and Tobago (ACTT), established by Act No. 16 of 2004, 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**

- 1.** The University of the Southern Caribbean (USC) was registered. Twenty-six (26) institutions submitted applications for registration and were at different stages of the process.
- 2.** Conferred Institutional Titles on two (2) institutions (USC and the College of Health, Environment and Safety Studies Limited (CHESS)).
- 3.** Trained a pool of local peer evaluators to facilitate the quality assurance processes. A total of ninety-eight (98) external evaluators have been trained to evaluate institutions based on ACTT criteria, with respect to applications for registration, title conferment, accreditation, programme approval and collaborative provision.
- 4.** Advised on three hundred and six (306) applications to the Skills Recognition Committee of the Ministry of Foreign Affairs for Credential Recognition in the Caribbean Single Market and Economy (CSME).



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

COSTAATT is a multi-campus community college established by Act No.77 of 2000. As a community college, 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**

1. The enrolment of four thousand, six hundred and seventy-eight (4,678) students at the College.
2. The graduation of nine hundred and five (905) students in 2007.
3. Execution of developmental works as follows:
  - Implementation of the Banner Finance System;
  - Upgrading of Radiological and Natural and Life Sciences Labs, City Campus;
  - Upgrading of College of Nursing - Port of Spain and St. Ann's;
  - Upgrading of the WAN and the infrastructure required to support student self service was undertaken; and
  - Administrative staff training and development.

#### **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**

1. **Virtual University for Small States of the Commonwealth (VUSSC) Project**

The main activities were as follows:

- MSTTE represented Trinidad and Tobago in three (3) VUSSC Boot Camps for online curriculum development in Tourism and Hospitality and Entrepreneurship; Professional Development of Teachers and Life Skills.
- MSTTE managed, with the Ministry of Education (MOE), the co-hosting of the 3rd VUSSC Boot Camp in Trinidad and Tobago involving twenty-three (23) international participants over a three (3) week period.
- The Ministry participated in the VUSSC 3rd Planning Meeting and the Pan Commonwealth Forum on Open Learning in Jamaica. At the Forum, the Ministry hosted a booth for the Caribbean Association for Distance and Open Learning (CARADOL), which was originally launched in Trinidad and Tobago in 2005 (co-hosted by MSTTE & MOE).

## **2. National Knowledge and Learning Network**

The National Knowledge and Learning Network (NKLN) is a Fastforward project for which the MSTTE was the lead Ministry. It involved establishing a dedicated fibre-based network connecting all public post-secondary and tertiary level institutions, including regulatory agencies (such as the National Training Agency and the Accreditation Council of Trinidad and Tobago); LibraryNet; SchoolNet; and Community Access Centres.

Phase 1 activities for the NKLN involved information collection and a prototype design for a National Learning Portal. This prototype included hyperlinks to information on local and foreign education providers, local financing options, career guidance, accreditation, national and international associations and free online courses.

### **Funding and Grants Administration Division (FGAD)**

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

## **ACHIEVEMENTS**

- 1.** Seventy thousand, four hundred and seventy (70,470) GATE grants in the sum of four hundred and seventy-two million, seven hundred and seventy-one thousand, four hundred and fifty-four dollars (\$472,771,454.00) were disbursed.
- 2.** Two thousand, five hundred and twenty-eight (2,528) loans in the sum of forty-one million, fifty-two thousand, eight hundred and thirty-two dollars and fifty cents (\$41,052,832.50) were approved under HELP.
- 3.** A review of the existing agreement between the TLIs and the MSTTE was undertaken. A new agreement was signed for a period of two years from September 01, 2007 to August 31, 2009.
- 4.** The outfitting and furnishing of a building located at the corner of Wilson and Warner Streets, St. Augustine, to accommodate the FGAD.

### **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**

### **1. 9th European Development Fund Sector Policy Support Programme**

The development of the 9th European Development Fund Sector Policy Support Programme for the Non-University Tertiary Education Sector (EDF SPSP-NUTES) was undertaken by the European Union (EU) and the Ministry. It included the signing of the EDF Agreement; and the launch of a branding initiative for the 9th EDF SPSP-NUTES through a logo and tagline contest.

## 2. 2nd Research Seminar for Latin America and the Caribbean

The Division coordinated the 2nd Seminar for Latin America and the Caribbean of the UNESCO Forum on Higher Education, Research and Knowledge together with the National Commission on UNESCO and UNESCO HQ, Paris. The Seminar was held on July 19th and 20th, 2007.

## 3. Baseline Survey

- HESD undertook a baseline survey which involved a sample of twenty-two (22) non-university tertiary level public and private sector institutions providing academic and technical and vocational education programmes. The study acted as the pillar for the 9th EDF Financing Agreement.
- The second phase of the baseline survey was also completed and involved the commissioning of a consultant to revisit and amend the original tool employed to collate data for subsequent periods in the EDF Financing Agreement.

### Trinidad and Tobago Hospitality and Tourism Institute (THTI)

THTI 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

### 1. Enrolment

Enrolment at the Institute was six hundred and seventeen (617) students, with two hundred and thirty-three (233) registering part-time and three hundred and eighty-four (384) registering full time for the Associate and Diploma programmes as shown in the Table below:

Categories	Part-Time	Full-Time	Total
Associate Degrees	197	297	494
Diplomas	36	87	123
<b>Total</b>	<b>233</b>	<b>384</b>	<b>617</b>

## **2. Graduates**

The graduation of one hundred and ninety-seven (197) students.

## **3. New Programme Offerings**

New Certificate Programmes and a Bachelor's Degree in Culinary Management have been finalized for offering in 2008/9.

### **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 Mission of UTT is to be an entrepreneurial university. Its motto is "Education with a Global Vision". Its academic programmes cover a wide range of disciplines for which degrees, diplomas and certificates are awarded.

## **ACHIEVEMENTS**

### **1. Enrolment**

UTT's student body increased by some seventy-eight percent (78%) in 2007, with three thousand, three hundred and two (3,302) students being enrolled for the various programmes, compared to one thousand eight hundred and fifty (1,850) for the previous year.

### **2. Graduates**

The graduation of two hundred and ninety-four (294) students.

### **3. New Programme Offerings**

New programme offerings were as follows:

- **National Engineering Technician's Diploma in:**
  - Civil/Construction Engineering Technology
  - Construction Engineering Technology with Quantity Surveying and Civil Engineering Options

- **Bachelors of Education**
- **Masters of Science in:**
  - Industrial Innovation, Entrepreneurship and Management
  - Maritime Management
- **Doctor of Philosophy in:**
  - Process and Utilities Engineering
  - Information and Communications Technology (ICT)
  - Manufacturing Engineering

#### **4. Continuing Education**

Approximately one thousand, four hundred (1,400) persons participated in continuing education and professional development in a wide range of public and customized programmes spanning mechanical, electrical, operations instrumentation, customer service and supervisory management.

#### **5. Infrastructure Development**

The University of Trinidad and Tobago O'Meara Campus and Maritime Facility were constructed at Arima and Chaguaramas respectively.

Upgrading works were undertaken at Valsayn and Corinth Teacher's Colleges, the Pt. Lisas Campus, the Eastern Caribbean Institute of Agriculture and Forestry (ECIAF), John S. Donaldson Technical Institute (JDTI) and San Fernando Technical Institute (STI).

### **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. 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. It also offers real world training through successful internship and mentorship programmes.



## **ACHIEVEMENTS**

### **1. Enrolment**

Total campus enrolment comprising on campus and off campus delivery for the period 2006/07 totaled fifteen thousand, five hundred and seventy four (15,574) students.

### **2. Graduates**

The graduation of three thousand and fifty one (3,051) students.

### **3. New Programme Offerings**

Twelve (12) new programmes were introduced as follows:

- B.Sc. Land Management
- B.A. Film
- B.Ed. Physical Education
- B.Sc. Information Technology
- B.Sc. Psychology
- B.Sc. Sociology
- Postgraduate Diploma in Conference Interpreting
- M.Ed. Science Education
- M.Ed. Health Promotion
- D.M. Internal Medicine
- M.Sc. Mediation Studies
- M.Sc. Aviation Management

### **4. Infrastructure Development**

The development works executed in FY 2006/2007 were as follows:

- The New Milner Hall Dormitory project was completed;
- The Lecture Theatre and Classroom Building project was 95% completed;
- The tendering process for the Teaching and Learning Complex project was completed; and
- Preparations also commenced for the conduct of a Campus Master Plan to deal with the growth and development of the Campus.

## **C: Technical and 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**

- 1.** A Life Skills Curriculum for Personal Development and Employment Enhancement was developed with the Life Skills Steering Committee. A Life Skills with Literacy Curriculum was also developed.
- 2.** Two hundred and ninety-five (295) tutors participated in monthly Train-the-Trainer workshops on Life Skills themes and on planning, implementation and alternative assessment, as well as portfolio development.
- 3.** Potential Life Skills tutors were exposed to a programme which enabled them to be selected as Life Skills tutors. A total of one hundred and forty-four (144) persons benefited from this programme.

### **Metal Industries Company (MIC)**

The MIC aims to be the key institutional driver in developing national technological capability for increasing quality, range and output 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

### 1. Enrolment

Enrolment in the programmes under MIC totaled two thousand, four hundred and forty-two (2,442) participants as detailed below:

• Customized Training	566
• Factory Training	150
• National Skills Development Programme (NSDP)	633
• Helping You Prepare for Employment (HYPE)	947
• Craft Programmes	146

### 2. Infrastructure Development

The main developmental works undertaken included the following:

- Improvement works at the St. Bede's Technology Centre and the Pt. Fortin Vocational Centre;
- Construction and outfitting works at the Pleasantville Technology Centre. The project was 78% completed; and
- Refurbishment of classrooms and expansion of workshop at the Macoya facility.

### The Multi-sector Skills Training (MuST) Programme

The Multi-sector Skills Training (MuST) programme is a specialized 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. Cycles**

Twenty-six (26) cycles were in operation in the fiscal year as summarized below:

- Five (5) cycles which commenced in FY 2005/2006 and are being completed in FY 2006/2007;
- Twelve (12) cycles which commenced and were completed in FY 2006/2007; and
- Nine (9) cycles which commenced in FY 2006/2007 and are to be completed in FY 2007/2008.

### **2. Number of persons trained**

Twelve (12) cycles were conducted in the FY 2006/2007, the number of trainees completing the training were as follows:

- Six (6) cycles in Construction, Level I - one thousand, five hundred and seventy-nine (1,579) trainees;
- Four (4) cycles in Hospitality/Tourism, Level I - five hundred and ninety-two (592) trainees;
- One (1) cycle in Construction, Level II - two hundred and fifty-four (254) trainees; and
- One (1) cycle, Mixed Sector, Level I in Tobago - eighty (80) trainees.

### **The National Energy Skills Training Centre (NESC)**

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**

### **1. Enrolment**

- When compared to total enrolment for 2006, enrolment in 2007 increased from eight hundred and ninety-six (896) to one thousand, four hundred and thirty-five (1,435) trainees.
- The NESC continued the Computer Literacy Training Programme in 2007. A total of six thousand and fifty-one (6,051) persons were trained.

### **2. New Programme Offerings**

The following new training programmes were introduced:

- Drilling Trades (Roustabout, Roughneck, Rig Mechanic and Rig Electrician);
- Facilities Maintenance; and
- Apprenticeship Training Programmes (Automotive Services Technician (AST) and Heavy Equipment Technician (HET)).

NESC restructured its existing programmes to include additional modules, including Life Skills and Workshop Practices.

### **3. Infrastructure Development**

Works are on-going on the following projects:

- Relocation of NESC Head Office and the Brechin Castle Technology Centre;
- Mayaro Technology Centre; and
- Pt. Fortin Technology Centre – Establishment of Electrical/Electronics Programme.

### **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, promoting and facilitating a coherent system of quality TVET. NTA's mission is to facilitate and promote the development of a competent workforce through lifelong learning, labour market research, national occupational standards and quality assurance of the TVET system.

## **ACHIEVEMENTS**

The main achievements of the NTA were as follows:

- Launch of the PLAR 500 Programme within the Construction Sector;
- Launch of the Caribbean Vocational Qualification (CVQ) Programme within secondary schools:
  - certification of six hundred and seventeen (617) students with the CVQ Units;
  - training and certification of four hundred (400) teachers as Assessors;
- Completion of three (3) Labour Market Reports, including the Employers Survey 5 for Trinidad, Employers Survey 4 for Tobago and Demand for UWI Graduates;
- Update of the National Training Providers Registry;
- Quality assurance of major programmes within the MSTTE, such as Retraining, MuST and OJT;
- Developed over one hundred (100) National Occupational Standards of Competence; and
- Certified over thirteen thousand (13,000) persons with the Trinidad & Tobago National Vocational Qualifications (TTNVQs).

### **On-the-Job Training (OJT) Programme**

The 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 which employers can source workers who match their organisation's needs.

## **ACHIEVEMENTS**

1. The OJT Programme has trained ten thousand, five hundred and eighty-five (10,585) persons over the 2006/07 FY.
2. The training period for the trainees of the On-the-Job Training Programme was extended from six (6) to twelve (12) months.



## **Retraining Programme**

The Retraining Programme targets nationals 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.

### **ACHIEVEMENTS**

#### **1. Enrolment**

Three cycles (Cycles 13-15) were conducted over the FY 2006/2007 with enrolment of one thousand, four hundred and ninety-eight (1,498) trainees as follows:

- Cycle 13            669
- Cycle 14            179
- Cycle 15            650

#### **2. New Skill Areas**

The new skill areas introduced in 2006-2007 were:

- Multi-media Animation
- Crane Operations
- Plant Propagation
- Camera Operations
- Lingerie and Sleepwear
- Agro Processing
- Events Management
- Leather Craft

### 3. **Rehabilitating Inmates through Training and Retraining Programme**

The RITTR Programme was officially launched under the Retraining Programme in May 2006. Actual training of eighty (80) inmates commenced on August 3rd, 2006 in four prisons (Maximum Security, Golden Grove Men's, Golden Grove Women's and Youth Training Centre). The cycle ended on February 28, 2007.

#### **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 70 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.

#### **ACHIEVEMENTS**

1. The number of persons trained for the year 2006/2007 amounted to six thousand, three hundred and seventy-two (6,372) as summarized below:

<b>Cycles</b>	<b>Nos. Trained</b>
Cycle 28 (June - Nov. 2006)	3,486
Cycle 29 (Dec.2006 - June 2007)	2,886
<b>Total</b>	<b>6,372</b>

2. The Valencia Training and Enterprise Academy was completed and commissioned in July 2007.

# **d. Science Technology and Innovation**

## **Caribbean Industrial Research Institute (CARIRI)**

**CARIRI** was established on January 1st, 1970 by an Act of Parliament. It provides a range of services 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.

## **ACHIEVEMENTS**

### **1. Testing and Consultancies**

CARIRI undertook several testing and consultancies as follows:

- Conducted Food Safety Audits involving some twenty-five (25) food establishments;
- Assisted companies in the Manufacturing and Service sectors in working towards ISO 22000 certification and in conducting an ISO 22000 audit;
- Conducted Royalty Lease Evaluations;
- Conducted effluent monitoring of the Point Lisas Industrial Estate;
- Evaluated the quality of gasoline sold on the local market;
- Conducted Environmental Monitoring of recreational waters (both fresh and saline) from selected points in Trinidad and Tobago; and
- Completion of Annual Calibration Service for a company in the Manufacturing and Service sectors.

## **2. Equipment**

CARIRI acquired major items of equipment, including a Hardness Tester, a Cut-off Machine, a Scanning Electron Microscope and a Magnetic Particles Tester.

### **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, 1980). 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.

### **ACHIEVEMENTS**

#### **1. Research Activities**

The IMA, in the period 2006/2007, undertook the following research activities:

- Ongoing work on Coastal Conservation;
- Preparation of an Annual Report on the state of the Marine Environment in Trinidad and Tobago;
- Investigation into the Fisheries Resources, Resource Users and Fisheries Management in Trinidad; and
- Investigation into Pollution and its Impact on the Marine Environment.

#### **2. Infrastructure Development**

Works continued on Phase 1 - Accommodation for IMA staff.

### **National Institute of Higher Education, Research, Science and Technology**

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, 1980). 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.

## **ACHIEVEMENTS**

### **1. Science Popularization**

- Six thousand (6,000) individuals benefited from the YAPOLLO hands-on travelling science exhibition in 2006/2007.

#### **Sci-TechKnoFest 2006**

- Sci-TechKnoFest 2006, September 27 to October 15, whose theme was: "The Environment: Our Place, Our Space", attracted close to sixty thousand (60,000) visitors. Over five hundred (500) students from Tobago also attended.

#### **Creativity Camps**

- Creativity and innovation camps catering to youngsters 5-7 years of age (Funology); 8-12 years of age (Explorer) and 13-17 years of age (Young Inventors) were held in North, East and South Trinidad. One hundred and seventy-five (175) children – compared to one hundred and ten (110) in 2006 – benefited from the Funology and Explorers camps held in Port-of-Spain and San Fernando.
- Fifty (50) teenagers benefited from Young Inventors camps held at the Creative Design Lab at the National Science Centre (NSC) and at Debe High School. The camps taught the basics of electronics, robotics, programming, CAD/CAM and moving from ideas to creations – prototyping.
- A variety of 1-day, 1-week and 2-week vacation camps were held in 2007. Approximately nine hundred (900) children participated in these camps.

### **Creative Design Lab**

- This hands-on laboratory at the NSC allows creative persons to build just about anything from inexpensive and readily available materials. The number of visitors during Sci-TechKnoFest 2006 was approximately six thousand (6,000) and post festival was one thousand (1,000) persons.

### **The Caribbean Youth Science Forum (CYSF) 2007**

- The 2007 CYSF took place during the period 29th July - 5th August and the Forum hosted three hundred (300) participants, plus sixth form students from nine (9) Caribbean countries - Antigua and Barbuda, Barbados, Cuba, Dominica, Grenada, Jamaica, St. Kitts and Nevis, St. Vincent and the Grenadines and Trinidad and Tobago.

## **2. Science and Communication**

In 2006/2007 SciWhizz, a series comprising five (5) fifteen-minute episodes, was produced and aired on local television stations. It showcased winning entries in the 2006 NIHERST/NGC SciWhizz Competition, fun science demonstrations by a NIHERST in-house showman, and the work of five outstanding local scientists.

## **3. Outreach STI Programmes**

- Moruga Community Science Week benefited over seven thousand, six hundred and ninety-two (7,692) students, teachers and adults from Moruga and environs.
- Tobago Science Week had over three thousand, two hundred (3,200) visitors drawn from primary and secondary schools.
- Over two hundred and fifty (250) secondary school students and teachers benefited from workshops held on challenging areas of the CXC Chemistry, Biology and Physics examinations.
- The staging of 1-day and 2-day workshops in creativity and innovation for thirty (30) educators. The workshop was led by Dr. Ed Sobey of the USA and covered science activities with toys, robots and electric motors.



#### **4. Infrastructure Development**

The National Science Centre was also upgraded and expanded.

#### **5. Foresighting**

The following sector foresight studies were also completed:

- Creative Sector
- Biotechnology
- Food and Beverages Sector
- Niche Manufacturing
- Tourism

#### **6. Gen Y Foresight Study**

NIHERST is advancing initiatives for developing an innovative population using a foresight study on Generation Y. Generation Y is the 14-28 age group that will comprise a critical component of our society and labour force in 2020.

The study involves five phases. Phases 1-3 were completed during the fiscal year 2006/2007. Research on global Gen Y trends was undertaken. This data was used to compare local Gen Y with their global counterparts. One hundred and twenty-five (125) Gen Y persons were interviewed.

A Gen Y Foresight workshop was held on September 29th, 2007. There were eighty (80) plus participants. The workshop helped participants to create a 2020 Vision for themselves and a plan to achieve it.

#### **7. Publication of Surveys**

The STI publications were as follows:

- National Innovation Survey of the Food and Beverage Industry in Trinidad and Tobago 2006: NIHERST 2007;
- Business and Innovation Success Stories from Trinidad and Tobago, 2007;

- Survey of Mathematics in Secondary Schools, 2006: NIHERST, July 2007; and
- Science and Technology Indicators, 2000-2004: NIHERST, April 2007.

## **8. Invention and Innovation**

### **CCST/OAS/NIHERST Regional “Go Creative Project”**

- Six (6) Caribbean countries were assisted in piloting creativity and innovation camps. Towards this end, a curriculum with ten (10) teaching modules was developed and piloted in Grenada. Teachers in Antigua were exposed to creativity and innovation and were advised on how to plan and administer a national young inventors competition.



## **E: Support Services**

### **Corporate Services Division (CSD)**

The Corporate Services Division is responsible for the management of the information technology network, registry and records management systems, corporate communications, procurement and inventory control, maintenance of office equipment, security operations and general support services.

The main activities included:

- Accommodation for MuST and OJT programmes, as well as the Funding and Grants Division;
- Upgrade the Ministry's network infrastructure;
- Installation of security system (camera);
- Installation of vault; and
- Purchase and replacement of vehicles.

### **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 Services Division (HRSD)**

The Human Resource Services Division (HRSD) functions as a strategic partner in the formulation of the Ministry's strategies, as well as in the implementation of those strategies through human resource activities, such as recruiting, selecting, training and rewarding personnel.

The major activities included:

- Employment of contract staff in the Ministry of Science, Technology and Tertiary Education;
- Updating of Pension and Leave information on employees;
- Identification of skills and competencies needed to achieve the new vision of the Ministry;
- Co-ordination of human resource training;
- Adherence to health and safety (OSHA) criteria;
- Processing of leave administration; and
- Administration of performance appraisal.

#### **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.

#### **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 drafting, 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.

#### **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.

The main activities included:

- Preparation of Cabinet Notes, Ministerial Notes and briefs on projects and matters relating to the portfolio agencies;
- Preparation of responses to Parliamentary Questions;
- Preparation of the priorities of the Ministry for FY 2006/2007;

- Reports for Vision 2020, annual achievements and the Social Sector Investment Programme;
- Management of the Ministry's Public Sector Investment Programme;
- Preparation of budget proposals;
- Provision of secretarial support to Cabinet Appointed Committees;
- Representation on Ministerial and Cabinet Appointed Committees and Boards and UWI Committees; and
- Servicing of general requests from Agencies.

### **Strategy Implementation Directorate (SID)**

The Strategy Implementation Directorate is mandated to lead and co-ordinate the implementation of the Ministry's Strategic Plan. Parallel to this pursuit, the Directorate undertakes reviews of the Ministry's performance through organisational transformation initiatives.

The major activity undertaken was the commencement of the roll-out of the Ministry's Strategic Plan.

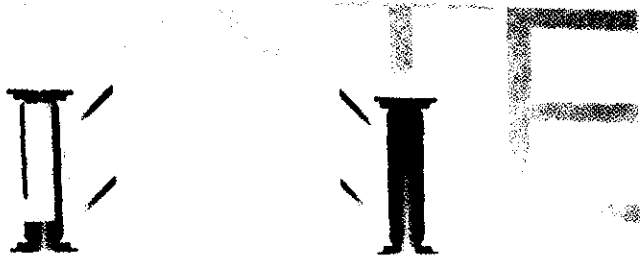
### **Technical and Vocational Education and Training Division (TVETD)**

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.

The main activities included:

- **Representation on the following Boards and Committees:**
  - National Training Agency
  - Ministerial Committee for Construction and Oversight
  - Inter-Ministerial Committee for Military-led Specialised Youth Services Programme - Military Led Academic Training (MILAT) Programme; Military Led Youth Programme of Apprenticeship and Re-orientation Training (MYPART); and Civilian Conservation Corps (CCC) of the Ministry of National Security
  - Technical Vocational Education and Training (TVET) Task Force under the Ministry of Education.

# 4.0 Financial Operations



ing Access To Tertiary Education



#### 4.1 Budgetary Process

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.

#### 4.2 Expenditure versus Budget

For the Financial Year October 01, 2006 to September 30, 2007, the Ministry of Science, Technology and Tertiary Education was allocated one billion, seven hundred and eighty million, six hundred and four thousand, and six hundred and sixty-six dollars (\$1,780,604,666) to execute its mandate. Actual expenditure was one billion, six hundred and fifty-four million, five hundred and sixty-three thousand, nine hundred and fifty-one dollars and twenty-one cents (\$1,654,563,951.21) as shown in **Table 6** below:

**Table 6:**

Actual Expenditure versus Budget – October 2006 to September 2007

Sub-Head		Estimates Revised \$	Actual Expenditure \$	Variances \$
01	Personnel Expenditure	52,476,493.00	39,431,223.68	13,045,269.32
02	Goods and Services	65,355,993.00	61,919,969.88	3,436,023.12
03	Minor Equipment	604,600.00	440,020.49	164,579.51
04	Current Transfers and Subsidies	1,168,912,080.00	1,108,615,941.71	60,296,138.29
06	Current Transfers to Statutory Board and Similar Bodies	145,960,500.00	119,080,050.63	26,880,449.37
<b>Total Recurrent Expenditure</b>		<b>1,433,309,666.00</b>	<b>1,329,487,206.39</b>	<b>103,822,459.61</b>
09	Development Programme	347,295,000.00	325,076,744.82	22,218,255.18
<b>Total Expenditure</b>		<b>1,780,604,666.00</b>	<b>1,654,563,951.21</b>	<b>126,040,714.79</b>

The variance arose as a result of the following:

**01 - Personnel Expenditure**

- Non-receipt of approvals for acting and increments
- Non-payment of outstanding arrears

**02 - Goods and Services**

- Travelling posts not filled
- Contract posts not filled
- Advertisements not placed on time

**03 - Minor Equipment Purchases**

- Some relevant contracts were not finalized

**04 - Current Transfers and Subsidies**

- Legal instruments for the Higher Education Loan Programme were not finalized on time

**06 - Current Transfers to Statutory Board and Similar Bodies**

- Releases not obtained

**09 - Development Programme**

- Releases received too late to obtain grant of credit

### **4.3 Auditor General's Findings**

For the Financial Year ended on September 30, 2007, the Auditor General's Report highlighted matters that had to be addressed in the following areas:

- Internal Audit Procedures
- Minor Equipment Purchases
- Current Transfers and Subsidies
- Deposit Accounts
- Personal Emoluments – Contract Officers
- Overpayment of Emoluments



# 5.0 Human Resource Development Plan



### 5.1 Career Path Systems

Although, for the most part, efforts are geared towards making internal acting arrangements when posts are made available through staff movements, the Service Commissions Department (SCD) usually fills these posts based on seniority. Promotions are made exclusively by the SCD based on performance, seniority and interviews for particular posts.

The Ministry utilized the new Performance Management Appraisal System which has been implemented throughout the Public Service. Position descriptions have been developed for all officers and periodic reviews, as well as Annual Staff Reports, are completed to evaluate officers' performance.

### 5.2 Training

Two hundred and seventy-three (273) staff members of the Ministry were exposed to training in the following areas:

**Table 7 A:**

Training Activities for Oct to Dec 2006

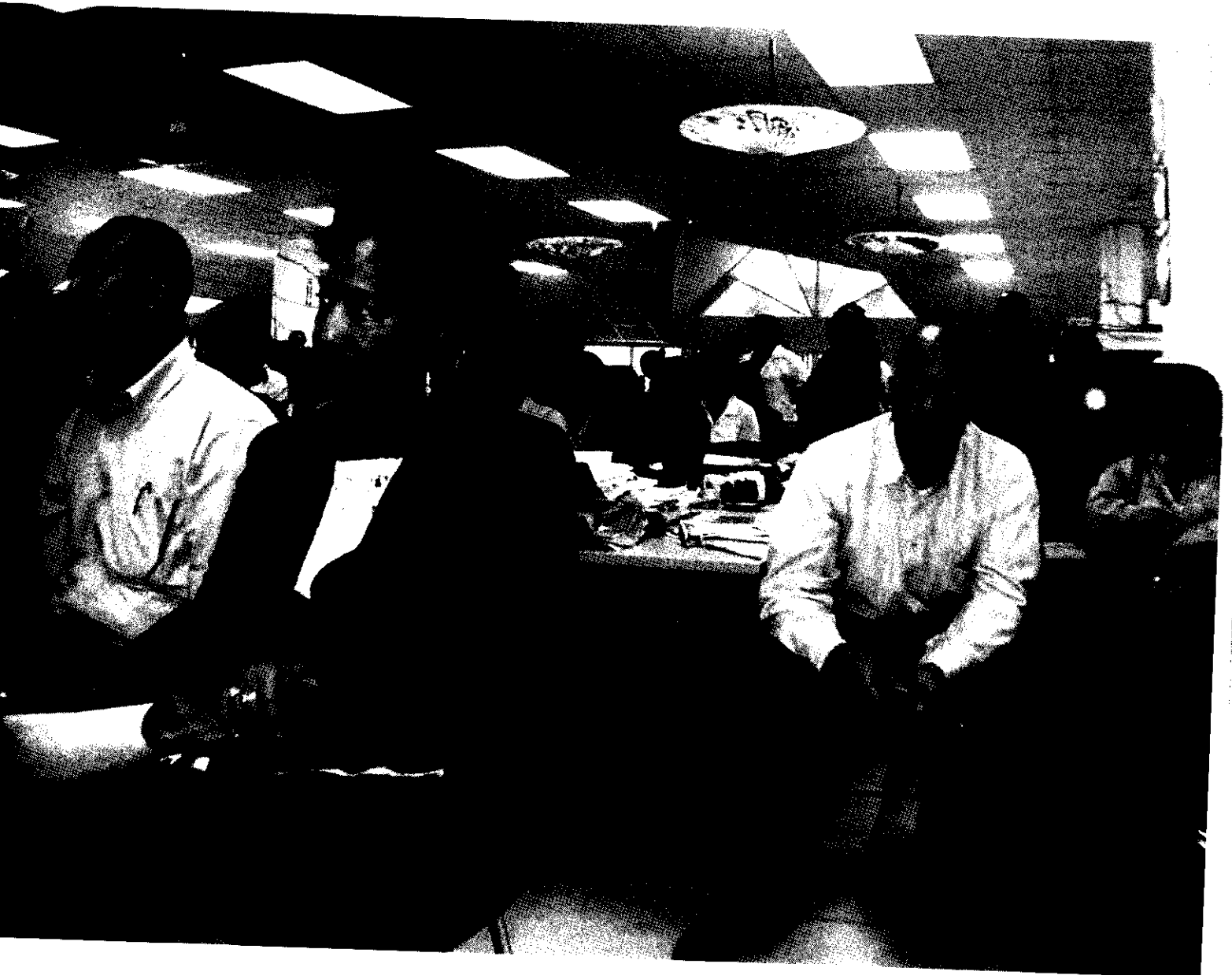
No.	2006 (Oct - Dec)
1.	Microsoft Excel (Intermediate)
2.	Supervisory Skills
3.	Preparing Terms of Reference and Requests for Proposals
4.	Introductory Spanish
5.	Microsoft Access (Intermediate)
6.	Human Resource Planning
7.	Occupational Safety and Health Forum
8.	Microsoft Project
9.	Quality Service Delivery
10.	Absence Management (IHRIS)
11.	Writing Proposals that Win
12.	Project Management/PSIP Implementation
13.	Performance Management Planning, Managing and Reporting the Results
14.	Workforce Administration (IHRIS)
15.	Microsoft PowerPoint

**Table 7 B:**  
Training Activities for Jan to Sept 2007

No.	2007 (Jan - Sept)
1.	Occupational Safety and Health
2.	Preparation for Retirement
3.	Employee Relations – Outsourcing the Human Element, Contractual Arrangement & Managing the Probationary Period
4.	First Aid/CPR Training
5.	Stakeholder Consultation for Employees on the EAP
6.	Stakeholder Consultations on the Employee Assistance Programme for Human Resource Practitioners
7.	Recruitment Strategies for a Competitive Labour Market
8.	Note taker – One Man Disciplinary Tribunals
9.	Professional Telephone Etiquette
10.	Emergency Evacuation Procedures – Seminar for Fire Wardens
11.	Microsoft SQL Service 2005
12.	Executive Appreciation Workshop on Creating a Culture of Service
13.	Ethics and Values in the Workplace
14.	Investigating Officer
15.	The Supervisor in a Changing Environment
16.	Defensive Driving
17.	Effective Time Management – Managing Multiple Priorities
18.	Disciplinary Procedures in the Public Service
19.	Competency Standards for Youth Development Work in the Caribbean Region
20.	Registry Procedures
21.	Conflict Management for the Internal Consultant
22.	Excellency in Hospitality Service
23.	Guidelines for the Administration of Terms and Conditions of Employment of Persons on Contract in the Public Service
24.	Corporate Etiquette and Protocol
25.	Quality Service Delivery
26.	One Man Disciplinary Tribunal
27.	Development Evaluation Training

No.	2007 (Jan - Sept)
28.	Orientation for Contract Officers
29.	Effective Negotiations Techniques
30.	Dispute Resolution Systems – Policies, Structure, Strategies
31.	Leading Change in the Delivery of Public Services
32.	Essentials of Project Management for Human Resource Professionals
33.	Supervisory Management Skills
34.	Management of Claims and Resolutions of Disputes under FIDIC Contracts and MDBS Harmonised Construction Contract – Module 2
35.	Introductory Spanish
36.	Effective Writing Skills
37.	Integrated Global Payroll (IGP)
38.	Graphic Design: Adobe Photoshop, Adobe Illustrator and Corel Draw
39.	Managing Corporate Events
40.	4th International Project Management Conference – Business Success through Project Management – <i>“Best Practices for the 21st Century”</i>
41.	Supply Chain Management
42.	Supervisory Skills – Successfully Making the Transition
43.	Information Technician Workshop – SQL Server 2005 & ASP net 2.0
44.	Certified Government Auditing – Professional (CGAP) Review Course
45.	Project Management
46.	Risk Management – A requirement of OSHA
47.	Project Management Essentials
48.	Executive Computer Concepts – <i>“What Top Executives must know about IT in the Internet Age?”</i>
49.	Dr. Myles Munroe Leadership Conference – <i>“Legacy of Leadership: Good to Great”</i>
50.	Everyday Leadership Seminar
51.	Power Office – Collaborative Practices with Microsoft Access, Excel & Word
52.	Project Management – IT Professional

# 6.0 Procurement Procedures



## **6.1 Goods and Related Services**

The Ministry of Science, Technology and Tertiary Education operated within the legal and regulatory framework of the Central Tenders Board Ordinance 22 of 1961, the Central Tenders Board Regulations 1965 and their amendments and subsidiary legislation.

The Ministry conducts its procurement operations under the principles of:

1. Value for Money – attainment of the best combination of price and quality for delivery in acceptable time frames.
2. Transparency – information and rationale concerning the choice of suppliers and award of contracts is made available for internal and external scrutiny.
3. Accountability – only authorised signatories are used in the procurement cycle.

The Permanent Secretary may grant approvals to procure goods and services to a limit of five hundred thousand dollars (TT \$500,000), and thus an Internal Tenders Committee would be set up of varying composition, depending on the type of procurement. A three quotation system is in place, where no less than three reputable suppliers are invited to offer quotations. The Committee assesses the suppliers capability to deliver, price and reliability and makes recommendations to the Permanent Secretary.

The Ministerial Tenders Committee's (MTC) financial limit for the award of contracts is between five hundred thousand dollars (TT \$500,000) and one million dollars (TT \$1,000,000). Any offer recommended in excess of these limits must be referred to the MTC Chairman who will submit an appropriate case to the Central Tenders Board for its decision.

Selective tendering must be formally authorised by the MTC Chairman and approval from the Honourable Minister of Finance must be received before letters of invitation are issued.

## 6.2 Consulting Services

The Permanent Secretary, the Accounting Officer, has the authority to award contracts up to a limit of two hundred thousand dollars (TT \$200,000) on the basis of at least three (3) proposals from consultants.

The Ministerial Tenders Committee may award contracts ranging from two hundred thousand dollars (TT \$200,000) to one million dollars (TT \$1,000,000) on the basis of public advertising and/or at least three (3) proposals from the consultants.

The CTB may award contracts costing over one million dollars (TT \$1,000,000) on public advertising and/or selective tendering.



# 7.0 The Way Forward

**MUST**

Multi-Skills  
Training Programme

It's your chance to apply.  
MUST!

Mind





## 7.1 Future Plans

In 2006/2007, the corporate plan of the Ministry of Science, Technology and Tertiary Education was guided by four key result areas. For the FY 2007/2008, the Ministry's strategic thrust continues to be driven by the four key result areas that were being pursued in 2006/2007. Moreover, to support the sustained growth of our human capital, the strategic focus will continue to be:

- Access to Tertiary Education and Technical Vocational Education and Training;
- Seamlessness in Tertiary Education and Lifelong Learning;
- Ensuring affordability;
- Enhancing quality assurance;
- Nurturing and promoting a culture of Science, Technology & Innovation (STI); and
- Expansion of infrastructure.

For 2007/2008, the major activities planned include:

- STI policy and plan;
- Tertiary Education and Life Long Learning Policy;
- Continuation of On-the-Job Training placements;
- Continuation of TVET training;
- Continuation of funding programmes for tertiary education;
- Relocation of the Funding and Grants Administration Division to St. Augustine;
- Accommodation for MuST, OJT and COSTAATT;
- Continuation of the implementation of the Ministry's strategic plan;
- Enhancement of delivery of customer service;
- Upgrade of the MSTTE Network Infrastructure to a Gigabit Network System and Wireless Network System;
- Infrastructural development for TETVET Sector;
- Increased enrolment at TLIs;
- Introduction of the Caribbean Vocational Qualification (CVQ) in the workplace and the intensification of the CVQ in the school system;
- Register all public and private tertiary institutions in Trinidad and Tobago within the timeframe outlined in the legislation; and
- Introduction of the GATE Clearance Letter.

## 7.2 Conclusion

The Ministry, in 2006/2007, had forged ahead with its priorities and has been successful in fulfilling its mandate in key result areas. However, the Ministry recognizes that much work still has to be done in the TETVET and STI sectors to attain developed country standards and be internationally competitive.



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