The Government of The Republic of Trinidad and Tobago

Ministry of Science, Technology and Tertiary Education

Administrative Report

October 2008 to September 2009

The Ministry of Science,
Technology and Tertiary Education

"Providing a World of Opportunity"

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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 60 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 2008/2009.

The Ministry of Science, Technology and Tertiary Education was created in December 2001. The Ministry is responsible for National Human Development through effective governance of the Tertiary Education; Technical and Vocational Education and Training (TVET); and Science, Technology and Innovation sectors (STI).

The National Strategic Planning Framework, more popularly known as Vision 2020, which has outlined Government's thrust for "developed country" status by the year 2020, has targeted human resource development as a seminal element of its 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 resource development and Lifelong Learning.

The Vision 2020 Draft National Strategic Plan provided the Ministry with an appropriate frame of reference for mapping its strategic direction and contribution to national development.

1.2 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."

SECTION 2.0
Our Vision

Section 2.0: Our 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
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Section 3.0 - Strategic Plan

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	The people of Trinidad and Tobago will be known for excellence in innovation.	• Science and technology institutions are networked • Significant progress made in the institutionalization of a dynamic innovation system
	Trinidad and Tobago will have a seamless, self- renewing, high quality education system.	• Number of persons involved in research activities increased • Investment in R&D by Government and Private Sector has-increased • All citizens have access to opportunities for lifelong learning facilitated by distance education • Students benefit from a cadre of well trained professional teachers
	A highly skilled, talented and knowledgeable workforce will stimulate innovation –driven growth and development.	• Participation rate in tertiary education has increased by at least 45% • A comprehensive technical vocational education and training system has been developed and is in operation • Number of Science and Engineering graduates increased • Number of scientists, technicians and researchers in the country was increased • Number of graduates of the various training programmes funded by Government has increased • The Community College of Trinidad and Tobago was established with campuses in both Tobago and Trinidad • New UTT campuses established in Arima, Couva, Chaguaramas, Wallerfield, Mayaro and Tobago • New MIC/HYPE/NSDP centres established in Pleasantville and Diego Martin.

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-engineering, rationalization and restructuring.

3.1 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 •

Teamwork

Empowerment

Accountability

INTEGRITY

Fairness

Respect

Commitment

• 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

3.2 Our Corporate Plan

The Ministry's key goals are identified in the National Planning Framework for Developing Innovative People 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 individuals 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 (STI) 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 key result areas, namely:

- The planning and delivery of Tertiary Education and Technical and Vocational Education and Training (TETVET) system services and products using quantity and quality indicators;

- Provisioning a contemporary and responsive infrastructural and technological platform that has both physical and virtual elements;

- The planning and providing of relevant policy using STI indicators, appropriate for the vision of achieving "Developed Country" status and;

- 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 these four key result areas, the Ministry focused on the seven strategic elements:

- Increasing access to 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; and

- Maintaining and enhancing the infrastructure in TETVET and STI sectors.

SECTION 4.0

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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 are invited to submit requests for funding (Draft Estimates of Expenditure), to the Permanent Secretary, based on their strategic direction of 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 its long-term goals, its human resources needs, as well as its physical work environment, when preparing their submissions. Before such plans are submitted to the Ministry of Finance (Budget Division) and the Ministry of Planning, Housing and Environment, 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 liaised with the Director, Research Planning, and Technical Services and collaborated closely with designated officers at the Ministry of Planning, Housing and Environment to ensure that the scarce 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

For the Financial Year October 01, 2008 to September 30, 2009, the Ministry of Science, Technology and Tertiary Education was allocated two billion, three hundred and sixty-one million, two hundred and fifty-eight thousand, three hundred and sixty dollars ($2,361,258,360) to execute its mandate. Actual expenditure was one billion, nine hundred and forty-four million, twenty-one thousand, nine hundred and eighty-one dollars ($1,944,021,981) as shown in Table 2 below:

TABLE 2: Actual Expenditure versus Budget – October 2008 to September 2009

Sub-Head		Estimates Revised $	Actual Expenditure $	Variances $
01	Personnel Expenditure	36,886,245	27,044,049	9,842,196
02	Goods and Services	89,112,840	66,212,945	22,899,895
03	Minor Equipment	973,750	125,331	848,419
04	Current Transfers and Subsidies	1,707,935,025	1,477,665,605	230,269,420

Sub-Head		Estimates Revised $	Actual Expenditure $	Variances $
06	Current Transfers to Statutory Board and Similar Bodies	198,080,500	128,930,046	69,150,454
Total Recurrent Expenditure		2,032,988,360	1,699,977,976	333,010,384
09	Development Programme	328,270,000	244,044,005	84,225,995
Total Expenditure		2,361,258,360	1,944,021,981	417,236,379

The variance arose as a result of the following:

01 - Personnel Expenditure:

- Non-receipt of approvals for acting and increments.

02 - Goods and Services:

- Over allocation of funds re: rent.

- Decrease in the number of persons on short term employment.

03 - Minor Equipment Purchases:

- Some relevant contracts were not finalized.

04 - Current Transfers and Subsidies:

- Limitation of expenditure as a result of Ministry of Finance Circular dated February 20,2009.

06 - Current Transfers to Statutory Board and Similar Bodies:

- Limitation of expenditure as a result of Ministry of Finance Circular dated February 20,2009.

09 - Development Programme:

- Limitation of expenditure as a result of Ministry of Finance Circular dated February 20,2009.

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 stated 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 in the strictest sense of the term, 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. Cabinet approval is required for all new projects.

4.5 Auditor General's Findings

For the financial year ended September 30, 2009, the Auditor General's Report highlighted matters that had to be addressed in the following areas:

- General Administration

- Office Equipment

- Current Transfers and Subsidies

- Rent lease office Accommodation and Storage

- Personal Emoluments-Contract Officers

- Overpayment of Emoluments

- Development Programme.

SECTION 5.0

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Section 5.0: Human Resources

5.1 Career Path Systems

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 fill these offices based on seniority. Promotions are made exclusively by the Service Commissions Department based on performance, seniority and interviews.

5.2 Performance Measurement Tools

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

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 & 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 office;

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 the filling of any existing position on the establishment.

SECTION 6.0

Organisational Structure
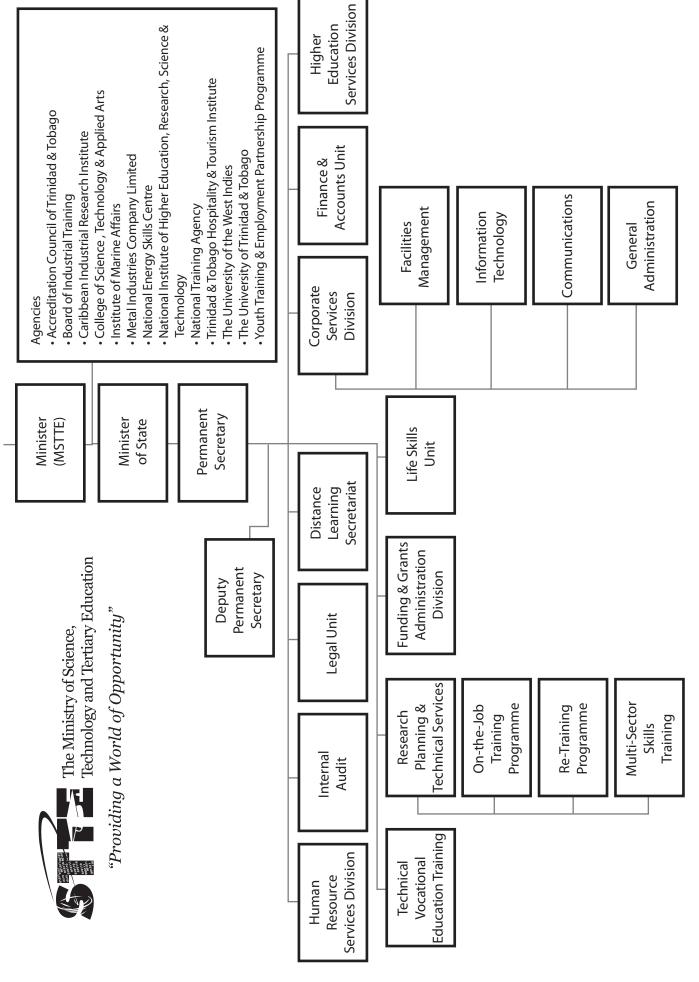
Section 6.0: Organisational Structure

6.1 Corporate Structure

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.

TABLE 3: 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	• 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
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 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) • Youth Training and Employment Partnership Programme (YTEPP) • University of the West Indies (UWI)

Ministry of Science, Technology & Tertiary Education (MSTTE)
Organisational Chart 2009

The Ministry of Science,
Technology and Tertiary Education

"Providing a World of Opportunity"

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

Minister (MSTTE)

Minister of State

Permanent Secretary

Deputy Permanent Secretary

Higher Education Services Division

Finance & Accounts Unit

Corporate Services Division
- Facilities Management
- Information Technology
- Communications
- General Administration

Distance Learning Secretariat

Life Skills Unit

Funding & Grants Administration Division

Legal Unit

Research Planning & Technical Services
- On-the-Job Training Programme
- Re-Training Programme
- Multi-Sector Skills Training

Internal Audit

Human Resource Services Division

Technical Vocational Education Training

6.2 Services/Products Provided

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

- Tertiary Education programmes through the Public Tertiary Level 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 persons;

- Life Skills training;

- Assistance to training 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;

- Production of 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 4 describes the functions devolved by the Chief Personnel Officer.

TABLE 4: 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:

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- 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 5.

TABLE 5: 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 Dept when leaving 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's delegated responsibility, only in respect of Goods and Services is as follows:

- Deputy Permanent Secretary - TT$ 200,000.00

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- Designated Head of Division - TT$ 50,000.00

- Administrative Officer V - TT$ 50,000.00

6.4 Conditions of Employment

The Ministry is responsible for mainly three categories of staff: (1) daily-rated workers; (2) monthly-paid public officers including Teaching and Civil Service staff and; (3) 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 Personnel 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 holds 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 organization.

The training and development of the Ministry's staff is a shared responsibility. The organization is, therefore, committed to encouraging staff in their efforts at self-development, especially where these efforts are consistent with organizational 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 all members of staff to acquire the competencies that are essential for individual growth, effective job performance, and the achievement of organizational goals.

In this regard 273 members of staff benefitted from in-house training programmes and workshops hosted by other public and private sector organisations as follows.

TABLE 6A: Training Activites for October to December 2008

NO.	2008 (OCT – DEC)
1	Presenting the evidence at the One-Man Disciplinary Tribunal
2	Effective Interviewing Skills Workshop
3	Disciplinary Procedures Seminar
4	Cabinet Note Writing
5	Dining Etiquette and Protocol

TABLE 6B: Training Activites for January to September 2009

NO.	2009 (JAN – SEPT)
1	Writing Job Descriptions and Job Specifications
2	Best Practices in Developing Policy Manuals

NO.	2009 (JAN – SEPT)
3	Proposal Writing
4	Effective Speech Writing
5	Communication in a Changing Environment
6	Business Etiquette and Protocol
7	Performance Management for Senior Level Staff
8	Web 2.0 – Developing Successful Online Marketing Strategy
9	Performance Management – I*h*RIS
10	Administrative Professionals – Excellence in Action
11	Train the Trainer for Human Resource Practitioners
12	Auditing Inventory and Stores Management
13	Cabinet Note Writing
14	PSIP Implementation
15	Women in Negotiations
NO.	2009 (JAN – SEPT)
16	Industrial Relations – "A Training Programme for Human Resource Practitioners"
17	Query Management - I*h*RIS
18	Introduction to Monitoring and Evaluation
19	Negotiation Skills
20	Alternative Dispute Resolution – Negotiation and Mediation
21	Train-the-Trainer Module – "Dev Info. Data Management Software"
22	Integration of Persons with Disabilities in the Workforce
23	Financial Management for Non-Accounting Officers
24	Managing Workplace Diversity
25	Strategic Human Resource Management: Organising for Effective Service Delivery
26	Best Practices in Developing Policy Manuals
27	Orientation Programme for Contract Officers
28	Moving the Human Resource Agenda Forward – Improving HRM Systems in the Public Service
29	Supervisory Management
30	Redefining the Human Resource Role in Customer Service
31	Project Management Bi-annual Conference – "Leveraging Project Management in Today's Economy: Innovation – Efficiency – Partnerships"
32	HSSE Excellence – An Imperative for Sustainable Business Success

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 Procedures

7.1 Procurement of Resources

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 Regulations 1965, and their amendments and subsidiary legislation.

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.

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

Goods and Services

- Permanent Secretary   - $500,000

- Ministerial Tenders Committee   - $500,000 - $1-Mn

- Central Tenders Board   -   Over $1-Mn

Consultancy

- Permanent Secretary   - $200,000.

- Ministerial Tenders Committee   - $200,000 - $1-Mn

- Central Tenders Board   -   Over $1-Mn

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

- Deputy Permanent Secretary   - $200,000

- Administrative Officer V   - $50,000

- Designated Head of Division   - $50,000

7.2 Requirements for the Approval of Levels of Authority

1. Purchase of Goods and Services costing up to $50,000.00 – **Administrative Officer V/ Head of Division**

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

2. 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:

  - » *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.*

  - » *Name of Supplier*

  - » *Unit cost*

  - » *Income Tax Certificate*

  - » *VAT Certificate*

  - » *NIS Compliance Certificate*

  - » *VAT (shown separately)*

- 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.

3. Purchase of Goods and Services costing less than $500,000 - **Permanent Secretary**

- The procedures outlined under the Deputy Permanent Secretary 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 from the Permanent Secretary.

4. Purchase of Goods and Services costing in excess of $500,000. but not more than $1-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*

    » *Where the item or service is to be utilized*

    » *The justification for the purchase of the item or service*

    » *The vote and position of the affected vote.*

    » *The names and members of Evaluation Committee*

    » *The request must be signed by the Head of the Division*

    » *Confirmation of Funds.*

7.3 Tendering Process

1. 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 specialized item or there are a few known suppliers, the Head of Division request 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.

2. The 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.

3. 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 firm who are present. A Schedule of Tenders is prepared and signed by the Chairman and the Member.

4. Summary of Bids Received

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

5. 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.

6. 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.

7. 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).

- Based on the CCR, the Chairman of the relevant Committee authorises releases of the Performance Bond/Cash Performance Deposit.

8. Purchase of Goods and Services in excess of $1-Mn. – **Central Tenders Board**

All purchases over $1-Mn are sent to the Central Tenders Board for processing.

SECTION 8.0
Reporting Functions

The Reporting Functions of the Ministry are detailed in Table 7 below:

TABLE 7: Reporting Functions of the Ministry of STTE, 2008-2009

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			✓	✓						
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			✓							

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 Ch. VIII, the Civil Service Act, Ch. 23:01 , Civil Service (Amendment) Regulations, 1996 Ch. XI Code of Conduct.

Section 10.0: Internal Audit Procedures

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 audit work schedules are conducted in compliance with the following:

- The financial regulations and instructions

- The Exchequer and Audit Act

- Circulars from the Chief Personnel Officer, the Ministry of Finance, the 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 & Projects for the Year

11.1 Special Plans
11.2 Projects for the Year

Section 11.0: Special Plans And Projects For The Year

11.1 Special Plans

For the FY 2008/2009, the Ministry's strategic thrust continued to be driven by the four key result areas that were being pursued in 2007/2008. Moreover, to support the sustained growth of our human capital, the strategic focus is:

- 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 and Innovation (STI)

- Expansion of infrastructure

For 2009/2010 the major activities planned include:

- Review of policy on tertiary education, technical vocational education and training, and life long learning

- Rationalise and harmonize TVET sector

- Continue funding tertiary education programmes

- Increase awareness of programmes and projects of the ministry.

- Increase participation rate in tertiary education

- Establish Monitoring and Evaluation Unit

- Conduct tracer studies on training programmes

- Expand MuST programme to include new skill areas

- Align human resource needs of the ministry to meet the strategic objectives

- Align strategic direction of the ministry

- Introduction of Caribbean Vocational Qualifications (CVQs) in the workplace and the intensification of CVQs in the school system

- Register all public and private tertiary institutions in Trinidad and Tobago within the timeframe outlined in the legislation.

11.2 Projects

- Completed 22 % of the UTT Main Campus-Tamana

- Completed upgrade of San Fernando Technical Institute ,UTT

- Completed Phase One of Research Block at IMA

- Completed MIC HYPE Centre at Pt Fortin

- Construction of classrooms at Ste Madeline Technology Centre

- Completed development works at UW I Lecture Theatre and Classroom Building

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 Highlights

12.1 Policy Development

A number of policy initiatives were executed in FY 2008/2009. The main policies were as follows:

- Expansion of COSTAATT Tobago Learning Facility.

- Expansion of the law faculty at the University of the West Indies, St. Augustine Campus.

- Payment of tuition fees for Trinidad and Tobago students enrolled in all accredited programmes at the University of Technology (UTECH), Jamaica.

- Expansion of the GATE Programme to include the medical programme offered at St. George's University, Grenada.

- Implementation of the Prior Learning Assessment and Recognition Programme (PLAR) 500 for the certification of skilled persons.

- Payment of stipend to trainees enrolled at the National Energy Skills Centre.

- Extension of the training period for participants in the On-the-Job Training Programme (OJT) from twelve (12) months to twenty-four (24) months.

- Increase in the levels of stipend payable to the under-mentioned categories of trainees, as indicated hereunder:

  » *Level I : 25% increase from $1,600 to $2,000 per month*

  » *Level 2: 20% increase from $2,500 to $3,000 per month*

  » *Level 3: 25% increase from $4,000 to $5,000 per month*

  » *Level 4: 20% increase from $5,000 to $6,000 per month*

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

1. Registration of eighty one (81) post-secondary/tertiary level institutions amounting to 100% of all public institutions and 90% of all private institutions. (Conducted one hundred and eight (108) site visit evaluations).

2. Conferred candidacy of institutional accreditation on seven (7) public tertiary institutions and one (1) private tertiary institution.

3. Conferred institutional titles on nine (9) institutions.

4. Approval of twenty-one (21) new programmes offered at post-secondary and tertiary level institutions in Trinidad & Tobago.

5. Recognition of four (4) foreign awarding bodies – City & Guilds, ACCA, Association of Business Executives (ABE) and Education Development International (EDI).

6. Recognition of twenty-five (25) transnational qualifications delivered at local institutions.

7. Issuance of eight (8) statements of equivalencies to graduates of foreign universities.

8. Issuance of one thousand and twenty seven (1027) Statements of recognition to graduates and potential students of post-secondary and tertiary level institutions wishing to pursue academic programmes as well as graduates who wish to have their qualifications recognised for the purposes of employment, scholarship, entry into higher education and other purposes.

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 underprepared for the demands and academic severity of tertiary and university level study.

Achievements

1. Enrolment

   • The enrolment of five thousand and fourteen (5,014) students.

2. Graduates

   • A total of eight hundred and eighteen (818) students graduated.

3. Developmental Works

   • Customizing and outfitting facilities at Sutton Street and Glen Road. Sutton Street facility is 50% completed while Glen Road is 30% completed.

4. General

   • Design of a community-based programme YES@COSTAATT to provide opportunities for COSTAATT students to positively impact the lives of primary

and secondary school students through co-curricular educational support services.

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. Open and Distance Learning (ODL) Policy Framework

  • A draft ODL Policy Framework was completed.

2. National Knowledge Learning Network

  • The E-Readiness survey and report on the connectivity infrastructure for a national distance and lifelong learning system were completed.

  • The Distance Learning Secretariat hosted a training programme, June 29th – July 1st, 2009, entitled Linux for Managers in conjunction with the University of the West Indies, Open Campus and facilitated by the Commonwealth of Learning. The group targeted was ICT Managers in the tertiary education sector in Trinidad and Tobago.

3. ODL Capacity Building Framework

  • The ODL Capacity Building Framework facilitates the development of ODL content and skills in Trinidad and Tobago, using the Virtual University of Small States (VUSSC) model.

  • "Podcasting in your nets" – In a collaborative effort among the Caribbean Fisheries and Training Development Institute (CFTDI); Cipriani College of Labour and Co-operative Studies and DLS, a series of podcasts (digital audio files) on the subject matter "Safety at Sea" was produced and distributed to about forty fisher folk via mobile phones. The purpose of this project was to explore the use of the podcast as an educational tool, particularly as a means of widening access to typically marginalized persons.

  • DLS completed a draft proposal and began preliminary planning for a 3-D animation competition (STImulate) for students to build 3-D simulation learning applications for occupational health and safety in construction. This project will be done in collaboration with the Ministry of Sport and Youth Affairs, the Metal Industries Company (MIC), and DLS.

4. E-Learning

  • The E-Learn Conference 2009, hosted by the Instructional Development Unit, UWI St. Augustine, took place from June 8th – June 11th 2009 at the Hyatt Regency Hotel. At the conference, the director and liaison Officer of DLS

presented the papers VUSSC: A Model for E-Learning Adoption in Trinidad and Tobago and Re-thinking Innovative e-Learning along the Lines of Local Culture respectively.

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. Ninety-four thousand, eight hundred and ninety-two (94,892) applications were made for GATE by fifty-five thousand nine hundred and seventy-two (55,972) students totaling five hundred and seventy-four million three hundred and ninety-one thousand, four hundred dollars ($574,391,400)

2. Two thousand, two hundred and ninety-seven (2,297) loans in the sum of forty-one million, three hundred and sixty-seven thousand, two hundred and seventy-eight dollars ($41,367,278) were approved under HELP.

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

    • HESD created a payment registry for all 9th EDF fund projects and an archive of implementation and expenditure schedules.

2. Policy Initiative

    • The review of the draft national policy on tertiary education, training, distance and lifelong learning was completed in October, 2009.

    • HESD attended the UNESCO World Conference on Higher Education in Paris under the theme, "The Role of Higher Education in Addressing Major Global Challenges: Sustainable Development, Education for All and Poverty Eradication."

3. Stakeholder Outreach

    • Developed and administered an essay competition for tertiary education students together with the Secretariat for the Commonwealth Head of Government Meeting (CHOGM).

    • HESD participated in the Association of Caribbean Higher Education Administrators (ACHEA) Annual Conference 2009 and presented two (2) papers. The papers were based on the following topics listed hereunder:

- The Role of Higher Education in Promoting Sustainable Development

    - "Governance for Sustainability Development: What Is and What Should be."

    - "Breaking the Cycle of Poverty: Are our Institutions Taking on the Challenge?"

4. Research & Training

- Preliminary work on the annual data survey of the tertiary education sector was conducted.

- A policy document repository on the tertiary education sector was created.

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

1. Enrolment

- During the period 2008 – 2009, six hundred and seventy one (671) students were enrolled.

2. Graduates

- One hundred and sixty-six (166) students graduated.

3. Programme Offerings

- 1st institution in the region to offer the B.Sc. in Culinary Management with sixteen (16) students enrolling in the programme.

4. Developmental Works

- Office renovated and buildings upgraded.

- Upgrade of perimeter fence 100% completed.

- Upgrade of cafeteria completed.

5. General

- Hiring of a curriculum development specialist to ensure that TTHTI's syllabus was balanced and focused on the development of the students.

- Assistance provided to students in major events such as: Pan American Games; Caribbean Office Games; THRTA's Culinary Fest; October Fest at Hilton and the Beaujolais function hosted by Alliance Francois.

- Completion of 6th tracer study in order to track students who are pursuing further studies.

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

1. Enrolment

- Six thousand, five hundred and fifty seven (6,557) students were enrolled for the academic year 2008/2009.

2. Graduates

- Seven hundred and sixty-nine (769) students graduated in the academic year 2008/2009.

3. Infrastructure Development

- UTT Main Campus - Construction of signature building began in March 2008.

- Upgrade works were undertaken at the following facilities :

- Corinth and Valsayn Teachers' Colleges;

- UTT O'Meara, Maritime and Point Fortin Campuses;

- ECIAF; and

- John S. Donaldson and San Fernando Technical Institutes.

4. General

- Review and update the pre-university curriculum in response to demand and initiatives in the education system.

- Develop curriculum for the BASc-MEng Civil Engineering in the following options:

    - Structural Engineering;

    - Environmental Engineering; and

    - Construction Management.

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. UWI also offers real world training through successful internship and mentorship programmes.

Achievements

1. Enrolment

   • Fifteen thousand, eight hundred and ninety (15,890) students were enrolled for the period 2008/2009.

2. Graduates

   • Three thousand, six hundred and eighty-six (3,686) students graduated.

3. New Programme Offerings

   • New postgraduate programmes were developed for delivery for the academic year 2008/2009:

     - MSc. Gender and Development Studies

     - D.M Anesthesia

     - MSc. Developmental Statistics

     - Ph.D Business Administration

4. Infrastructure Development

   • The development works executed in FY 2008/2009 were as follows:

     - Teaching and Learning Complex – works on site is 25% complete.

     - Renovation of the Chemical Engineering building: Block 13 – outfitting of the building is 80% complete.

     - Building for the Health Economics Unit – works commenced on site in March 2008 and was completed in September 2009.

     - Construction of St John's Road Hall Residence – works on site completed and outfitting works are on-going.

5. General

   • Access to programmes also available through the recently established Open Campus that aims to provide service to students through the distance mode.

- The Campus Information and Technology Services Unit continues its initiatives to support the campus in advancing its teaching and learning goals through the following activities:

    - Improvement in technology tools such as my E-Learning, Video Streaming and VOIP; and

    - Upgrade of internet and inter–campus connectivity.

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

1. The policy on the Development and Implementation of the National Curriculum for Personal Development and Employment Enhancement was accepted by Cabinet on May 1, 2008 Minute No. 1115. A joint consultation on the Green Papers of tertiary education and life skills are being planned.

2. A life skills curriculum for personal development and employment enhancement was developed with the life skills steering committee. A life skills with literacy curriculum and graduation for tutors was also developed.

3. Six hundred and eight (608) tutors participated in monthly train the trainer workshops on life skills themes and on planning, implementation and alternative assessment as well as portfolio development for the FY 2008/2009.

4. Potential life skills tutors were exposed to a programme which enabled them to be selected as life skills tutors. A total of ninety-five (95) 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 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

1. Enrollment

    - Enrollment in the programmes under MIC totalled three thousand, three hundred and thirty-five (3,335) participants as detailed below:

- National Skills Development Programme (NSDP) - 901

- Helping You Prepare for Employment (HYPE) - 1,100

- Craft Programmes - 423

- Factory Training - 18

- Customized Training - 893

2. Developmental Works

- The main developmental works undertaken included the following:

- Construction/upgrade of workshops and classrooms at Sangre Grande MIC/ HYPE Centre.

- Improvement works at the following facilities :

  - Ste. Madeline Technology Centre;

  - Laventille Technology Centre;

  - St.Bede's Technology Centre;

  - Pleasantville Technology Centre; and

  - Moruga Building Technology Centre.

- Expansion of welding shop completed at Macoya.

3. General

- Thirty (30) master craftsmen completed the master craftsman diploma in Germany.

- Fifteen (15) personnel successfully completed two months in Germany as part of the Advanced Certificate in TVET Management.

- Forty (40) instructors from MIC, NSDP and HYPE were trained and certified in the Train the Trainer programme conducted at the TVET Training Unit.

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. The MuST Programme enrolled five thousand, five hundred and eighty-four (5,584) nationals for the FY 2008/2009.

- Thirteen (13) cycles in Construction, Level I – thirty-six hundred (3,600) trainees;

- Six (6) cycles in Hospitality/ Tourism, Level I – one thousand, three hundred and seventy-six (1,376) trainees;

- Two (2) cycles in Construction, Level II – four hundred and sixteen (416) trainees; and

- Two (2) cycles, mixed sector, Level I in Tobago – one hundred and ninety-two (192) trainees.

2. A total of two thousand and forty (2,040) nationals graduated.

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. 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)

    - Sixteen (16) full-time Industry-specific courses were conducted during the year 2008/2009.

2. Enrolment

- A total of two thousand, six hundred and seventy five (2,675) trainees were enrolled during the year 2008/2009.

- A total of four thousand, two hundred and ninety one (4,291) trainees were enrolled in the Information and Communication Technology (ICT) programme.

3. Graduates

- An estimated two thousand, one hundred and forty (2,140) trainees graduated.

4. Infrastructure Development

- Construction of an automotive workshop.

- Upgrade works completed at Point Fortin Technology Centre.

- Refurbishment of Administration and Computer Laboratory Building at Ste. Madeline 80% completed.

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 organization's roles are to co-ordinate and regulate technical and vocational education and training, promote and facilitate 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

1. Training of eighty-seven (87) training providers and orientation of sixty-four (64) secondary schools to Competence Based Education Training (CBET) and implementation of Caribbean Vocational Qualifications (CVQ).

2. Registration of twenty-five (25) training providers.

3. Conducted forty-nine (49) assessor training workshops; retrained five hundred and twenty three (523) assessors and instructors and one thousand and sixty (1,060) teachers in secondary schools.

4. Revision and reformatting of internal verifier programme.

5. Recertification of over three hundred and fifty (350) verifiers and one hundred and eighty one (181) heads of departments in secondary schools.

6. Increased registration of TVET providers and secondary schools offering vocational qualifications.

7. One hundred and fifty (150) assessors have been trained to facilitate the PLAR system.

8. Provided assistance to national agencies within CARICOM in order to improve their competencies and capacity to implement and award CVQs in their respective countries.

9. Outfitting of new office facilities for NTA.

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

Achievements

1. The OJT Programme trained nine thousand, four hundred and thirty-nine (9,439) persons for the FY 2008/09.

2. The training period for the trainees of the On-the-Job Training Programme was extended from twelve (12) to twenty-four (24) months.

3. The OJT Programme has increased the stipend to the under mentioned categories of trainees, as indicated hereunder:

   • Level 1: 25% increase from $1,600 to $2,000 per month

   • Level 2: 20% increase from $2,500 to $3,000 per month

   • Level 3: 25% increase from $4,000 to $5,000 per month

   • Level 4: 20% increase from $5,000 to $6,000 per month

4. Two properties were acquired on a lease/rental basis as detailed hereunder:

   • One single-story building at Nos. 7-9 Shine Street to accommodate the west regional office of the OJT Programme.

   • One three-story building at 65 Cipero Street, San Fernando to accommodate south regional offices of both the MuST and Retraining Programmes.

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.

Achievements

1. Enrollment

   • Five cycles (3, 4, 18, 19 and 20) were in operation for the FY 2008/2009 with an enrollment of one thousand, five hundred and seventy-three (1,573) trainees.

      - Cycle 3 - 114

      - Cycle 4 - 136

- Cycle 18 - 598

- Cycle 19 - 132

- Cycle 20 - 593

2. Graduates

- A total of one thousand, one hundred and ninety (1,190) nationals graduated.

    - Cycle 3   -   107

    - Cycle 4   -   still in progress

    - Cycle 18 -   465

    - Cycle 19 -   115

    - Cycle 20 -   503

3. New Skill Areas

- The new skill areas introduced in the FY 2008-2009 were:

    - Fluid Hydraulics;

    - Steel Plan Construction (Manufacturing);

    - Tilapia Production; and

    - Welding Level 2.

4. 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 fourteen (114) inmates were trained in FY 2008/2009 in four prisons (Maximum Security, Golden Grove Men's, Golden Grove Women's and Youth Training Centre).

- A total of one hundred and seven (107) inmates graduated from the RITTR Programme.

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. A total of seven thousand, three hundred and fifty nine (7,359) persons were enrolled.

2. Three thousand, three hundred and seventy nine (3,379) trainees graduated.

3. Introduced a pilot project for Level II courses in beauty culture.

4. Conducted a Valencia skills needs assessment with persons in close proximity to the Valencia Centre in order to improve the services/courses offered and to keep them relevant to the needs of the industry.

5. Established a family service lab in Arima and Fyzabad and part-time Centre in Point Fortin.

6. Purchased equipment for training centres

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.

Achievements

1. Hosted a visit by the director and a senior scientist of the National Food Technology Research Centre (NFTRC) of Botswana in order to facilitate an ongoing technical collaboration between CARIRI and NFTRC.

2. Renewal of both the ISO 9001:2000 and ISO 17025:2005 certification systems.

3. Launched a food safety programme in collaboration with the Tobago House of Assembly and the Travel Foundation (Tobago) with assistance from the Inter-American Development Bank.

4. Acquired ambient air monitoring equipment to address the growing concerns with respect to air emissions and greenhouse gases.

5. Refurbished the metallurgy laboratory as well as improvement to its capability in terms of failure analysis and corrosion.

Institute of Marine Affairs (IMA)

The Institute of Marine Affairs (IMA) is a multi-disciplinary organisation which was established by Chapter 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 continued the following research activities in the period 2008/2009:

     - Environmental Research Programme (ERP) which include works conducted in the following areas :

       » The Coastal Conservation Project for Trinidad and Tobago;

       » Status of Mangrove Forest in Trinidad and Tobago;

       » Oceanography ;

       » An Assessment of Coral reefs in Tobago;

       » Seagrass Monitoring; and

       » Caribbean Coastal Monitoring Programme (CARICOMP).

     - Fisheries and Aquaculture Research Programme (F&ARP) which include the following activities :

       » Aquaculture : Sex-Inversion of Red Tilapia Hybrids;

       » Fish Age and Growth Studies;

       » Investigation of Fisheries Resources, Resource Users and Fisheries Management by Communities to Establish a framework for Co-management: Ortoire to Guayaguayare, East Coast Trinidad;

       » A Local Knowledge Database which includes species, fishing areas and site location maps; and

       » East Coast Fisheries (ECF) GIS & GIS Manual/Report.

     - Marine Chemistry Department undertook investigations in the following areas:

> » Method Development – In Nutrient Analyses: An investigation of the dissolved inorganic nitrogen levels (DIN) in different types of water;
>
> » Monitoring of Bacteriological Water Quality at Popular Recreational Water – Use areas in Trinidad and Tobago;
>
> » Establishment of a Finger- Printing Database on Petroleum Hydrocarbons at the IMA;
>
> » Investigation of Pollution from Land-Based Sources and Activities and their impacts on the Marine Environment- PHASE 1: Caroni River Basin; and
>
> » Long-Term Monitoring Project for Trinidad and Tobago for water quality parameters.

2. Regional Activity Centre (RAC)

- IMA designated the host of the RAC for the protocol concerning pollution from land-based sources and activities.

3. Infrastructure Development

- Research Block 80% completed.

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 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. Invention & Innovation

- Staging of the Prime Minister's Awards for Innovation and Invention on the 25th November, 2008.

- OAS 'Go Creative' Project -Technical assistance was provided to Caribbean Council for Science and Technology (CCST) in judging eighteen (18) entries from six (6) countries for the OAS/CCST Caribbean Young Inventors & Innovators Awards. The "Home–made Cooler" project won for best entry in the competition.

2. Outreach Initiatives

- Staging of 1-day workshops on electronics at the Brazil High School on February 12th and 13th 2009 for forty five (45) students and two (2) teachers and Bon Air High School on February 6th, 9th and 11th 2009 for sixty (60) students and three (3) teachers.

- Staging of 1-day workshops in robotics and electronics in secondary and trade schools in Tobago from April 27th to May 1st 2009 which benefited one hundred and eighty (180) Form 3 students.

- The Road Show in Piparo was held from the 23rd October to 5th November 2008 whereby the Robomania exhibit was taken to various schools in the area.

- Cedros Science Week was held at the Cedros Composite Secondary School from the 10th to 14th November 2008. A number of exhibits were displayed which benefited seventeen hundred (1,700) students and the general public that attended.

- The Tableland High School Science Fair was held on the 17th to 19th March 2009 displaying creativity and robotics exhibits which benefited two hundred and eighty seven (287) visitors who were receptive to the display.

3. Popularisation of Science & Technology

- The Creative Design Lab was re-opened to the public for weekday rotations. Four hundred and seventy five (475) persons, mainly students from secondary and technical schools, visited the lab. They received demonstrations of AutoCAD and CAM and the audio, robotic surgery and nerve tester exhibits.

- Special Exhibits & Workshops

  - In 2008/2009, the National Science Centre (NSC) observed various United Nations (UN) days such as World Food Day (October 2008) and Earth Day (April 22nd 2009).

  - NSC partnered with the Caribbean Institute of Astronomy (CARINA), UWI and the Trinidad and Tobago Astronomical Society to commemorate the International Year of Astronomy (IYA) 2009. Six (6) astronomy nights were held from the period 13th March to May 22nd 2009 at the NSC where visitors were treated to shows and telescope viewings.

  - Eight thousand, three hundred and thirty six (8,336) persons visited the NSC where over 100 exhibits were on display for the period October 2008 - May 2009.

  - One-day CXC Chemistry, Biology and Physics workshops were conducted in March / April 2009 for secondary schools in the Scarborough area which benefited one hundred and twenty (120) students.

- Two hundred and forty (240) students attended the fifth "Science of Pan Tuning-A Hands on Workshop" at the NSC on March 10th and 12th, 2009.

- One day Primary Science Teachers Workshops series were initiated on May 12th 2009 by NSC to provide and train teachers with an understanding of methods of student instruction for enhancing enquiry skills using a hands-on approach to learning.

4. Gen Y Foresight Study

- A training module was developed and tested with a group of twenty (20) Gen Y individuals at the Central Regional Indoor Sporting Complex on April 25th 2009. The module was refined and tested on June 6th with a group of twenty (20) girls at the El Dorado Girls Camp & Apprenticeship Centre.

- There are six (6) private sector and NGO partners in the 'Wired' project. Two training modules to train Gen Y individuals on how to become 'wired' were developed and tested in June 2009.

5. COMDESI (Community – centred Design & Innovation)

- Piloted in 2008 in partnership with the Heroes Foundation and the NIHERST Innovation Unit, Module 1 of COMDESI provided a total of twenty-five (25) Form 3 secondary school students from six (6) schools with an orientation to the challenges faced by students from the School for Blind Children. One year after the pilot the feedback from educators were as follows:

  - Students are more centered, self confident, focused and know what they want with respect to career goals;

  - Students' school work has improved; and

  - Students are more organized, express themselves clearly and team leading has improved.

6. Foresighting

- Copies of the outcomes of the 2006/2007 foresight studies were disseminated to various ministries, business development agencies, international development agencies, and business associations.

- The foresight study on renewable energy was completed in 2008/2009 and aimed to identify and develop business investment opportunities in renewable energy for Trinidad and Tobago entrepreneurs.

7. Surveys

- A survey on Environmental Awareness and Practices was done in 2008 and results released in May 2009.

- A survey on the Utilization of Information Technology by Households commenced in March 2009.

- A survey on Innovation of Chemical and Non-Metallic Products was conducted during the period October – December 2008. Data analysis is on-going.

- A survey of graduates of technical institutions was conducted in 2008. Data is currently being analyzed and a report is forthcoming.

12.5 Support Services

Corporate Services Division (CSD)

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

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) compliance;

- 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 opin-

ions on the organisational activities and internal controls. The Unit ensures that there is account-ability, efficiency and transparency in the financial operations of the Ministry.

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.

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;

- Reports for Vision 2020, annual achievements and 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;

- Servicing of general requests from agencies.

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

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 Programme (MILAT), Military Led Youth Programme of Apprenticeship and Re-orientation Training (MYPART), Civilian Conservation Corps (CCC) of the Ministry of National Security; and

    - Technical Vocational Education and Training (TVET) Task Force under the Ministry of Education.

SECTION 13.0
Recommendations

Section 13.0: Recommendations

In fiscal year 2008-2009, the Ministry of Science, Technology and Tertiary Education (MSTTE) forged ahead with its critical mandate and has made substantial progress in developing the TETVET sector in Trinidad and Tobago. Significant strides were made in several key areas; the post-secondary sector experienced notable growth with the accreditation of 81 institutions, several ministry programmes benefited from increases in trainee stipends, and Life Skills development took a critical step forward with the standardization of the Life Skills curriculum. The process of creating an innovative society is a continuous one however, and the ministry remains committed to the vision of an internationally competitive labour market as it enters 2010.

The ministry will continue its unwavering commitment to the provision of education and training for all citizens of Trinidad and Tobago. MSTTE further endeavors to go to greater lengths to ensure that taxpayers' money is being used appropriately through greater accountability of the GATE programme. Additionally, the ministry will continue to focus attention on the key result areas of access, quality, affordability, governance and relevance of tertiary education in Trinidad and Tobago.