

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

**FREEDOM OF INFORMATION ACT (FOIA), 1999**

**UPDATED 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 **updated** 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.”

**NIHERST: Science & Technology Mandate**

NIHERST is an advisory agency 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.
- Promotion of Research and Development.
- The management of the Science and Technology System, which includes 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

## **National Institute of Higher Education Research Science and Technology (NIHERST) departments:**

### **HEAD OFFICE**

**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  
**Website:** [www.niherst.gov.tt](http://www.niherst.gov.tt)

### **ADMINISTRATION**

Mailing Address 8 Serpentine Road,  
St Clair, Trinidad, W.I.  
Telephone 868-622-7505, 868-628-4398, 868-628-1587  
Fax 868-628-2069  
E-mail Accounts: [accounts@niherst.gov.tt](mailto:accounts@niherst.gov.tt)  
General Administration: [admin@niherst.gov.tt](mailto:admin@niherst.gov.tt)  
Human Resources: [hr@niherst.gov.tt](mailto:hr@niherst.gov.tt)  
System Services and Support Unit: [sssu@niherst.gov.tt](mailto:sssu@niherst.gov.tt)

## **DOCUMENTATION CENTRE**

Library/information management service to NIHERST.

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

Address Corner Old Piarco Road & Churchill Roosevelt Highway  
D'Abadie, Trinidad, W.I.

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

Telephone 868-642-6112, 868-642-9371

Fax 868-642-1353

E-mail [doc-centre@niherst.gov.tt](mailto:doc-centre@niherst.gov.tt)

## **NATIONAL SCIENCE CENTRE**

Popularization 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', an area providing early learners with access to activities more suited to their needs and development stage. Design and construct science exhibits.

Address Corner Churchill Roosevelt Highway and Old Piarco Road,  
D'Abadie, Trinidad, W.I.

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

Telephone 868-642-6112, 868-642-9371, 868-646-1911

Fax 868-642-1353

E-mail [nscyapollo@niherst.gov.tt](mailto:nscyapollo@niherst.gov.tt)

## **PRIME MINISTER'S AWARDS FOR INNOVATION AND INVENTION**

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

Address 57 Ana Street,  
Woodbrook, Trinidad, W.I.

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

Telephone 868-622-2267, 868-628-9691, 868-628-9689

Fax 868-622-2267

E-mail [innovation@niherst.gov.tt](mailto:innovation@niherst.gov.tt)

## SCIENCE COMMUNICATIONS UNIT

Address 57 Ana, Street,  
Woodbrook, Trinidad, W.I.

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

Telephone 868-628-9689, 868-628-9691

Fax 868-622-2044

E-mail [scicom@niherst.gov.tt](mailto:scicom@niherst.gov.tt)

## SCIENCE AND TECHNOLOGY

Management and implementation of activities and projects in science and technology, which are funded by international agencies. 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](mailto:ccst@niherst.gov.tt)).

The Caribbean Council for Science and Technology (CCST) is an intergovernmental organization 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

Address 4 Serpentine Place,  
St Clair, Trinidad, W.I.

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

Telephone 868-622-7880, 868-622-2264

Fax 868-628-2092

E-mail [ccst@niherst.gov.tt](mailto:ccst@niherst.gov.tt) (CCST Secretariat)  
[agrisem@niherst.gov.tt](mailto:agrisem@niherst.gov.tt) (Agricultural Seminar)  
[projects@niherst.gov.tt](mailto:projects@niherst.gov.tt) (General Information)

## SCIENCE AND TECHNOLOGY STATISTICS

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

Mailing Address 8 Serpentine Road,  
St. Clair, Trinidad, W.I.

Telephone 868-628-1154

Fax 868-622-8343

E-mail [stresearch@niherst.gov.tt](mailto:stresearch@niherst.gov.tt)

## **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 organizations which promote science & technology
- Documents on projects funded by NIHERST and international organizations
- 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: reports, research materials
- Documents relating to science exhibits and management of science centre

## **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**

Materials prepared by NIHERST for publication or inspection by members of the public may be viewed at:

### **NIHERST Documentation Centre**

**Address:** Corner Old Piarcro Road and Churchill Roosevelt Highway  
D'Abadie, Trinidad, W.I.

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**Fax** 642-1353

**E -mail** [Doc-centre@niherst.gov.tt](mailto:Doc-centre@niherst.gov.tt)

**Opening Hours** Monday to Friday: 8am –4pm

A full list of NIHERST publications is available on NIHERST website  
<http://www.niherst.gov.tt/publications/index.htm>.

## **THE FOLLOWING IS AN ABRIDGED LIST OF THE NIHERST PUBLICATIONS.**

### **GENERAL**

**NIHERST Annual Reports**

**NIHERST Children's Science Magazines**

## **AGRICULTURE**

**Annual Seminar on Agricultural Research: proceedings**

**Annual Seminar on Agricultural Research: proceedings**

**Annual Conference on Agricultural Research & Development**

10<sup>th</sup> 1998 Theme: Agricultural research: beneficial or irrelevant?

## **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**

## **EDUCATION**

**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]

**Papers of the Information Technology in Education Conference (ITEC 2000) / copy-**

edited by Dr. Susan Craig-James. - Port of Spain [Trinidad and Tobago]: NIHERST, 2002 (Port of Spain: Rapid Print Limited)

[Hosted by NIHERST and The Information Technology Professional Society of Trinidad and Tobago, September 2000]

## **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**

**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**

**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

**C.X.C. and G.C.E. A' Level Results 1998 and 2002** / National Institute of Higher Education Research Science and Technology. - Port of Spain [Trinidad and Tobago]: NIHERST, November 2003

**Human resources in science and technology in the public sector 2001** / National Institute of Higher Education Research Science and Technology. - Port of Spain [Trinidad and Tobago]: NIHERST, May 2002

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

**Profile of teachers in public secondary schools 1999-2000** / National Institute of Higher Education Research Science and Technology. - Port of Spain [Trinidad and Tobago] : NIHERST, August 2002.

**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

**Science and technology indicators 1995-2000**/ National Institute of Higher Education Research Science and Technology. - Port of Spain [Trinidad and Tobago]: NIHERST, May 2003

**Study of Science in Primary Schools, 2003** / National Institute of Higher Education Research Science and Technology. - Port of Spain [Trinidad and Tobago]: NIHERST, August 2004.

**Survey of engineering graduates 2001** / National Institute of Higher Education Research Science and Technology. - Port of Spain [Trinidad and Tobago] : NIHERST, November 2002.

**Utilization of information technology by households, 2001** / National Institute of Higher Education Research Science and Technology. - Port of Spain [Trinidad and Tobago]: NIHERST, January 2002

## **VIDEOS**

- **Science for All** series
- **Gene Scene**

## **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  
Corner Old Piarco Road and Churchill Roosevelt Highway  
D'Abadie, Trinidad, W.I.

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

**Telephone** 642-6112, 642-9371

**Fax** 642-1353

**E -mail** [Doc-centre@niherst.gov.tt](mailto:Doc-centre@niherst.gov.tt)

Applicant must complete the appropriate form which is available at **NIHERST Documentation Centre** or on the NIHERST Website ([niherst.gov.tt](http://niherst.gov.tt))

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.

**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  
Corner Old Piarco Road and Churchill Roosevelt Highway  
D'Abadie, Trinidad, W.I.

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

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- Lorraine Rollock  
Alternate Designated Officer (FOIA) 1999

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**Fax** 628-2069

**E -mail** [Admin@niherst.gov.tt](mailto:Admin@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**

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D'Abadie, Trinidad, W.I.

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

**Telephone** 642-6112, 642-9371

**Fax** 642-1353

**E -mail** [Doc-centre@niherst.gov.tt](mailto:Doc-centre@niherst.gov.tt)

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Also some NIHERST publications are available at our website [www.niherst.gov.tt](http://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:**

This section is not applicable to NIHERST at this time

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

**Dated 21 September 2005**