



ST HELENA RESEARCH INSTITUTE POLICY DOCUMENT

POLICY TITLE:	St Helena Research Institute Policy
LEAD OFFICER:	Director of Education & Employment
DATED APPROVED:	May 2019
DATE FOR NEXT REVIEW:	May 2020
APPROVED BY:	Education Committee
ADDITIONAL GUIDANCE:	Environmental Protection Ordinance, 2016; St Helena Research Policy, May 2019.
TEAMS AFFECTED:	But not limited to: Environmental Management Division; St Helena National Trust; Enterprise St Helena; Tourism; Lifelong Learning Sector; Immigration; Museum

1. INTRODUCTION

This policy establishes the St Helena Research Institute as an affiliated centre of the Lifelong Learning Sector in order to support, promote and expand research in St Helena. Research activities, and the knowledge economy more generally, represent an important component of the Island's future economic growth. St Helena's 2018 Sustainable Economic Development Plan very clearly sets out the value of research to the Island's development:

'Due to the St Helena commercial air service, it is now possible to host academic conferences more conveniently, enhance global academic links and invite researchers, archaeologists and conservationists to work in partnership. St Helena contains a third of known endemic UK species and many native species. St Helena has a significant amount of environmental expertise already existing on island between the St Helena National Trust, St Helena Government's Environment Management Division, St Helena's Landscape & Ecology Mitigation Programme, and the voluntary and charitable sector. The existing network of environmentalists, and abundance of endemics are factors which could encourage the introduction of a research centre. Since bones belonging to slaves were uncovered at Rupert's Valley, there have been further exploration of the history of slaves journeying the Middle Passage. There is the potential to invite researchers to St Helena to study these topics further.'

The St Helena Government (SHG) supports the development of local research capacity as well as partnerships with international researchers and research institutions. Research in St Helena is, however, guided by the Environmental Protection Ordinance as well as the St Helena Research Policy. While research focused on development and on better understanding and protecting the environment and heritage of St Helena is given priority, more academic and theoretical research is also encouraged wherever possible.

Generally speaking, St Helena encourages high-quality and reputable research. However, the island has a small population and limited resources and the SHG is cognizant of the risks posed by unregulated research. Anyone intending to carry out research in St Helena or within its territorial boundaries must have a valid permit before undertaking research activities. The St Helena Research Council is responsible for approving research proposals and authorising research licences.

The St Helena Research Institute works closely with the St Helena Research Council, and offers support services to both the Research Council and the research community. The St Helena Research Institute is intended to facilitate and enable responsible and high quality research, to inform the research community of research opportunities and priorities in St Helena, and to offer advice and guidance which will support researchers in their work.

The St Helena Research Institute also works with other key stakeholders and the research community to help assure the collection, preservation, and appropriate use and dissemination of research data and findings from research conducted in St Helena.

2. PURPOSE

This policy establishes the St Helena Research Institute to support and promote high quality research in St Helena and to assure that the Island receives maximum benefit from these research activities.

3. DEFINITION OF 'RESEARCH'

When the term 'research' is used in this policy it refers to the definition set out in The St Helena Research Policy.

4. KEY PRINCIPLES

- **Honesty** – Information is presented truthfully and accurately at all stages in the research process.
- **Openness** – Research methodology, data and findings are shared and communicated openly and accurately and researchers are open in disclosing and addressing potential conflicts of interest.
- **Fairness** – All those involved in and affected by the research activity are treated fairly and justly and their rights and contributions are recognised.
- **Respect** – We promote respect for research, researchers, research participants, the wider community and the environment. This includes recognition of the right of St Helenians to be engaged in research that affects them or is of particular significance to them.
- **Capacity Building** – We value and promote the development of local capacity through cooperative and collaborative research activities, the sharing of knowledge between local and overseas contributors, and connections to the global research community.
- **Knowledge Transfer** – We value the expansion of the collective knowledge base in relation to St Helena and the sharing and dissemination of data and research findings are widely shared and disseminated to improve decision making within St Helena.

5. AIMS AND OBJECTIVES OF THIS POLICY

The St Helena Research Policy aims:

- To contribute to the sustainable development of St Helena;
- To protect St Helena's heritage and natural environment;

- To encourage quality research that will directly benefit St Helena and increase the body of scientific knowledge as a whole, especially with reference to this territory;
- To secure the data and results of research work undertaken in St Helena in line with requirements of licences issued by the St Helena Research Council and to maintain an accessible central database of research data and findings;
- To ensure maximum benefits and dissemination of knowledge and technologies from research activities to end users;
- To support the work of the Research Council in eliminating the unauthorised collection and transfer of research information and materials and especially such collection or research as may present a risk to the St Helena people, environment or heritage;
- To promote ethical research that respects the people, environment, heritage and culture of St Helena;
- To ensure that relevant local institutions are informed of the intended and on-going research in their mandated areas and that they are given an opportunity to participate in the course of the research being undertaken where this may be reasonably achievable;
- To support excellence in education through building partnerships and connections with overseas institutions, researchers and academics;
- To discourage unnecessary duplication of data collection for on-going research projects or research already undertaken or research about to be undertaken;
- To promote the principles laid out in key strategic planning documents for St Helena;
- To promote and protect the interests of the St Helena community.

6. POLICY STATEMENT

The SHG shall establish the St Helena Research Institute as a centre under the umbrella of the Lifelong Learning Sector and subject to the governance of the Education and Employment Directorate.

The St Helena Research Institute shall:

- Support and promote research in St Helena;
- Provide information and guidance to prospective and current researchers with regard to their research on the Island, planning for and organising research activities, and the relevant processes and requirements for research activities;
- Provide advice and guidance to the St Helena Research Council and the SHG in relation to its wider mission to promote and support high quality research;

- Maintain a central database of research data and findings and to ensure that this information is readily accessible for use by key stakeholders;
- Work in collaboration with the Lifelong Learning Sector to provide administrative and technical support for the operation of the St Helena Research Council;
- Work with key stakeholders to identify local research opportunities and priorities and to share this information with the global research community;
- Investigate funding sources for research in St Helena and promote these opportunities within the research community;
- Provide advice and information to strategic partners regarding opportunities for research activities to contribute to the sustainable economic development of St Helena;
- Support local capacity development through collaboration, knowledge transfer and strategic partnerships with relevant research and academic bodies;
- Identify opportunities for knowledge transfer through promoting local partnerships and collaboration with overseas researchers, organising events for sharing research, and building relationships with international researchers and academic organisations.

7. OPERATION OF THE ST HELENA RESEARCH INSTITUTE

The St Helena Research Institute will operate under the umbrella of the Lifelong Learning Sector as an affiliated centre dedicated to promoting and supporting research in St Helena. The Education and Employment Directorate will provide administrative support services to the St Helena Research Institute.

8. ADVISORY SUPPORT BY KEY STAKEHOLDERS

8.1. Role of the Research Institute Steering Group

The St Helena Research Institute Steering Group, as an advisory group of key stakeholders, supports the work of the Research Institute and provides expert support and guidance to the Education Directorate, The St Helena Research Council and the Lifelong Learning Sector in guiding the development and operation of the St Helena Research Institute.

8.2. Membership of the Research Institute Steering Group

The membership of the Research Institute Steering Group will be made up as follows:

Chairperson: Assistant Director, Lifelong Learning

Members: Chief Environmental Officer
 Representative of the South Atlantic Environmental Research Institute (SAERI)
 Representative of SHG Corporate Services
 Member of the Education Committee

Representative of the St Helena National Trust
Representative of Enterprise St Helena
Representative from the Statistics Office
Coordinator of the St Helena Research Institute

Secretary: Staff Member, Education and Employment Directorate

Where necessary or appropriate to their deliberations, the membership of the St Helena Research Institute Steering Group may co-opt a qualified person to join the Committee on a temporary basis.

8.3. Meetings of the Research Institute Steering Group

The St Helena Research Institute Steering Group meets on a quarterly basis or more frequently as required.

All meetings are recorded by the Secretary and Minutes are agreed by the St Helena Research Institute Steering Group before being signed by the Chairperson.

The agenda and relevant papers will be circulated to members at least one week before a meeting. Minutes of a meeting will be completed within seven working days of the meeting and circulated to members.

8.4. Terms of Appointment of Steering Group Members

The work of the St Helena Research Institute Steering Group requires that members analyse, evaluate and act on complex issues. Members selected to form part of the St Helena Research Institute Steering Group are key stakeholders with specific knowledge and experience in these areas as determined by the post or position they hold and are therefore expected to provide the required information, advice and guidance for impartial and appropriate decision-making. All members serve on the St Helena Research Institute Steering Group in their capacity as specific post holders or representatives of key stakeholder groups.

8.5. Quorum and Voting Procedures of the Steering Group

Persons who are eligible to vote are:

Assistant Director, Lifelong Learning (Chairperson)
Chief Environmental Officer
Representative of SAERI
Representative of SHG Corporate Services
Member of the Education Committee
Representative of the National Trust
Representative of Enterprise St Helena
Representative from the Statistics Office

All decisions of the St Helena Research Institute Steering Group will be reached by consensus.

The quorum shall be 5 voting members. Members may attend by teleconference and this will meet the quorum requirements.

9. ROLES AND RESPONSIBILITIES

9.1. **The Education Committee** establishes the St Helena Research Institute; produces and reviews the Research Policy; advocates for the importance of research in St Helena; and provides support for and advocates for funding for the St Helena Research Institute.

9.2. **The St Helena Research Council** is the decision making body which approves applications for research in St Helena. The Research Institute provides technical expertise in relation to research issues, implements the Policy in approving research applications, recommends key actions to the Education Committee and other policy making bodies within the St Helena Government, and manages research in St Helena.

9.3. **The St Helena Research Institute** advocates for and promotes research in St Helena, offers advice and guidance to current and potential researchers, serves as the main interface with the research community, and provides administrative support for the work of the St Helena Research Council. The St Helena Research Institute actively coordinates a network of government, private sector and charitable and voluntary partners, both in St Helena and abroad, who contribute to the research culture of the Island.

9.4. **The St Helena Research Institute Steering Group** supports the work of the Research Institute and provides expert support and guidance to the Education Directorate, St Helena Research Council and the Lifelong Learning Sector in guiding the development and operation of the St Helena Research Institute.

9.5. **The Lifelong Learning Sector** provides managerial and administrative support to the St Helena Research Institute.

9.6. **The Education and Employment Directorate** manages the day to day implementation of the Research Institute Policy, acts as the liaison between the key stakeholders of the Research Institute, and through the Lifelong Learning Sector, supports and funds the Research Institute staff. The Assistant Director Lifelong Learning oversees the operation of the Research Institute.

10. EQUALITY AND DIVERSITY

The SHG is committed to fairness and equality and values diversity. The operations of the St Helena Research Institute will reflect these values.

11. MANAGEMENT OF POLICY

The primary responsibility for adherence to this policy rests with the St Helena Research Institute and the Lifelong Learning Sector who are accountable for implementing the policy.

The Director of Education and Employment has overall responsibility to ensure that this policy is applied fairly and meets any legislative requirements in force.

Strategic policy direction is the responsibility of the Education Committee, as is the allocation of government funding to support the St Helena Research Institute.

This policy will be reviewed by the Education Committee on an annual basis or as may be required by legislative or policy changes or other exigencies.

12. CONTACTS

Education and Employment Directorate, The Education and Learning Centre, Jamestown, Tel: ++ (290) 22607