

**GOVERNMENT OF
THE REPUBLIC OF TRINIDAD AND TOBAGO**

FREEDOM OF INFORMATION ACT (FOIA), 1999

**STATEMENT ON DOCUMENTS & INFORMATION AVAILABLE
TO THE PUBLIC AT THE
NATIONAL INSTITUTE OF HIGHER EDUCATION
RESEARCH SCIENCE AND TECHNOLOGY
(NIHERST)**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999, National Institute of Higher Education Research Science and Technology – NIHERST- is required by law to publish the following statements, which list the documents and information available for public scrutiny. The Act gives the public a general right of access (with exemptions) to official documents held by NIHERST.

SECTION 7 STATEMENTS:

Functions of National Institute of Higher Education Research Science and Technology - NIHERST

Our Mission

“To provide intellectual leadership and to promote research, development and quality service in the areas of Science, Technology and Higher Education.”

In 1984, National Institute of Higher Education Research Science and Technology – NIHERST- was established as a statutory body by the National Institute of Higher Education Research Science and Technology Act, 1984. This Act outlines NIHERST’s mandate for the development of science, technology and higher education in Trinidad and Tobago. The NIHERST Act was amended in October 2000, to remove from NIHERST, the responsibility to monitor, and develop the curricula of, the Scheduled Institutions, which fell within NIHERST jurisdiction. Several of these institutions now fall under the Schedule of the College of Science, Technology and Applied Arts of Trinidad and Tobago Act, 2000.

NIHERST: Science & Technology Mandate

NIHERST is a major advisor to the government on science and technology issues. The following areas of Trinidad and Tobago's Science and Technology System are NIHERST's responsibility:

- Policy planning and implementation mechanisms relating to Science and Technology.
- Inter-governmental and international Science and Technology agreements, including membership in international Science and Technology bodies.
- The level of Government investment in Science and Technology.
- The management of the Science and Technology System, which includes the organisation and structuring of research and development services, as well as, education and training in Science and Technology.
- Science popularisation and the promotion of Science and Technology in the country.

NIHERST has implemented programs of activities in the following areas to fulfill its Science and Technology mandate:

- Science and Technology Policy and Planning
- Research and Development
- Science and Technology Statistics
- Science Popularisation
- International Co-operation
- Information Services
- Special Projects
- Awards and Fellowships

NIHERST: Higher Education Mandate

- Accreditation

Through its *Committee on the Recognition of Degrees (CORD)*, NIHERST has the responsibility of assessing and advising on the recognition of post-secondary programmes and awards offered by national, regional and international institutions and providers. CORD is collaborating with the Accreditation Committee appointed by Cabinet in October 2001.

Responsibilities of National Institute of Higher Education Research Science and Technology - NIHERST departments:

(A) Departments at Office of the President

Address: 4, Serpentine Place, St. Clair, Trinidad, West Indies

Postal Address P.O. Box 113, Port of Spain, Trinidad, West Indies

Telephone: 622-7880, 628-8523, 622-2264

Fax: 628-2092

E -mail admin@niherst.gov.tt

- **NIHERST Board of Governors**

The National Institute of Higher Education Research Science and Technology - NIHERST is managed by a Board of Governors comprising:

- (a) fourteen members appointed by the President, one of whom is appointed Chairman and another Deputy Chairman; and
- (b) the President of NIHERST who is *ex officio* a member of the Board

- **Office of the President**

Implementation of public and board policies, planning and implementation of NIHERST's mandate

- **International Projects Co-ordination**

Management and implementation of special international funded activities and projects in science and technology. Affiliations have been established with several bodies including:

Caribbean Council for Science and Technology (CCST)

NIHERST is currently the host of the CCST Secretariat (ccst@niherst.gov.tt). The Caribbean Council for Science and Technology (CCST) is an intergovernmental organisation established in 1981 to promote cooperation in the field of science and technology aimed at furthering the social and economic development of its member countries

Commonwealth Science Council (CSC)

NIHERST is the national focal point for Commonwealth Science Council affairs in Trinidad & Tobago. NIHERST is responsible for disseminating information concerning international programmes, courses and exchanges offered by Commonwealth Science Council.

Organisation of American States (OAS)

NIHERST represents Trinidad and Tobago on the Inter-American Committee for Science and Technology (COMCYT) and the Common Market of Knowledge (MERCOCYT)

- **Tenders**

Management of tenders

E -mail tenders@niherst.gov.tt

(B) General Administration:

Address: 8, Serpentine Road, St. Clair, Trinidad, West Indies

Postal Address P.O. Box 113, Port of Spain, Trinidad, West Indies

Telephone: 622-7505, 628-4398, 628-1587

Fax: 628-2069

- **Personnel/Administration**

Human resource management, day to day administrative support to NIHERST

E -mail hr@niherst.gov.tt

E -mail admin@niherst.gov.tt

- **Accounts**

Financial management

E -mail accounts@niherst.gov.tt

- **Systems Services and Support Unit**

Develop and maintain computer information systems for NIHERST. Computer support services to staff.

E -mail sssu@niherst.gov.tt

(C) Other departments:

- **Science & Technology Statistical Unit**

Collection , compilation and dissemination of Science and Technology Indicators for Trinidad and Tobago

Address: # 8 Serpentine Road, St. Clair, Trinidad, West Indies

Postal Address P.O. Box 113, Port of Spain, Trinidad, West Indies

Telephone 628-1154

Fax 622-8343

E –mail stresearch@niherst.gov.tt

- **NIHERST / NGC National Science Centre**

Popularisation of science and technology including promoting public appreciation of basic S&T concepts and awareness of important issues in science and technology. Has interactive and entertaining science exhibits including 'Kidiplay', a project aimed at providing early learners with access to activities more suited to their needs and development stage. Design and construct science exhibits.

Address: Corner Piarco Old Road and Churchill Roosevelt Highway, Piarco
Trinidad, West Indies

Postal P.O. Box 113, Port of Spain, Trinidad, West Indies

Telephone 642-6112, 642-9371, 646-1911

Fax 642-1353

E -mail Nscyapollo@niherst.gov.tt

- **Documentation Centre**

Library/information management service to NIHERST.

Subject focus of collection: science and technology policy and planning, science popularisation, innovation

Address: Block B, 1st Floor
155-157 Tragarete Road, Port of Spain
Trinidad, West Indies

Postal P.O. Box 113, Port of Spain, Trinidad, West Indies

Telephone 622-5891, 622-2267

Fax 622-5647

E -mail Doc-centre@niherst.gov.tt

- **Innovation**

Administers the Prime Minister's Innovators and Inventors Awards. Hosts vacation camps to develop creativity and innovation among children.

Address: Block B, 1st Floor
155-157 Tragarete Road, Port of Spain
Trinidad, West Indies

Postal P.O. Box 113, Port of Spain, Trinidad, West Indies

Tel 622-5891, 622-2267

Fax 622-5647

E -mail Innovation@niherst.gov.tt

- **Patent Information and Documentation Unit (PIDU)**

Patent-related services to researchers, inventors, manufacturers, laboratories and entrepreneurs.

Address: Block B, 1st Floor
155-157 Tragarete Road, Port of Spain
Trinidad, West Indies

Postal P.O. Box 113, Port of Spain, Trinidad, West Indies
Tel 622-5891, 622-2267
Fax 622-5647
E -mail pidu@niherst.gov.tt

- **Committee on the Recognition of Degrees/ Accreditation Unit**

Assess and advise on the recognition of post-secondary programmes awards offered by national, regional and international institutions and providers.

Services offered:

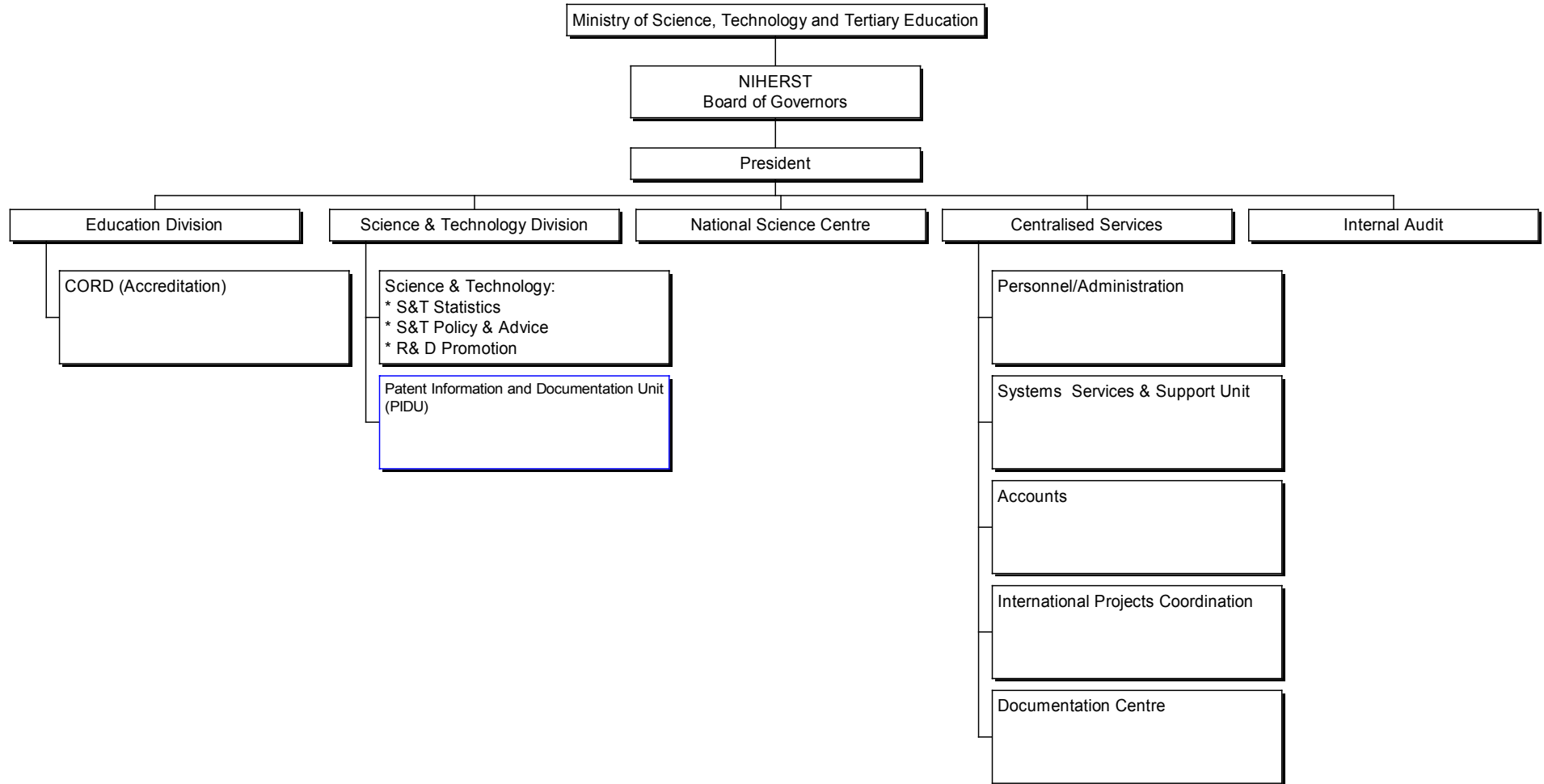
1. Statements on the accreditation status of tertiary institutions and programmes with particular reference to foreign countries
2. Listings of accredited tertiary institutions with particular reference to foreign countries
3. Assessments/Equivalencies of accredited foreign qualifications at the tertiary level
4. Evaluation/Accreditation exercises of tertiary programmes offered by local institutions

Address: 2A, Alexandra Street, St. Clair, Trinidad, West Indies

Postal P.O. Box 113, Port of Spain, Trinidad, West Indies
Telephone 628-9689, 628-9691, 628-8192
Fax 622-2044
E -mail Accredit@niherst.gov.tt

Organizational Structure for NIHERST

(under review, 13 June 2001)



Categories of Documents in the possession of National Institute of Higher Education Research Science and Technology - NIHERST

- Consultants reports
- Annual and departmental reports
- Files relating to board matters
- Documents relating to personnel matters
- Documents relating to accounting matters

- Files relating to affiliations with other organisations which promote science & technology
- Documents on projects funded by NIHERST and international organisations
- Documents relating to seminars, workshops, and competitions organised by NIHERST
- Documents relating to the management of computer information systems at NIHERST
- Files relating to administration of library
- Documents relating to science and technology statistics: questionnaires, reports, research materials
- Documents relating to science exhibits and management of science centre
- Files relating to accreditation

**Materials Prepared by National Institute of Higher Education
Research Science and Technology - NIHERST for Publication or
Inspection by Members of the Public and where they may be
inspected or obtained**

The public may inspect the following material at

NIHERST Documentation Centre

Address: Block B, 1st Floor
155-157 Tragarete Road, Port of Spain
Trinidad, West Indies

Postal P.O. Box 113, Port of Spain, Trinidad, West Indies

Telephone 622-5891, 622-2267

Fax 622-5647

E-mail Doc-centre@niherst.gov.tt

Opening Hours Monday to Friday: 8am –4pm

GENERAL

Newspaper clippings on NIHERST: 1985-present

NIHERST annual report 1985-1997 (1998 and 1999 in production)

NIHERST/NGC National Science Centre, 2000 (brochure)

**NIHERST/NGC National Science Centre programmes and outreach January
2001-December 2001**

NIHERST Children's Science Magazine

NIHERST Children's Science Magazine: *Issue 1: Toys and Games*,
December 1995

NIHERST Children's Science Magazine: *Issue 2: Life in the Wet Season*
November 1996

NIHERST Children's Science Magazine: *Issue 3: Electricity*
April, 1999

NIHERST Children's Science Magazine: *Issue 4: Iggy goes on tour*
November, 2000

AGRICULTURE

Agricultural Seminar publications:

Annual Seminar on Agricultural Research: proceedings	
1 st 1987	
2 nd 1988	
3 rd 1989	Theme: Crop protection (entomology and pathology); animal protection; biotechnology; tree crops and herbs
4 th 1990	Theme: Biotechnology; livestock; bananas; forestry; horticulture; agricultural research management; agricultural waste management
5 th 1991	Theme: Post-harvest technology; plastics in agriculture; economics in agricultural research; marketing & agricultural exports; forestry
6 th 1992	Theme: Sustainable agriculture
7 th 1993	Theme: Agriculture in a changing economic environment
Seminar on Agricultural Research and Development	
8 th 1994	Theme: Farmers' Associations within a framework for sustainable agriculture (summary of papers)
9 th 1997	Theme: Crop production; livestock production; forestry & agroforestry; crop protection; development aspects of agriculture
Annual Conference on Agricultural Research & Development	
10 th 1998	Theme: Agricultural research: beneficial or irrelevant?

Food processing and preservation: proceedings of a Latin American and Caribbean Workshop on Food Preservation: May 26-29, 1992, Trinidad / edited by Clement K. Sankat and Vashti Maharaj. February 1993 [Workshop sponsored by Organisation of American States; University of the West Indies, St. Augustine; NIHERST]

Methodology for the evaluation of agricultural research investments in Trinidad and Tobago (Technical Report No. 1) / R.H. Singh; L.B. Rankine, 1989

NIHERST report on the workshop to determine preliminary priorities for Agricultural Research and Development in Trinidad and Tobago May 03 - 04, 1996 / Thomas W. A. Carr. - Port of Spain : NIHERST, 1996

Report on the 1997 priority setting process and workshop for agricultural research and development in Trinidad and Tobago / Thomas W. A. Carr, Arthur F. Donelan. - Port of Spain : NIHERST, 1997

Situation analyses of agricultural sub-sectors for the priority setting process in Trinidad and Tobago / National Institute of Higher Education Research Science and Technology. - Port of Spain : NIHERST, 1998

BIOTECHNOLOGY

Funding and commercialising university research in the Caribbean: an evaluation of the experience of NIHERST and UWI in the area of tissue culture in Trinidad and Tobago, 1984 – 1993 / Dennis A. Pantin. - Port of Spain : NIHERST, 1997

HIGHER EDUCATION

Proceedings of Inaugural Meeting of the Caribbean Language Conference: A regional perspective / edited by Heather Jarvis – Port of Spain: NIHERST, 1989 [sponsored NIHERST School of Languages; OAS]

Proceedings of the Second Caribbean Language Conference: instructional innovation for the foreign language classroom. – Port of Spain: NIHERST, April 1992. [sponsored by NIHERST School of Languages; OAS/PROMESUP; held July 9-12 1991]

Proceedings of the Third Caribbean Language Conference: towards the global economy: challenges and options for foreign language educators in the hemisphere. – Port of Spain: NIHERST, March 1995 [sponsored by NIHERST; OAS/PROMESUP, held 10-13 August, 1993]

Proceedings of the Fourth Caribbean and Latin American Language Conference: imperatives for global co-operation: issues and challenges in foreign language teaching. [sponsored by University of Guyana; NIHERST School of

Languages; OAS/PROMESUP; UNESCO. Georgetown: University of Guyana: March 1997

The imperative of quality assurance in tertiary education: a regional seminar / edited by Ruby S. Alleyne. - Port of Spain : NIHERST, 1994 [sponsored by OAS/PROMESUP]

Internal Quality Assurance: System Development Guidelines for The Caribbean Region: NIHERST/OAS/ACTI Project, - Port of Spain; NIHERST, December 1977

ENVIRONMENT

NIHERST report on the workshop to determine preliminary priorities for environmental science and technology in Trinidad and Tobago / Thomas W. A. Carr. - Port of Spain : NIHERST, 1996

MICROELECTRONICS

The chemical sub-sector in Trinidad and Tobago: a report on a survey of micro electronics application within the sub-sector / National Institute of Higher Education Research Science and Technology. – Port of Spain : Government Printery, 1989

Directory of Expertise in Information Technology in Trinidad and Tobago 1996 / National Institute of Higher Education Research Science and Technology, and UNIDO. - Port of Spain : NIHERST, 1996

The food processing sub-sector in Trinidad and Tobago: a report on a survey of microelectronics applications within the sub-sector / National Institute of Higher Education Research Science and Technology. – Port of Spain : Government Printery, 1989

A review and analysis of the micro-electronics sector in Trinidad and Tobago (1995): a report submitted to the National Institute of Higher Education (Research, Science Technology)- NIHERST / Glenn C. E. Tikasingh. - Port of Spain : [NIHERST], 1996

SCIENCE & TECHNOLOGY POLICY AND PLANNING

Into a new era: a draft national policy on science technology for Trinidad and Tobago: green paper / National Institute of Higher Education Research Science and Technology.. - Port of Spain : Government Printery, 1995

Proposal for a survey of the research and development manpower resources of Trinidad and Tobago / National Institute of Higher Education Research Science and Technology. - Port of Spain : NIHERST, 1991

Science and technology policy implications of the socio-economic plans, policies and projects of the government of Trinidad and Tobago (1992-1996): [study prepared for the National Institute of Higher Education Research, Science and Technology] / Dennis Pantin in collaboration with Prof. J. Spence and Prof. D. McGaw; edited by F.A. Gumbs. - Port of Spain : NIHERST, 1997

SCIENCE & TECHNOLOGY STATISTICS

Cambridge G.C.E. A' Level results in mathematics and science 1997& 2000: a comparative review / National Institute of Higher Education Research Science and Technology. - Port of Spain : NIHERST, February 2001

Innovation and science and technology establishments 2000/ National Institute of Higher Education Research Science and Technology. - Port of Spain : NIHERST, 2001

Report on survey of science and technology indicators 1999 / National Institute of Higher Education Research Science and Technology. - Port of Spain : NIHERST, 2000

Science and technology indicators 1990-1994 / National Institute of Higher Education Research Science and Technology, and Central Statistical Office . - Port of Spain : Central Statistical Office, 1996

Science & technology indicators 1992-1997 / National Institute of Higher Education Research Science and Technology. - Port of Spain : NIHERST, 2000

Statement Listing the Literature available by way of Subscription

NIHERST does not have any literature available by way of subscription.

Procedure to be followed when a request for access to a document is made to National Institute of Higher Education Research Science and Technology – NIHERST

To inspect or access a copy of a document from **National Institute of Higher Education Research Science and Technology – NIHERST**, that is not readily available in the public domain, please contact:

Opal Morris

Designated Officer (FOIA) 1999

Address: NIHERST Documentation Centre
Block B, 1st Floor
155-157 Tragarete Road, Port of Spain
Trinidad, West Indies

Postal P.O. Box 113, Port of Spain, Trinidad, West Indies

Telephone 622-5891, 622-2267

Fax 622-5647

E-mail Doc-centre@niherst.gov.tt

Applicant must complete the appropriate form which is available at **NIHERST Documentation Centre**.

Your request should provide sufficient information to enable NIHERST to identify the document you wish to acquire.

You would be notified within thirty (30) days as to the approval or refusal of the request. Unless you choose to inspect the document, a fee, which covers the cost of providing the document, will be charged and you should receive the document within seven (7) days of paying.

If NIHERST fails to produce the document within seven (7) days of payment you will be refunded the fees paid.

**Designated Officers at National Institute of Higher Education
Research Science and Technology – NIHERST responsible for the
initial receipt of and action upon notice under section 10, requests for
access to documents under section 13 and applications under section
36 of the Freedom of Information Act 1999**

The following persons are Designated Officers (FOIA) 1999 for NIHERST:

- Opal Morris

Designated Officer (FOIA) 1999

Address: NIHERST Documentation Centre
Block B, 1st Floor
155-157 Tragarete Road, Port of Spain
Trinidad, West Indies

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Telephone 622-5891, 622-2267
Fax 622-5647
E -mail Doc-centre@niherst.gov.tt

- Lorraine Rollock

Alternate Designated Officer (FOIA) 1999

Address: 8, Serpentine Road, St. Clair, Trinidad, West Indies

Postal P.O. Box 113, Port of Spain, Trinidad, West Indies
Telephone 622-7505, 628-4398, 628-1587
Fax 628-2069
E -mail lr@niherst.gov.tt

Advisory Boards, Councils, Committees and other bodies (where meetings/minutes are open to the public)

At the present time, NIHERST does not have any bodies that fall within the meaning of this section of the FOIA

**Library or Reading Room at National Institute of Higher Education
Research Science and Technology – NIHERST**

Information in the public domain can be accessed at NIHERST Documentation Centre:

NIHERST Documentation Centre

Address: Block B, 1st Floor
155-157 Tragarete Road, Port of Spain
Trinidad, West Indies

Postal P.O. Box 113, Port of Spain, Trinidad, West Indies

Telephone 622-5891, 622-2267

Fax 622-5647

E -mail Doc-centre@niherst.gov.tt

Opening Hours Monday to Friday: 8am –4pm

Also some NIHERST publications are available at our website www.niherst.gov.tt .

SECTION 8 STATEMENTS:

List of documents provided by NIHERST for the use or guidance of its officers

The public may purchase these documents at the Government Printery

- National Institute of Higher Education (Research, Science and Technology) Act, 1984. (Act No. 20 of 1984)
- Trinidad and Tobago Financial Regulations/Instructions – 1965
- Trinidad & Tobago Exchequer & Audit Ordinance – 1959

SECTION 9 STATEMENTS:

No statements are available from National Institute of Higher Education Research Science and Technology – NIHERST under this section

Prepared by the National Institute of Higher Education Research Science and Technology

Dated August 2, 2002