Government of the Republic of Trinidad and Tobago

Ministry of Science and Technology

ANNUAL ADMINISTRATIVE REPORT

October 1, 2014 to
September 30, 2015

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PREFACE

This report represents an account of the undertakings of the Ministry of Science and Technology (MST) over the fiscal period October 1, 2014 to September 30, 2015. This report was compiled from performance data collected by the Ministry and is produced in accordance with Section 66D of Act No. 29 of 1999 cited as the Constitution (Amendment) Act 1999 that states that Government Ministries:

> "Shall submit to the President before 1st July, in each year a report on the exercise of its functions and powers in the previous year, describing the procedures followed and any criteria adopted by it in connection therewith and the President shall cause the report to be laid within sixty days thereafter in each House."

On September 7, 2015, General Elections were conducted in Trinidad and Tobago which resulted in a change in administration from the Peoples Partnership to the Peoples National Movement. Mr Randall Mitchell was appointed as Minister of Public Administration, a ministry now tasked with the responsibility for the majority of the Ministry of Science and Technology's former portfolio. Mr. Rupert Griffith had previously served as Minister of Science and Technology from June 25, 2012.

Mrs. Ingrid Seerattan was reassigned from the former Ministry of Science and Technology and Mr Richard Madray assumed duties as Acting Permanent Secretary for MPA effective September 14, 2015.

Portfolio changes of the former Ministry of Science and Technology were as follows:

- the responsibility for national ICT was transferred to the Ministry of Public Administration
- the responsibility for Science and Technology was transferred to the Ministry of Education
- the responsibility of Data Protection was transferred to the Ministry of Communications

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ABBREVIATIONS

CANTO	Caribbean Association of National Telecommunications Organisations
CCSC	Commonwealth Connects Steering Committee
CHOGM	Commonwealth Heads of Government Meeting
CPO	Chief Personnel Officer
CSTIC	CARICOM Science, Technology and Innovation Committee
CTU	Caribbean Telecommunications Union
EAP	Employee Assistance Programme
e-GIF	e-Government Interoperability Framework
e-GOTS	e-Government Omnibus of Technical Standards
ERU	External Relations Unit
EU	European Union
EU-CELAC	European Union Caribbean and Latina American Countries
GoRTT	Government of the Republic of Trinidad and Tobago
ICT	Information and Communication Technology
ICT4D	ICT for Development
IDF	Infrastructure Development Fund
iGovTT	National ICT Company Ltd
ITU	International Telecommunication Union
JIRI	Joint Initiative for Research and Innovation
LAC	Latin America and the Caribbean Countries
MCPS	Management Committee of Permanent Secretaries
MSC	Ministerial Steering Committee
MST	Ministry of Science and Technology
NICT	National Information and Communication Technology Unit
NIHERST	National Institute of Higher Education Research, Science and Technology
OTT	Over-the-Top
PPP	Public Private Partnership

On June 25, 2012, the Ministry of Science and Technology was created to allow for greater national focus on Science and Technology as a platform for Trinidad and Tobago's economic diversification and sustainable development.

Vision

To be the catalyst that enriches the lives of every citizen and stimulates sustainable national growth and development by building our scientific and technological capabilities to become a more connected, technology-driven, innovative, knowledge-based and globally competitive country.

Mission

The Ministry of Science and Technology will lead on policy direction and systems; building national culture and capacity in science, technology and innovation, and delivering open access to research and technology to all strata of society to advance towards a more connected, technology-driven, knowledge-based country.

Mandate/Goals

The Ministry's mandate is informed primarily by two of seven pillars of development identified by the Government:

Pillar 4: Information and Communication Technology (ICT): This refers to the use of ICT as an essential element of the infrastructure, underpinning the creation of a modern, competitive economy in an information rich, knowledge and technology-driven world.

Pillar 5: A more Diversified Knowledge-based Economy: This focuses on the importance of leveraging scientific and technological development to enhance productivity and competitiveness with the ultimate goal of improving the quality of life or our citizens.

As such, the work of the ministry is geared toward:

- Ensuring that technology is accessible to all citizens, in ways that enrich their quality of life and enhances their ability to progress and succeed.
- Increasing awareness of the everyday, practical uses of technology and the removal of barriers to access and usage.
- Providing platforms to increase the application of science and technology and create avenues for citizens to benefit from global opportunities in these fields.
- Establishing strategic partnerships to facilitate these opportunities.
- Incorporation of effective science, technology and innovation policies into the national planning process.
- Fostering a society that easily incorporates scientific thinking, information, communications and technology into all aspects of its development.
- Actively supporting sustainable national growth through Science and Technology including information and communication technology (ICT).
- Promoting benchmarking, standards and international cooperation in the area of Science, Technology and Innovation.
- Championing evidence-based policy making to support the National Science, Technology and Innovation Agenda.

TABLE OF CONTENTS

1.0 Preface.....1

Abbreviations.....2

Vision, Mission, Mandate & Goals.....3

Minister's Foreword.....5

2.0 Organisation Structure.....7

2.1 Organisational Structure of the Ministry.....8

2.2 Corporate Structure –Departments, Units, Agencies.....9

3.0 Policies and Development Initiatives.....12

3.1 Engagements and Support of Science and Technology Initiatives.....12

3.2 Performance and accomplishments.....13

4.0 FINANCIAL OPERATIONS.....21

4.1 Budget Formulation.....21

4.2 Expenditure versus Income.....21

4.3 Debt Policy.....24

4.4 Investment Policy.....24

4.5 Internal Audit Functions.....24

5.0 Procurement Procedures.....25

5.1 Open Tenders.....25

5.2 Selective Tender.....25

5.3 Sole tender and the criteria used in selecting each item.....25

6.0 Human Resource Development Plan.....26

6.1 Organisational Establishment.....26

6.2 Categories of Employees on the Ministry of Science and Technology.....28

6.3 Career path systems available at the Ministry of Science and Technology.....28

6.4 Performance assessment and managerial strategies conducted at the Ministry of Science and Technology.....29

6.5 Employee Assistance Programme (EAP).....29

6.6 Training and Development.....29

7.0 Public and Community Relations.....30

7.1 Client and public access to services.....30

7.2 Strategic Partnerships.....30

7.3 Participation in International (Including Hemispheric) Meetings and Processes.....32

7.4 Community and Stakeholder Relations.....34

7.5 Conclusion.....37

Appendix I- List of Training programmes attended by MST personnel in fiscal year 2015.....38

I am honoured to present the work of the Ministry of Science and Technology for the fiscal year 2015 as contained in this report on behalf of my predecessors.

The staff and stakeholders of the Ministry of Public Administration and the former Ministry of Science and Technology are specially acknowledged for the work that they have done and continue to do and I greatly look forward to working with these valued persons as we further develop these sectors.

It is indeed a privilege to take up the mantle for public service modernisation and renewal and national ICT and I pledge to continue working with all stakeholders to realise a fit for purpose public service and a vibrant ICT sector.

The Honourable Maxie Cuffie, M.P.
Minister of Public Administration and Communications (with effect from March 17, 2016)

Executive Summary

This annual administrative report covers the activities undertaken by the Ministry of Science and Technology (MST) for the period October 1, 2014 to September 30, 2015. The Ministry's work programme was in accordance with goals outlined in the Strategic Plan which received Cabinet approval on March 19, 2015.

There were several accomplishments with regard to **Science and Technology Policies and Development Initiatives**. The drive for digital inclusion was supported by the opening of the fourth Star.TT Access Centre. The design of four (4) additional Centres will bring the total number of Access Centres to eight (8). The Access Centres bridge a critical gap in the digital divide by providing training for those that lacked information and communications technology (ICT) skills and access to devices and broadband internet for those that lacked the financial wherewithal.

The establishment of the Ministerial Committee on Information and Communication Technology provided strategic guidance on critical national level ICT initiatives such as the National Broadband Plan and an e-Payments system for Trinidad and Tobago. The External Relations Unit was responsible for provision and inputs into various briefing documents including the CARICOM /United States Summit, Kingston, Jamaica and the CARICOM Heads of Government Meeting July, 2015. In respect of policy development, the Strategy and Research Division established a system for monitoring and evaluation of PSIP projects implemented by National Information and Communication Technology Company Limited (iGovTT) and NIHERST. MST also provided ongoing support and technical input to iGovTT regarding the design and procurement of GovNeTT3.0.

The **Human Resource Development Plan** focused on building internal capacity through creation and execution of a training plan for 2014/2015. During the fiscal period there were fifty-six (56) training programmes offered to staff members. Staff were able to enhance their capability, skills and knowledge through these training opportunities.

Public and Community Relations ensured that communication and marketing strategies and programmes were implemented and equally promoted to the internal stakeholders. There were a number of local, regional and international meetings. In the international forum, the Ministry participated in the Caribbean Telecommunications Union 25th Anniversary and ICT Week, the 31st Annual Telecommunications Conference & Trade Exhibition and the World Summit on the Information Society (WSIS). In Science, Technology and Innovation at the regional level, the Ministry represented the country at high-level meetings of CARICOM Science Technology & Innovation Committee. This meeting led to the drafting of a plan of action for "Strengthening and utilising Science and Technology in the Caribbean".

MST also formed part of a three-person Ministerial Committee delegation at the 31st Annual Telecommunications Conference and Trade Exhibition which provided a single space for ICT stakeholders to exchange knowledge and expertise on issues of importance to the development of the regional ICT spectrum and Over-the-top (OTT) content and services. In May, 2015, a four person delegation of officers from MST as well as iGovTT participated in the World Summit of Information Society (WSIS) where global progress in harnessing ICTs to achieve sustainable development goals was discussed. In September, 2015, The United Nations Conference on Trade and Development (UNCTAD) in collaboration with the Ministry of Science and Technology on behalf of GoRTT hosted a regional workshop on e-Commerce Legislation Harmonisation in the

Caribbean. It is the first such workshop specifically designed to address the needs of the English-speaking Caribbean.

We wish to acknowledge the staff members of the MST for their continued commitment to building national culture and capacity in science, technology and innovation to all strata of society. We also acknowledge our stakeholders for their cooperation and support to make Trinidad and Tobago a more connected, technology driven, knowledge-based country.

2.0 Organisation Structure

2.1.1 Overview of Ministry

The Ministry of Science and Technology was created on June 25, 2012 to allow for greater national focus on the development and application of science and technology as one of the key drivers for Trinidad and Tobago's economic diversification and sustainable development. In pursuit of this goal, the Ministry's mandate as outlined in Gazette No. 120 dated Friday July 6, 2012 comprises:

- Commonwealth Connects
- e-Business Roundtable
- e-Government Systems Integration
- Information and Communication Technology
    a. ICT Policy and Strategy
    b. National ICT plan
- Inter-Ministerial Committee on ICT
- Management of the Government ICT Backbone
- Science and Technology Policy Formulation

ORGANISATIONAL STRUCTURE OF THE MINISTRY OF SCIENCE AND TECHNOLOGY as at SEPTEMBER 6, 2015

*** Agencies and Departments that report to the MinistER of Science and Technology

2.1.2 Agencies under the ambit of Ministry of Science and Technology:

The **National Institute of Higher Education Research, Science and Technology (NIHERST)** which was established as a statutory body in Act 20 of 1984 and amended by 188/1989, 77 of 2000 to champion the development of science, technology and innovation in Trinidad and Tobago;

The **Telecommunications Authority of Trinidad and Tobago (TATT)**, established in 2001 as a converged regulatory body with oversight of Telecommunications, Broadcasting and Resource Management (Radio Frequency Spectrum and Telephone Numbers); and

The **National ICT Company Ltd (branded as iGovTT)**, founded in 2009 as the state-owned company responsible for the implementation of Government's enterprise-wide ICT strategies and programmes.

2.2 Corporate Structure –Divisions, Units, Agencies

The Ministry of Science and Technology comprised the following core and support Divisions and Units:-

DIVISION	FUNCTION
Information and Communication Technology (ICT) Unit	The Information and Communication Technology (ICT) Unit provides technical ICT and policy oversight as well strategic advice to public and private sector organisations in Trinidad and Tobago in the design, planning, implementation and operations of National ICT projects and initiatives. The key objective of the ICT Unit is to provide technical oversight for the implementation of a diverse range of National ICT policies and strategies to ensure the delivery of the various projects that are aimed at reinventing government, delivering integrated electronic services, creating a proactive and responsive society using information and communication technology (ICT) with new capabilities and capacities for innovation with ICT.
Strategy and Research Division	The Strategy and Research Division of the Ministry of Science and Technology has the responsibility of policy development, policy analysis, strategy direction and performance output in the science, technology and innovation (STI) sector.

DIVISION	FUNCTION
External Relations Unit (ERU)	The External Relations Unit is responsible for providing and coordinating advice and recommendations on international science and technology (S&T) developments that may have an impact on national interest. The ERU is also responsible for eliciting S&T/ICT policy implications of international processes on Trinidad and Tobago's STI/ICT development agenda and national S&T/ICT public policy issues which may have implications for international developments.
smarTT	The smarTT Secretariat supports and coordinates the work of the various entities under the smarTT governance model and acts as liaison between these entities and the executing agencies of projects under the National Information and Communications Technology (ICT) Plan 2014-2018. The Unit also functions as a resource for the research, development and coordination of ICT related policy and strategy inputs, ICT programme management, monitoring and evaluation and administrative functions.

Table 1 *- Functions of the Core Divisions of MST*

Functions of the Support Division and Units

SUPPORT UNIT/DIVISION	FUNCTION
Legal Services Division	The Legal Services Division provides legal advice to the Minister, the Permanent Secretary and various Units and Divisions of the Ministry that is sound, timely, practical and capable of withstanding close scrutiny. This includes the provision of advice on the interpretation of legislative instruments, and provision of legal opinion and representation in legal and policy matters relating to the work of the Ministry, particularly in such areas as science and technology, including information and communication technology (ICT), telecommunications,e-Government, e-Commerce, intellectual property, cybercrime, public procurement, science and technology and innovation (STI) research.
Internal Audit Unit	The mandate of the Internal Audit Unit is in accordance with Financial Regulations, Financial Instructions and the Exchequer and Audit Act. The Internal Audit Unit also provides advice to the Permanent Secretary to ensure Financial and Management Controls are adhered to.
Finance and Accounts Division	The Finance and Accounting Division allows for the effective management of the Ministry's financial and accounting operations.

Information Technology Unit	The Information Technology Unit maintains an internal network to support effective communication and collaboration by all staff. They facilitate th e provision of ICT tools to collect, store, manage, secure and distribute data.
Human Resources Division	The Human Resources Division of the Ministry is responsible for the provision of advice and support to the Permanent Secretary on all human resource matters and effectively manages all the human resources needs of staff that fall under the Ministry.
General Administration	The General Administration Unit provides administrative support to the various divisions and units and has responsibility for: Registry; Office and Facilities Management.
Corporate Communications Division	The Corporate Communications Division is responsible for the creation, implementation and management of communications programmes designed to effectively describe and promote the Ministry and its projects. The Division also spearheads the development and implementation of appropriate plans and strategies designed to communicate information to relevant stakeholders.
Program Management Unit	This Unit will form part of the Strategy established.
Monitoring and Evaluation Unit	This Unit will form part of the Strategy established.

Table 2 *- Functions of the Divisions of MST*

3.0 Policies and Development Initiatives

3.1 Engagements and Support of Science and Technology Initiatives

3.1.1 Ministerial Steering Committee to oversee and accelerate the Information and Communication Technology (ICT) agenda (MSC on ICT)

The mandate of this committee is to facilitate effective collaboration and alignment of ICT activities among Ministries and Agencies, determine ICT priorities and influence the allocation of resources in a coordinated manner. Thus, the MSC on ICT has responsibility for driving the overall National ICT agenda and provision of strategic direction toward realising the vision of this agenda. This included the review and provision of guidance on all major and enterprise-wide government ICT projects and programmes, inclusive of priority e-Services delivery projects; and to secure active participation from Ministries and Agencies, and resolve any conflicts that arose.

The membership of the Committee was modified in May 2014 to comprise the Ministers of:

- Science and Technology (Chairman)
- Education
- Public Administration
- National Diversity and Social Integration
- Gender, Youth and Child Development
- Tertiary Education and Skills Training
- Planning and Sustainable Development
- Local Government
- Tourism.

This diverse range of portfolios contributed to a more informed decision-making process in which all relevant sectors were considered.

During the reporting period of Fiscal 2014/2015, the Ministerial Steering Committee provided strategic guidance on the elaboration of a number of key government ICT initiatives including;

1. the GoRTT- World Bank Engagement for the Development and Implementation of the National Broadband Plan,
2. the Evolution of the e-Payments System in Trinidad and Tobago
3. the advancement of GoRTT e-Government initiatives such as the upgrade of the GovNETT backbone and
4. the development of the Foundational Services Infrastructure.

3.1.2 Management Committee of Permanent Secretaries on Information and Communication Technology (MCPS)

The Management Committee of Permanent Secretaries on Information and Communication Technology (MCPS) is a subset of the Ministerial Steering Committee. The Committee which was constituted to act as the advisory, execution and coordinating arm of the MSC in ICT also provided it with the requisite support. The Committee was responsible for ensuring the coordination and alignment of efforts across Government and implementation of and adherence to requisite policies that supported the successful implementation of all major and enterprise-wide ICT initiatives.

3.1.3 e-Business Roundtable

The e-Business Roundtable is a Public Private Partnership (PPP) aimed at advancing technological development in the private sector. Comprised of leaders in the ICT industry, business sector, public sector and academia, the Roundtable seeks to drive the economic diversification of Trinidad and Tobago through the use of technology. The e-Business Roundtable informed e-Business Promotion and Transformation; e-Business Policy Development; Human Capital Development; Enhancement of the National Investment Climate; and the Development of Online Government.

Since its establishment by Cabinet Minute No. 1861 dated July 27, 2006, the membership of the Roundtable has been re-constituted on four occasions. Accomplishments credited to the work of the Roundtable include successfully hosting several ICT business and innovation symposia in collaboration with Government, thus raising awareness on ICT developments and issues among the Business Community and contributing to the elaboration of the National ICT Plan, smarTT.

In fiscal 2014/ 2015, Cabinet via Minute No. 904 of April 23 2015 renewed the tenure of the Roundtable for another two-year term with a membership comprising representatives of seven (7) industry associations, nine (9) government ministries/agencies and four (4) civil society/academic institutions.

3.1.4 Commonwealth Connects Steering Committee (CCSC)

The Minister of Science and Technology and the Permanent Secretary served as Chairman and Alternate Representative, respectively of the CCSC. The CCSC has responsibility for overseeing the Commonwealth Connects Programme, an initiative that was established at the Commonwealth Heads of Government Meeting (CHOGM) in Valletta, Malta in 2006. The Steering Committee comprised ten (10) ICT stakeholders and Commonwealth Member States including Trinidad and Tobago, as a foundation member.

During the Minister's chairmanship, Trinidad and Tobago secured funding for the establishment of the flagship Star.tt ICT Access Centre in Penal, a feasibility and scoping study for an e-Waste Management Programme and technical assistance through the Commonwealth Cybercrime Initiative to guide the implementation of the National Cyber-Security Strategy for Trinidad and Tobago in areas such as cyber-security promotion, capacity building and development of legislation.

In 2014, the Commonwealth Connects Programme ended, but in June, 2015 the Ministry of Science and Technology participated in an evaluation of the Commonwealth Connects Programme that was facilitated by a visiting mission of the Commonwealth Secretariat. The purpose of the mission was to discern from member states that were engaged on the CCSC, the ways in which the Commonwealth Secretariat could improve its administration of such programmes moving forward.

3.2 Performance and Accomplishments

3.2.1 The ERU

The activities that were carried out in 2015 are:-

- Provision and Coordination of Inputs into the Briefing Documents for the following meetings:
  - CARICOM/United States Summit, Kingston, Jamaica, April 7, 2015
  - CARICOM Heads of Government Meeting, July 2015
  - Commonwealth Heads of Government Meeting, November 2015

- Member of the Community Council Working Group (CCWG) to review the sustainability of the CARICOM Knowledge Learning Network Agency and C@ribNET established by the 35th Meeting of the Community Council of Ministers which met in January 2015.

- Participation in the Preparatory Meeting of Senior Officials to the 56th Special Meeting of the Council for Trade and Economic Development (COTED), June 17, 2015

- Participation in and Preparation of the Policy Statement for the High Level Debate of the World Summit on the Information Society (WSIS) Forum, Geneva, Switzerland, May 25-29, 2015

- Participation in and Preparation of Briefing Document for the CARICOM Science Technology and Innovation Committee (CSTIC), St George's Grenada, March 26-28, 2015

- Cabinet Approval secured for Accession to the Tampere Convention on the Provision of Telecommunication Resources for Disaster Mitigation and Relief Operations via Minute # 1916 of August 6, 2015 (subject to the review of the Convention by the Attorney General)

- Evaluation of the Commonwealth Connects Programme: Hosted the Commonwealth Secretariat's Evaluation Team from June 22 to 23, 2015; facilitated meetings with national stakeholders namely the Ministries of Public Administration, National Security and the Telecommunications Authority of Trinidad and Tobago

3.2.2 The Strategy and Research Division

1. Project Oversight and Reporting

The Strategy and Research Division had responsibility for and consequently established a system for monitoring and evaluation of PSIP projects implemented by iGovTT and NIHERST. Outlined below is a list of reports prepared by the Division:

- Office of the Prime Minister Project Status Report
- National Performance Framework Report - MPISD
- PSIP monthly reports
- PSIP Mid-term report
- Administrative Report for Joint Select Committee
- Achievement Reports current and upcoming year for MOFE
- Office of the Prime Minister Cabinet Note Update Report
- Status report on implementation of government policies
- Review of the MTPF and Preparation of the National Development Plan 2015-2021

2. Policy Development

In respect of Policy Development, the following was completed:

- The second draft of the National Science and Technology Policy (NSTP) was reviewed by the Strategy and Research Division and a recommendation was made for a situational analysis and consultations to be done to further inform the policy interventions and strategies.
- Strategy and Research Division created a model framework for the development of National ICT policies.
- Strategy and Research Division established a committee and produced a manual outlining the process for policy development and management.

3. Development of MST's Strategic Plan

The Strategy and Research Division conceptualised and developed the strategic objectives, strategies and measures of MST's Implementation Plan and identified MST's purpose in national development. The overall goals of the strategic objectives are to provide the enabling environment and to grow and develop the ICT and STI sectors. The strategies and measures outlined in the plan provide the necessary approach and initiatives for these sectors to contribute to socio-economic development and nation building. In March 2015, MST's Strategic Plan 2015-2019 entitled "Economic Diversification through Science and Technology" was approved by the Cabinet of GORTT.

4. E- Waste Inventory and Management

Strategy & Research Division developed a paper for the Commonwealth Connect committee on the proposed strategy for e-waste management in Trinidad and Tobago and was successful in retaining the funding for the project. Subsequently the Division established an e-waste Steering Committee with representatives across the sector to provide an overarching strategic guidance to activities related to the development of an implementation plan for management of e-waste in Trinidad and Tobago. The committee conducted a review of the national legislation and policies relating to e-waste. A terms of reference (TOR) and a request for proposal (RFP) for a survey of e-waste in public sector were two of the main outputs of the committee to date.

5. Technical Advice

Technical Advice was provided with respect to the following:-

- MPA EOI Evaluation Committee Data Classification
- MPA EOI Evaluation Committee eGovernment
- MPSD National Social Policy Forum
- Public Sector Consultations - Gender mainstreaming, Social dialogue, Multiannual Indicative
- Program, Innovation forum, Competitiveness, Monitoring and Evaluation system, Monitoring and Evaluation Policy.
- Providing expert advice on development of material to improve students' performance in CSEC IT examinations INVOCAB project;

6. Committee Representation

The Strategy and Research Division's participation was as follows:-

- Member of Innovation Steering Committee MPISD
- Screening and Interview panel to select students for NASA research- NIHERST
- Member of Science Education (INVOCAB) Steering Committee- NIHERST

- Technical Innovation committee
- Steering Committee- Strategic plan MST
- MST Technical Team to revise TOR for GovNeTT 3.0
- Central Tenders Board Committee for selection of Design, Development, and Implementation of Data Management System for Fire Services
- Central Tenders Board Committee for selection of Laptops for Primary School Teachers
- Central Tenders Board Committee for selection of Educational Content Delivery Solutions for all Schools throughout Trinidad and Tobago

EU - CELAC

ERANet-LAC is a Network of the European Union (EU) and the Community of Latin American and Caribbean States (CELAC) on Joint Innovation and Research Activities. It serves to strengthen the bi-regional partnership in Science, Technology and Innovation by planning and implementing concrete joint activities and by creating a sustainable framework for future bi-regional joint activities.

In 2014 at the EU-CELAC Summit, five (5) broad thematic priority areas were identified for the EU-CELAC cooperation on research and innovation:

- Bio economy including food security
- Renewable energies,
- Biodiversity and Climate Change,
- ICT for meeting Societal Challenges,
- Health

The Ministry of Science and Technology together with NIHERST agreed that Trinidad and Tobago should seek to participate in the Working Groups (WGs) set up by EU-CELAC. Participation will help us to shape the deliberations of the WGs by providing the perspectives of smaller countries in the hemisphere. It will also allow our researchers to participate in joint research projects and benefit from cutting edge technology in areas of national importance. A multi-stakeholder committee across ministries and the research institutions were established and five scientists were selected to represent Trinidad and Tobago at each of the working group meetings. The committee recognised however that T&T will have to fund its participation in the collaborative projects being undertaken by the WGs.

3.2.3 National Information and Communication Technology (ICT) Unit

The National Information and Communication Technology (NICT) Unit was engaged in the following activities:-

PROJECT/INITIATIVE	WORK UNDERTAKEN IN FISCAL 2015
Star.tt Access Centre	The Star.tt Access Centres aimed to reduce the disparity of underserved communities below the required threshold with respect to information and communication technology (ICT) through the introduction of specially equipped ICT facilities. The National Information and Communication Technology Unit (NICT) opened an additional Star.tt centre bringing the number of operational access centres to four (4) in the following areas:- Penal Cumana Marac Guayaguayare Additionally, four (4) ICT Access Centres were designed and are to be operational in the next fiscal period. These are as follows:- Sister's Road Waterloo Barrackpore Navet
Country-wide Free Public Wi-Fi Internet Broadband Network	Members of the Technical Working Group and Working Committees are engaged in providing support and technical input to the conceptualising and implementation of The Government of Trinidad and Tobago (GORTT) Free Public Wi-Fi Internet Broadband Network Initiative. This initiative has been decomposed into three (3) phases involving the outfitting of public buses with Wi-Fi hotspot equipment and deploying Wi-Fi zones at government offices, public health facilities and popular areas.
GovNeTT 3.0	GovNeTT 3.0 provided ongoing support and technical input to iGovTT re: design and procurement of GovNeTT 3.0. Bid tender evaluations (all Lots) and negotiations (Lots 1, 2 & 3) have all been completed.
ttconnect Online Portal High Availability	ttconnect in collaboration with iGovTT successfully concluded negotiations with a preferred bidder and awarded a contract to greatly improve and enhance the security, stability and resiliency of the ttconnect Online Portal Technology Platform - the infrastructural platform for the delivery of GoRTT e-Services. As at September 2015, the project was fifty percent (50%) complete.
ttconnect Foundation Services Infrastructure (FSi)	This arm of ttconnect has been engaged with Info-communications Development Authority (iDA) of Singapore in developing and fast-tracking an initiative which would accelerate the deployment of at least five (5) GoRTT e-Services. Significant progress has been made on the integration of the Single Sign-On (SSO) platform to facilitate e-Authentication expansion initiatives.

Electronic Payments	Technical support to the Ministry of Finance (Treasury Division) was continuously provided in designing and delivering a GoRTT-wide e-Payments solution on the ttconnect online technology platform.
Government of Singapore G2G arrangement	Work continued on refining the project scope of this engagement pending the execution of G2G arrangements.
GoRTT ICT Leadership Advisory Council (GILAC)	The aim of this Council is to act as a source of strategic insight as an information sharing forum/platform. The Council comprises ICT executives across the public sector. This Council reviews, collaborates and works toward resolving the challenges facing GoRTT in its efforts to advance the development, integration and enabling of ICT in the public sector. The GILAC was ratified by Cabinet Minute No. 2030 August 13, 2015. The Council held its first meeting in February 2015 and was attended by close to one hundred (100) ICT executives.
GoRTT Enterprise Software Asset Management (GESAM)	The GoRTT Enterprise Software Asset Management (GESAM) Team was established in May 2015 to address the issue of software asset management for GoRTT in particular the licensing agreements for enterprise products from Microsoft, IBM, Oracle and Symantec. The team also focused on the governance activities for managing the acquisition, deployment and utilisation of software products and was charged with developing a strategy for transitioning to Cloud environments. The team also addressed the issue of various enterprise agreements to develop opportunities to rationalise the use of software products, maintain compliance and to negotiate enterprise-wide licensing agreements for GoRTT.
e- Government Interoperability Framework (e-GIF) and e-Government Omnibus of Technical Standards (e-GOTS)	The NICT Unit was instrumental in the approval of the e-GIF and e-GOTS Technical Standards for all of GoRTT. The e-GIF sets out the Government's technical policies and specifications for achieving interoperability and simplifying ICT systems integration across the public sector. The e-GIF is supported by the e-GOTS which identifies the standards that systems should comply with in order to be compliant with the e-GIF. Standards were developed and classified into the following categories: • Networking • Data Integration • Application/Presentation • Security • Web Services Standards were also developed for the following areas: • Information Security • Domain Name Usage • Content and Presentation Design Standards for GoRTT Internet (web) Presence • Government Cloud

***Table 3**-Activities undertaken by NICT Unit in FY2015*

Challenges, Concerns and Gaps

The National ICT Unit is operated with very limited resources, with several staff members on short-term employment contracts. While all existing approved vacancies have been filled, the Unit is functioning with an interim organisational structure. In addition, the Star.tt ICT Access Centres operated with an entirely short-term complement of staff and non-distinct operational resource access within MST. A revised, expanded structure for the Unit has been proposed. However further action on implementing this proposed structure, has been placed on hold, pending the finalisation of the Ministry's Strategic Plan and a revised Organisational Structure for the Ministry.

Non-Alignment, misalignment and "silo-ing" in the ICT sector is a cause for concern of the NICT as there seems to be an absence of a shared strategic vision for ICT across GoRTT coupled with the persistent and endemic misalignment of objectives and plans when working with key stakeholders. An absence of GoRTT-wide policies to guide and provide some measure of enforcement for the development of the ICT sector also contributes to the haphazardness of the sector which results in extensive and ongoing delays and wastage of resources presenting the same challenges year-over-year for effective and timely project delivery.

3.2.4 Information Technology Unit

Work continued from last fiscal and the key accomplishments in respect of this journey for the period October 2014- September 2015 are as follows:

- Development of an ICT strategy which supports the Ministry's strategic objectives.
- Development and operationalisation of an internal network to support effective communication and collaboration by all staff.
- Development of ICT tools to collect, store, manage, secure and distribute data to employees who need access to the latest information to make decisions about strategic, financial and operational issues.
- Protection of all ICT infrastructure and Ministry data against attacks from malware, cybercriminals and other threats.
- Provision of various forms of user support so as to enable employees to make the most effective use of IT resources.
- Provision of training services for general staff members in the efficient use of ICT resources.

3.2.5 SMART TT

The National Information and Communications Technology (ICT) Plan, 2014-2018 (smarTT) approved by Cabinet by Minute No 3355 of November 28, 2013, is guided by an overarching vision of "a Trinidad and Tobago that will be a people-centered, knowledge-based nation, driven by the innovative use of ICTs, to enhance social, economic and cultural development." smarTT therefore focuses on the development of Trinidad and Tobago's human capital and innovation capacity through the effective deployment of ICTs. To expedite effective implementation of smarTT, a governance structure incorporating key public facing ministries, Government agencies and business organizations was developed.

The structure is headed by the Ministerial Steering Committee on ICT inclusive of the Steering Committee's Permanent Secretaries Technical Sub-Committee; the smarTT Steering Committee; and the

smarTT Secretariat. The Steering Committee was approved by Cabinet via Minute No. 1281 of May 8th, 2014. It comprises the Permanent Secretary of the Ministry of Science and Technology and the Chairpersons of the e-Business Roundtable, the National ICT Company (iGovTT), NIHERST and the Telecommunications Authority of Trinidad and Tobago (TATT). The organizational structure of the smarTT Secretariat was approved by Cabinet via Minute No. 301 of February 5, 2015.

The breadth of the work programme undertaken for fiscal 2014/2015 was negatively affected by staffing constraints. Consequently, in this period the Unit focused on engaging with other Ministries and Agencies with a view to gathering data to, in the first instance, update the database of ICT projects currently under the National ICT Plan and secondly, to ensure coordination and integration among the different projects in support of a National ICT Plan that is aligned to National Development Initiatives.

The Secretariat received Cabinet approval in February 2015 and as a consequence, there were no specific budget allocations for fiscal 2014-2015 for the Unit. Expenditure was met out of the budget allocated to the National Information and Communications Technology Unit.

4.0 FINANCIAL OPERATIONS

4.1 Budget Formulation

The Ministry 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 Finance and Accounts Division within the Ministry allowed for the effective management of the Ministry's financial and accounting operations.

At the beginning of the budgetary cycle, Agencies/Divisions of the Ministry submitted requests for funding to the Permanent Secretary, based on their strategic direction for the approaching fiscal year. Each Agency/Division therefore considered its core functions, particularly as they related to projects/programmes for that particular year, but kept in view their long-term goals, its human resources needs, as well as its physical work environment, when submissions were prepared. Before such plans were submitted to the Ministry of Finance and the Economy (Budget Division) and the Ministry of Planning and Sustainable Development, further discussions were held between the Permanent Secretary, Heads of Agencies/Divisions and other key persons that clarified justifications and reviewed priorities. Upon receipt of the allocations, the Agencies/Divisions were 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 Strategy & Research Division to ensure that the resources were properly allocated, particularly to ongoing projects that were at critical stages or new projects identified as high priority.

4.2 Expenditure versus Income

4.2.1 Allocations

The funds budgeted and approved by the Ministry of Finance and the Economy to facilitate recurrent expenditure during financial year 2014-2015 was five hundred and eighty-million, fifty five thousand and one hundred dollars ($580,055,100.00). The Ministry of Science and Technology also received the sum of eighty-one million dollars ($81,000,000.00) under the Development Programme but none from the Infrastructure Development Fund. Hence the aggregate resources available for the Ministry's programmes in fiscal 2014-2015 was six hundred and sixty-one million, fifty-five thousand and one hundred dollars ($661,055,100.00); an increase in allocation by approximately nine point seven percent (9.7%) in comparison with financial year 2013-2014.

Expenditure	Allocation FY 2014	Allocation FY 2015
Recurrent Expenditure	$523,813,600.00	$580,055,100.00
Development Programme	$79,000,000.00	$81,000,000.00
Infrastructure Development Fund	NIL	NIL
Total	**$602,813,600.00**	**$661,055,100.00**

Table 4- *Breakdown of Allocation for FY 2014 and 2015*

4.2.3 Expenditure

The actual expenditure for the period was four hundred and three million, four hundred and seventy thousand, three hundred and eighty-three dollars and ninety-six cents ($403,470,383.96). This represents sixty-one percent (61%) of the total sum allotted and a decrease in expenditure by twenty percent (20%) from the previous year. A breakdown of the allocation and actual expenditure is shown in the table below.

Recurrent Expenditure	Allocation FY 2015	Actual Expenditure FY 2015	Variance
Recurrent Expenditure	$580,055,100.00	$377,442,254.92	$202,612,845.08
Development Programme	$81,000,000.00	$26,028,129.04	$54,971,870.96
Infrastructure Development Fund	NIL	NIL	NIL
Total	**$661,055,100.00**	**$403,470,383.96**	**$257,584,716.04**

Table 5- *Breakdown of Expenditure for FY 2015*

4.2.4 Recurrent Expenditure

Eighty-eight percent (88%) of the total allocated funds was assigned to facilitate recurring expenditure. Actual funds expended were three hundred and seventy-seven million, four hundred and forty-two thousand, two hundred and fifty-four dollars and ninety-two cents ($377,442,254.92). The majority of the variance was due to the fact that invoices were not received for contracted services.

The budgetary allocations received under recurrent expenditure are further classified by sub-heads according to the type of product or service that is acquired. There are no projected figures for 2016 since the Ministry has now merged with the Ministry of Public Administration and Communications.

A comparison of budgeted and actual recurrent expenditure under each sub-head of the Ministry of Science and Technology for fiscal years 2013/2014 and 2014/2015 are shown in the table below.

EXPENDITURE CATEGORY	ALLOCATION FOR FINANCIAL YEAR 2014	ACTUAL EXPENDITURE FINANCIAL YEAR 2014	ALLOCATION FOR FINANCIAL YEAR 2015	ACTUAL EXPENDITURE FINANCIALYEAR 2015
PERSONNEL EXPENDITURE	$3,986,300.00	$934,147.73	$5,342,600.00	$1,827,505.08
GOODS AND SERVICES	$301,613,500.00	$272,829,982.71	$355,863,800.00	$196,599,201.31
MINOR EQUIPMENT PURCHASES	$5,620,000.00	$1,660,792.62	$2,060,700.00	$403,210.93
CURRENT TRANSFERS AND SUBSIDIES	$173,493,400.00	$132,385,364.80	$173,560,000.00	$140,214,873.60
CURRENT TRANSFERS TO STATUTORY BOARDS AND SIMILAR BODIES	$39,100,400.00	$35,481,399.00	$43,228,000.00	$38,397,464.00
TOTAL	$523,813,600.00	$443,291,686.86	$580,055,100.00	$377,442,254.92

***Table 6**-Budgeted versus Actual Recurrent Expenditure for FY 2014 and 2015*

4.2.5 Development Programme

Twelve percent (12%) of the total funds allocated Development Programme was expended in fiscal 2015.

The table below compares budgeted and actual Development Programme expenditure for the past two financial periods.

Expenditure Category	**Fiscal 2014**		**Fiscal 2015**	
Sub – Head & Item	**Estimate**	**Actual Expenditure**	**Estimates**	**Actual Expenditure**
004-04 Social Infrastructure, Education J. Science, Technology and Applied Arts	$69,000,000.00	$ 31,642,153.00	$66,000,000.00	$20,050,000.00
005-06 Multi Sectorial and Other Services, General Public Services A. Administrative Services	$10,000,000.00	$ 8,909,537.00	$15,000,000.00	$5,978,129.04
Total	$79,000,000.00	$40,551,690.00	$81,000,000.00	$26,028,129.04

***Table 7**-Budgeted versus Actual Development Programme expenditure for fiscal 2014 and 2015.*

Approximately twelve (12%) of the Ministry's allocation was apportioned to the establishment of the National Science Centre, the upgrade of the multi-purpose hall at Serpentine Place and the document handling system.

4.2.6 Infrastructure Development Fund (IDF)

The Ministry of Science and Technology did not receive any access to the Infrastructure Development Fund (IDF) for fiscal 2014-2015.

4.2.7 Revenue

There was no revenue collected during fiscal 2014/2015.

4.3 Debt Policy

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

4.4 Investment Policy

The Ministry does not have an investment policy, but does expend a portion of its allocations on the acquisition of property, facilities, equipment, vehicles and other items that are required in the fulfilment of its mandate. Prior to funding, Cabinet approval is essential for all new projects. Requests for funding for new and ongoing projects are submitted to the Ministry of Finance in accordance with the Ministry of Finance's Call Circular.

4.5 Internal Audit Functions

Scope of Work

The scope of Internal Auditing involved on-going independent, objective examination and evaluation of the adequacy and effectiveness of the Ministry's system of internal controls and, where appropriate,the making of recommendations for improvement.

In this regard, the Internal Audit:

- Reviewed the reliability and integrity of financial and operating information;
- Reviewed the systems established to ensure compliance with policies, plans, procedures, laws and regulations and determined whether the Ministry in compliance;
- Reviewed the means of safeguarding assets and, as appropriate, verified the existence of such assets;
- Assisted in the area of "risk assessment" where areas of higher risk were identified and investigated.

5.0 Procurement Procedures

5.1 Open Tenders

An open tender process was undertaken by the Ministry of Science and Technology. This involved the publication of an invitation to bid for the provision of goods, articles or services in the daily newspapers and on the Ministry's website. The tender notice/request for proposals outlined the details of the tendering process, instructions to bidders as well as provided information relating to accessing the detailed terms of reference document and contact information for the submission of requests for clarification.

Upon the closure of the deadline for the submission of tenders/proposals, the proposals are evaluated by the Tender Evaluation Committee and the Tender Evaluation Report is submitted to the Permanent Secretary for approval prior to the issuance of a letter of award.

5.2 Selective Tender

The Ministry of Science and Technology invited tenders selectively from a shortlist of contractors and consultants and firms that were subject to a pre-qualification exercise. In such cases, the Ministry generated a shortlist and invited three (3) quotations which contained information on cost, availability, validity period of price quoted, delivery or estimated completion period, and any other pertinent data. Quotations were evaluated on a cost and quality basis prior to award (in such instances where the lowest offer was not recommended, the reason for doing so was stated, and supported by adequate justification for the recommendation of the acceptance of an alternative quotation).

5.3 Sole tender and the criteria used in selecting each item

Where an item or service was available from one (1) source only (that is the sole supplier of a particular type of equipment/service) or in such circumstances where the required expertise is limited to a specialist nature and was required within a short time frame, a quotation is obtained on a sole tender basis. The quotation provided by the firm/consultant contained the relevant information related to cost, availability, validity period of price quoted, delivery or estimated completion period, and any other pertinent data which is to be carefully considered prior to approval by the Permanent Secretary.

6.0 Human Resource Development Plan

The Human Resources Division was responsible for the provision of human resource support services to the Ministry of Science and Technology. They also advised on human resource matters, formulated and implemented human resource policies and programmes in accordance with established procedures, thereby ensuring the achievement of the Ministry's human resource needs.

6.1 Organisational Establishment

Staffing

In 2014/2015, the Ministry's Human Resources Division staff increased. This increase allowed the Division to efficiently meet its business needs by recruiting and managing the Ministry's most valuable resources, its employees.

6.1.1 Functions of the Human Resources Division

The main Human Resource activities were, as follows:

- the recruitment and selection of persons to be employed in: vacant contract positions in the Ministry;
- service Provider contracts in the Ministry's ICT Access Centres located in the Penal, Cumana, Guayaguayare, Maracas and four (4) additional proposed ICT Access Centres
- the approval of persons employed on a short term basis;
- the submission of requests to the Director of Personnel Administration for the acting appointment of officers against vacancies on the Ministry's establishment;
- the approval of further temporary appointments and acting appointments under delegated authority;
- liaising with the Service Commission Department with respect to the transfer of officers who were previously employed in the Ministry of Science, Technology and Tertiary Education to the Ministry of Science and Technology;
- monthly submission of return of personnel memo to facilitate the payment of salaries and allowances, where necessary;
- the creation of a training plan for 2014/2015
- approval of all types of leave for public and contract officers;
- the submission of requests to the CPO for terms and conditions of employment for contract officers;
- implementing the performance management system for all categories of staff;
- preparation of Cabinet Notes/Ministerial Notes, briefs etc.;
- submission of request for the preparation /execution of contract agreements; and
- the preparation of draft estimates for 2014/2015

6.1.2 Achievements of the Human Resource Division

In October 2012, the complement of staff including the Minister of Science and Technology was eleven (11) officers:

- one (1) Permanent Secretary
- four (4) support staff to the Minister, on contract
- two (2) public officers
- Four (4) contract officers

In the 2015 financial year, staff joined the Ministry in the capacity of:

Public Officers:

- Assumption of duty- eight (8)
- Promotions- three (3)
- Retired- one (1)
- Transferred- nil (0)

Contract Officers:

- Assumption of duty- fifty-two (52)
- Resigned- three (3)
- Contract ended- one (1)

Cabinet, by Minute No.3228 of November 14, 2013, agreed, inter alia, to the establishment of six (6) community-based ICT Access Centres in the undermentioned areas:

- Penal/Siparia/Debe
- Toco/Cumana
- Mayaro
- Tobago East
- Tabaquite/Talparo
- Point Fortin/Cedros

In addition, Cabinet, by Minute No. 2416 of August 28th, 2014, accepted, inter alia, the inclusion of Moruga in Phase I of the Star.tt Community-based ICT-Access Centres initiative.

In this regard, during the period 2014/2015, the Human Resources Division staffed the Penal, Cumana, Guayaguayare, Marac and four (4) additional proposed ICT Access Centres with the following categories of service providers:

Services To Be Provided	Amount Per Centre	Total Persons Engaged As At 30/09/2014	Total Persons Engaged As At 30/09/2015
Customer Service/Assistant Training	2	6	16
Network Support	1	3	4
ICT Trainers	2	6	13
Total	5	15	33

***Table 8**-Staffing Categories at the ICT Access Centres*

6.1.3 Current Status of Work Plan

The recruitment and selection of persons to fill vacant contract positions was ongoing. Considerable time was spent on recruiting contract employees and service providers for the ICT Access Centres.

The Division continued to liaise with the Director of Personnel Administration with respect to the appointment of officers to offices on the establishment and the transfer of officers by the Public Service Commission.

6.1.4 Development and Delivery of Training Programmes

The External Relations Unit provided training to members of staff of the Ministry of Science and Technology in May 2014 to facilitate their understanding of the various forms of written communication used in the Public Service; and to provide the foundation for the development of the relevant skills required for the preparation of such communication. Preparing memoranda, letters, reports and rapporteuring were addressed in the training module.

6.1.5 Challenges Faced

The main challenges of the Human Resources Division were recruiting qualified persons to:

- fill the vacant contract positions in the IT Unit, Legal Services Unit and smarTT;
- provide IT and ICT services to the Ministry's ICT Access Centres; and
- manage the day to day activities at the ICT Access Centres.

6.2 Categories of Employees on the Ministry of Science and Technology

As at September 30, 2015 the breakdown of Ministry of Science and Technology positions was as follows:

	Established	Contract	Total
Filled	7	52	**59**
Vacant	22	18	**40**
Total Positions	29	70	**99**

Table 9 - *MST Staffing as at September as at September 30, 2015*

6.3 Career path systems available at the Ministry of Science and Technology

Career Path Systems which are only applicable to public officers includes the following:

- Training
- Acting Appointments
- Promotions and Appointment - Public Service Commission

6.4 Performance assessment and managerial strategies conducted at the Ministry of Science and Technology

The Human Resources Division is mandated to utilise the Performance Management Appraisal System (PMAS) for managing the performance of public officers in accordance with the Personnel Department's Circular Memorandum No.9 dated November 21, 2001. The PMAS is a systematic process in which supervisors and employees set performance objectives designed to accomplish the organizational goals.

The process is intended to be an ongoing process of communication between the supervisor and employee, focused on helping the employee achieve his/ her performance objectives. It involves a cycle of three (3) major stages, as follows:

- Planning Performance;
- Supporting Performance; and
- Reviewing Performance.

An effective Performance Management Assessment System (PMAS) will facilitate the following benefits by:

- Regularly providing open and transparent job feedback to employees;
- Establishing a clear linkage between performance and compensation;
- Providing ample learning and development opportunities by representing employees in leadership development programmes, etc;
- Evaluating performance and distributing incentives and rewards on a fair and equitable basis;
- Establishing clear performance objectives by facilitating open communication and a joint dialogue;
- Recognizing and rewarding good performance in an organization; and
- Providing maximum opportunities for career growth.

In accordance with the Guidelines for Contract Employment in Government Ministries, Departments and Statutory Authorities Subject to the Statutory Authorities Act, Chapter 24:01 dated May 18th, 2006; the performance of contract employees was assessed in this fiscal to ensure that performance standards/targets were met.

6.5 Employee Assistance Programme (EAP)

For the fiscal year 2014/2015, fifteen thousand dollars ($15,000.00) was allocated under the Employee Assistance Programme (EAP) of the Ministry of Science and Technology to enable employees to access the employee assistance services. The EAP was not accessed for the period. There were no employee requests made to utilise the EAP services and in cases where these services were brought to the attention of specific employees, those chose not to access the EAP services. Therefore none of the funding allocated to the EAP for the period 2014/2015 was utilised.

It is to be noted that all programmes/services are applicable to both public officers and contract officers.

6.6 Training and Development

During the fiscal period October 1st, 2014 to September 30th, 2015, there were fifty-six (56) training programmes offered to staff members. Two hundred and twenty-five (225) persons were able to enhance their capability, skills and knowledge through training opportunities.

See appendix for full listing of training programmes offered during fiscal 2015

7.0 Public and Community Relations

7.1 Client and public access to services

Corporate Communications Division – MST

The Corporate Communications Division of the Ministry of Science and Technology implemented and directed the marketing and communications strategies and programmes including public relations, media relations, web site content and identity/image programme. The Division was also responsible for promoting effective communication among internal stakeholders.

The Corporate Communications Division conducted the following activities in 2014/2015:

- Managed the Ministry's social media presence (Facebook, Twitter, YouTube, Instagram)
- Coordinated the launch and programmes related to the ICT for Seniors events, Caribbean TIDE, Youth Coding Camp
- Coordinated the production of various promotional videos for Star.tt and ICT for Seniors.
- Promoted the work of the Ministry via the print media through the creation and publication of the Ministry's first Magazine- DOWNLOAD, anniversary achievement supplements and advertorials
- Coordinated the production of items to brand the Ministry
- Coordinated staff events aimed at boosting staff morale and commemorating special days and holidays.

7.2 Strategic Partnerships

7.2.1 Regional engagement Meetings and Processes

Caribbean Telecommunication Union: 25th Anniversary and Information Communication Technology Week, Port of Spain, Trinidad and Tobago - 2-6 February, 2015

The Caribbean Telecommunications Union (CTU) was established by the CARICOM Heads of Government in Nassau, The Bahamas in 1989 to address the increasing importance of telecommunications for the socio-economic development of the region. In 2004, its focus was widened to include information and communication technologies (ICTs). In keeping with the original mandate, as well as the demaof the new ICT environment, the union aims to serve as the region's primaryf acilitator for the formulation of Caribbean ICT/tele-communications policy and best practices; the preferred source of ICT/telecommunications advice; a major contributor to the development of ICT capacity; and a key advocate for Caribbean ICT positions at international fora.

A founding and active Member of the CTU as well as serving as the Union's headquarters, Trinidad and Tobago co-hosted the Union's 25th Anniversary and Regional ICT Week celebrations in Port of Spain from February 2nd to 6th, 2015. The event brought together Caribbean government ministers with responsibility for ICT development, heads of international ICT multi-lateral organizations, senior policy makers, business executives, academics and civil society members to share best practices on ways ICTs can accelerate the achievement of wider development goals. Among the topics discussed were cybersecurity, critical government infrastructure, internet governance, open data and digital entrepreneurship.

High Level Meeting of CARICOM Science, Technology and Innovation Committee (CSTIC) St George's, Grenada - March 26-28, 2015

The CARICOM Science, Technology and Innovation Committee (CSTIC) was established on January 10, 2014 by Dr Keith Mitchell, Prime Minister of Grenada with lead responsibility for Science and Technology (S&T) in the Caribbean Community (CARICOM). Comprising some of the region's prominent professionals in the S&T field, the CSTIC aims to facilitate a unified and structured approach to developing and advancing STI across the region and to strengthen S&T capacity so that it can, in the shortest possible time, assist with economic and social development.

A joint Ministry of Science and Technology / NIHERST delegation attended this meeting which sought to address the following areas of focus:

- Creating a greater interest for science in general in our schools and specifically, in STEM subjects;
- Reviving and strengthening a weakening research and development culture;
- Identifying market-oriented development projects that can be impacted by STI;
- Identifying strategic governmental concerns and interests in STI and Education;
- Establishing a regional fund to implement the designated objectives.

The meeting led to the drafting of a Plan of Action for "Strengthening and Utilizing S&T in the Caribbean."

31st Annual Telecommunications Conference and Trade Exhibition and 9th Annual Human Resource Forum of CANTO, Miami, Florida, United States of America - July 26-31, 2015

Founded in 1985 as the Caribbean Association of National Telecommunications Organisations, CANTO is a non-profit organisation through which Caribbean Telecommunication/Information and Communication Technology (ICT) Organisations exchange information and expertise on ICT; generate inputs for the orderly growth of the sector; formulate policy; and consider matters of mutual interest. The organisation is aimed at facilitating the development of ICT solutions for the benefit of members and Caribbean stakeholders, and is increasingly recognised as a key regional trade association within the regional ICT sector.

Themed "Improving Lives through Broadband Innovation", the 31st Annual Telecommunications Conference and Trade Exhibition showcased initiatives that support the organisation's thrust to promote infrastructural development throughout the Caribbean and provided a single space for ICT stakeholders to exchange knowledge and expertise on issues of importance to the development of the regional ICT landscape. Among the issues explored were Broadband Investment, the Single ICT Space: e-Government, Spectrum and Over-the-Top (OTT) content and services. The Permanent Secretary of the Ministry of Science and Technology served as Head of a 3-person Ministerial delegation that represented Trinidad and Tobago at this event.

7.3 Participation in International (Including Hemispheric) Meetings and Processes

7.3.1 World Summit on the Information Society (WSIS): World Summit Event on the Information Society +10 (WSIS+10), Geneva, Switzerland – May, 2015

In 2001, the United Nations General Assembly (UNGA), by Resolution 56/183, endorsed the convening of the World Summit on the Information Society (WSIS) in two phases. The first phase was held in Geneva, Switzerland in 2003 and the second phase took place in November 2005 in Tunis, Tunisia and resulted in the adoption of the Tunis Commitment and the Tunis Agenda for the Information Society. The WSIS Forum constitutes the primary follow-up activity for advancing the WSIS process. It comprises the largest annual gathering of the 'ICT for Development (ICT4D)' community globally and is co-organized by key WSIS facilitators, namely the International Telecommunication Union (ITU), the United Nations Education, Scientific and Cultural Organization (UNESCO), the United Nations Development Programme (UNDP) and the United Nations Commission for Trade and Development (UNCTAD) with the engagement, inter alia, of other United Nations agencies.

The 2015 WSIS Forum marked the 10th Anniversary of the WSIS process since the adoption of the Tunis Commitment and the Tunis Agenda for the Information Society. A four person delegation of officers from the Ministry of Science and Technology as well as iGovTT participated in the event on behalf of GoRTT where global progress in harnessing ICTs to achieve Sustainable Development Goals was discussed. At the event, Trinidad and Tobago delivered a policy statement on the enabling role of ICTs in facilitating sustainable development and innovation. Additionally, its ten year country report to the ITU in September 2014 was incorporated into the WSIS Stocktaking Report for the period 2014/2015. Finally, Trinidad and Tobago's Star.tt access centre initiative was submitted for the 2015 WSIS Project prize under action line C3: Access to Information and Knowledge and although it did not win, it was shortlisted as one of the final projects for consideration.

7.3.2 European Union – Community of Latin America and Caribbean States (EU - CELAC): ERANet-LAC Programme for Research and Innovation Development, September 2014

ERANet-LAC is a Network of the European Union (EU), Latin America and the Caribbean Countries (LAC) on Joint Innovation and Research Activities, funded within the 7th Framework Programme for Research and Technology Development (FP7). It supports the political process of implementing the Joint Initiative for Research and Innovation (JIRI), which was endorsed by the "Madrid Action Plan 2010-2012 - Towards a new stage in the bi-regional partnership: innovation and technology for sustainable development and social inclusion adopted by the EU-LAC Summit" in Madrid in 2010.

ERANet-LAC's purpose is to strengthen the bi-regional partnership in science, technology and innovation by planning and implementing concrete joint activities and by creating a sustainable framework for future bi-regional joint activities. It provides a mechanism for research and innovation funding agencies, programme owners and programme managers, as well as other relevant stakeholders from both regions to be actively involved in the process, with a view to enhancing partnerships.

The priorities defined in the JIRI process, ERANet-LAC sought to implement two joint calls under the following six (6) priority areas, which are in alignment with the development objectives identified within the National Development Strategy and the Medium Term Policy Framework:

- Bio-economy including Food Security
- Information and Communication Technologies (ICT) for meeting Societal Challenges
- Biodiversity and Climate Change
- Energy
- Health
- Career Development Researchers

The Ministry established an ERANet-LAC Committee with representatives from the major tertiary level research institutions and other stakeholders in Trinidad and Tobago. The thematic subcommittee was established for the priority area of health. This thematic subcommittee commenced meeting and preparations were underway to submit proposals in the area of health research.

UNCTAD Regional Workshop on e-Commerce Legislation Harmonisation in the Caribbean, Port of Spain, Trinidad and Tobago - September 29-October 2, 2015

The United Nations Conference on Trade and Development (UNCTAD) in collaboration with the Ministry of Science and Technology on behalf of GoRTT hosted a regional workshop on e-Commerce Legislation Harmonisation in the Caribbean from September 29- October 2, 2015. The workshop was a follow on to the online training course on e-Commerce which was facilitated by UNCTAD earlier in 2015. It is the first such workshop specifically designed to address the needs of the English-speaking Caribbean. Approximately forty-five (45) participants attended with approximately half of the participants being government officials from CARICOM and Latin American countries. The participants were exposed to international and regional expert facilitators in the area of e-Commerce, cybercrime/ cybersecurity, ICT for development and information and communications law from private sector companies, the US State Department, UN Economic Commission for Latin America and the Caribbean (UNECLAC) ECLAC, UN Office on Drugs and Crime (UNODC) and the University of London.

7.4 Stakeholder Relations

7.4.1 External Representation on Committees, Boards, and Conferences

National Information and Communication Technology (NICT) Unit

Members of the National Information and Communication Technology (NICT) Unit participated on several project steering and implementation committees as well as procurement evaluation committees including, but not limited to:

- Ministry of Education - EduNet
- Ministry of Tobago Development - Small Watercraft Tracking initiative
- iGovTT - ttconnect High Availability
- iGovTT - GovNeTT 3.0
- Ministry of Finance - Electronic Transfer of Funds (Crime) Act Review Committee
- Ministry of Finance - IhRIS and IGP
- Ministry of Transport - Motor Vehicle Authority
- Ministry of Finance - Electronic Payments (Exchequer and Audit Act Amendments - Legislation & Regulations).

International Girls in ICT Day: Tech Savvy Workshop for Female Staff of the Ministry of Science and Technology – April 23, 2015

International Girls in Information and Communication Technology (ICT) Day was an initiative of the International Telecommunication Union (ITU), which was supported by all Member States through Plenipotentiary Resolution 70 (Guadalajara, 2010). Revised in 2014 (Busan), the Resolution, "Mainstreaming a gender perspective in ITU and promotion of gender equality and the empowerment of women through information and communication technologies" recognized that ICTs are crucial tools through which gender equality and women's empowerment can be advanced, and are integral to the creation of societies in which both women and men can substantively contribute and participate. It

highlights the role of ICTs to advance gender equality in many ways, notably by encouraging girls to choose a future in technology, and by fostering the use of ICTs for the social and economic empowerment of women and girls. It is commemorated on the fourth Thursday of every April annually.

On Thursday 23rd April, 2015, the Ministry of Science and Technology celebrated International Girls in ICT Day, and recognised the ITU's theme for 2015, 'Girls and Women and Innovation', by hosting a Coding and Design Workshop for female officers of the Ministry. Titled 'Tech Savvy – a Girls in ICT Coding and Design Workshop' the day-long event, introduced members of staff to the fundamentals of algorithms and logical thinking; application development; and website design and development. Noting that technology is omnipresent in today's society, the workshop was also intended to demonstrate how ICTs can bring about meaningful change in personal and professional development, while removing the stigma often associated with technology. Ultimately, the event allowed participants to develop a keen interest in ICTs and the myriad of opportunities the ICT sector holds for their future.

TechSavvy Youth Camp – July 27 2015

On July 27, 2015, the Ministry of Science and Technology hosted a one day camp for the youths between the ages of 12 to 17 years at the UWI Conference Centre, St. Augustine. The free event provided one hundred (100) young people with an opportunity to develop their ICT skills and learn about being responsible digital citizens. Learning modules addressed by the camp included:

- Web Design and Adventures in Visual Development, Programming;
- Cyber Security

The overall aim of the initiative was to encourage the youths to continue to develop coding capabilities and to ultimately become creators of indigenous ICT content.

7.5 Conclusion

The Ministry of Science and Technology in the fiscal year 2014/2015 continued on its path to foster an information rich, knowledge-driven society. The Ministry has achieved increased citizen access to technology through its ICT programmes and enhanced the presence of Trinidad and Tobago by representation and participation in international science and technology initiatives. The objectives of the Ministry will continue to be guided by the National Policy Framework for the 2015/2016 financial year.

APPENDIX I

THE MINISTRY OF SCIENCE AND TECHNOLOGY
LIST OF TRAINING PROGRAMMES ATTENDED BY MST PERSONNEL IN FISCAL PERIOD
OCTOBER 1ST, 2014- SEPTEMBER 30TH, 2015

	TRAINING PROGRAMMES	NUMBER OF PERSONS ATTENDED
1	Modern Distance Education	1
2	Negotiating & Drafting It Contracts	1
3	International Credential & CV Fraud	1
4	Legal Management Of Commercial Contracts Conference	8
5	ICT Legislation In T&T-TBDU-ICT Legis 4/9/13	3
6	Quality & Accreditation In National Development Conference	1
7	Freedom Of Information Act	2
8	Effective Speech Writing	1
9	Ministry Of Science And Technology Procurement & Contract Guidelines	18
10	Caribbean Leadership Project	1
11	Protocol For Senior Officers	1
12	Customer Service For Frontline Staff	5
13	Supervisory Management	1
14	Responding To Traumas, Tragedies And Transitions	3
15	Social Media And Business Intelligence	2
16	Orientation/Registry Procedures	36
17	Evaluating HR Programmmes: HR's Return On Investment	1
18	HR Labour Law	3
19	Supervisory Management Skills For Workplace Excellence	2

20	Preparation For Retirement	1
21	Emotional Intelligence	1
22	National Security Policy And Strategy Drafting	1
23	Defensive Driving Course	1
24	National Spatial Data Infrastructure (NSDI)	1
25	Project Management Toolkit Series: Preparation Of Logical Frameworks	1
26	Coordinating Corporate Events	1
27	Rapporteuring	11
28	Equal Opportunity Commissions	20
29	Freedom Of Information	21
30	Survey/Focus	13
31	Intellectual Property	20
32	The Supervisory Referral-Assisting The Troubled Employee	1
33	Fire Wardens	5
34	International Men's Day	2
35	Customer Service Delivery	2
36	Financial Management For Non-Accounting Officers	1
37	Cabinet Note Writing	1
38	Resume Red Flags How To Detect Fabrications In Resumes	2
39	Degree Of Deception: Fighting Credential And CV Fraud	1
40	Developing Effective Policies	1
41	Business Writing Techniques	1
42	Regional Conference On Public Procurement	1

43	IDB Contract Negotiation	1
44	Development Evaluating Forum	1
45	Legal Management Of Commercial Contracts Conference 11	1
46	Time And Commitment Mapping	1
47	Public Sector Project Development And Management	1
48	Leadership Conference	9
49	Project Management Toolkit Series: Planning And Scope Management	1
50	Internal Audit In The Public Service	1
51	Office Etiquette Of Administrative Support	1
52	Ethics Accountability And Good Governance	1
53	Preparation Of Estimates	2
54	Training- Coaching And Mentoring	1
55	Success Skills for Recruitment and Selection: Hire the Right Talent!	2
56	National Social Policy	1
Total		**225**

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