

**Programme 5 (Socio-economic
Innovation Partnerships))
2019/20 Technical Indicator
Descriptors (TIDs)**

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30/09/2019

PROGRAMME 5: TECHNICAL INDICATOR DESCRIPTORS 2019/20

Performance Indicator 1:

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Knowledge products	Date 31 March 2020
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 5	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Innovation for rural and socio-economic development	
Strategic Statement		Through knowledge, evidence and learning, to inform and influence how science and technology can be used to achieve inclusive development.	
Indicator title		Number of knowledge products on innovation for inclusive development published.	
Purpose of indicator	The purpose of the indicator is to measure the production of targeted knowledge and evidence products based on a need or demand identified by the Innovation for Inclusive Development team.	Type of indicator	Output
Measure / Indicator Definition	<p>To count the number of knowledge products, including but not limited to: briefing notes, policy briefs, case studies, technical briefs, research reports, evaluation reports and books (or part/s thereof).</p> <p>Various knowledge products may be required to provide the knowledge and evidence required by decision-makers in order to adopt a new technology-based approach.</p> <p>A policy brief is a document that outlines the rationale for selecting a particular policy alternative and aims to convince the target audience that an existing problem can be addressed by adopting an alternative policy or course of action.</p>	Measure / Indicator Formula	<p>A = B+C+D+E+F+G+H+I+J+K</p> <p>where</p> <p>A = the total number of knowledge products registered B = Briefing notes C = Policy briefs D = Case studies E = Technical briefs F = Research reports G = Evaluation reports H = Research Paper I = Book J = Academic article K = Other</p>

A **case study** is a detailed description and exploration of a particular project, with a specific focus on challenges, lessons, and success factors, and is usually targeted to people involved in implementation.

A **technical brief** refers to a range of knowledge products providing project performance data, that deals with specifications or which deals with a specific technical challenge that can impact on the adoption of a particular technology.

A **research report** refers to a document that presents research undertaken to address a particular issue of concern. It includes evaluation studies (can be an evaluation report) that contain rigorous analysis of completed or ongoing activities that determine or support management accountability, effectiveness and efficiency.

An **evaluation report** is the key product of the evaluation process. Its purpose is to provide a transparent basis for accountability for results, for decision-making on policies and programmes, for learning, for drawing lessons and for improvement.

A **research paper** refers to a substantial piece of academic writing in which the author does independent research into a topic and writes a description of the findings of that research, which may or may not be presented at a conference or published in a journal.

A **book** is a printed or digital publication based on in-depth research in a particular subject matter or knowledge area.

	<p>An academic article is a piece of academic writing, which is often shorter than a typical research paper, based on research, which may or may not be presented at a conference and may not necessarily be peer reviewed</p> <p>Provision is made for other knowledge products not yet defined should a need for a new form of knowledge product emerge that cannot be classified under a current category.</p> <p>A single project or initiative can support the production of several knowledge products described above. Knowledge products can also be complemented by a decision-support intervention. A knowledge product has to meet the needs of a particular user-community and therefore decision-support interventions provide significant interaction to determine what would be of value and how such value can be realized.</p>		
New Indicator	An existing indicator that has been expanded to include various potential types of knowledge products that meet an information demand.	Desired performance	Higher performance would have been achieved if:- <ul style="list-style-type: none"> • more knowledge products are produced and/or, • knowledge products are more diverse and/or, • more people use the knowledge products.
Measure / Indicator Owner	Chief Director: Innovation for Inclusive Development	Worked example	As stated in the measure indicator/formula

Target set for current year	<p>Annual: 6 knowledge products on innovation for inclusive development published by 31 March 2020</p> <p>Quarterly:</p> <p>Q1 – 1 knowledge product on innovation for inclusive development published between 1 April and 30 June 2019</p> <p>Q2 – 2 knowledge product on innovation for inclusive development published between 1 April and 30 September 2019</p> <p>Q3 – 3 knowledge products on innovation for inclusive development improved between 1 April and 31 December 2019</p> <p>Q4 – 6 knowledge products on innovation for inclusive development published on DST website by 31 March 2020</p>	Target achieved	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :
Data limitations	None		
Reasons for variances between the target set and actual achieved	<ul style="list-style-type: none"> • An opportunity presents itself to produce a new knowledge product after annual planning was finalised. • Delays in finalising a knowledge product due to quality concerns e.g. poor quality of knowledge product or because potential users of the knowledge product have expressed additional requirements 		

2. Collection of data from one or more of the listed data sources to enable effective reporting on the adopted output measure / indicator

Source data	<p>Register 1 - IID knowledge products</p> <p>The following documentation is required for a valid registration of a knowledge product</p> <ul style="list-style-type: none"> • Copy of the knowledge product to be published • Submission to CD: IID requesting formal approval for publication and distribution <p>In case of a knowledge product from an implementing agency, optional additional</p>
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		documentation will include a letter from the implementation agency to the DST confirming that the knowledge product was a result of funding support from the DST.	
Collection Frequency of Source data		Information gathered and generated quarterly on knowledge products to be registered.	
Archiving of Source Data		Archiving will be achieved by saving each quarterly register update as a new version on Alfresco	
Type of information to be extracted from the source data		Total number of each type of knowledge product produced during the reporting period	
IT Systems/ Tools used to capture extracted data		Pre-defined Excel Spreadsheet pivot-table	
Source Data Capturing Frequency		Registrations done quarterly	
Individual(s) responsible for collecting the source data	DD: Sustainable Livelihoods DD: Sustainable Human Settlements	Individual(s) responsible for filing/ archiving the collected source data	Assistant Director: Administration
Individual(s) responsible for extracting the required information from the source data	DD: Sustainable Livelihoods DD: Sustainable Human Settlements	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D: Sustainable Livelihoods D: Sustainable Human Settlements
Individual(s) responsible for capturing the extracted information onto the IT System	DD: Sustainable Livelihoods DD: Sustainable Human Settlements	Individual(s) responsible for verifying the accuracy and completeness of the captured information	CD: Innovation for Inclusive Development

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information	
Performance Information Source	Individual project folders on Alfresco with a copy of the two source documents that was used to register an individual knowledge product
Type of performance information to be extracted/ used	Knowledge products registered during the applicable reporting period
Calculations required on extracted information	The sum of knowledge products registered.
Archiving of Extracted / Recalculated Information	Summary information captured and archived in the Performance Information Management System (PIMS)

Return Format		Database entry in PIMS	
Reporting Frequency		Quarterly.	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	ASD: Administration	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D: Sustainable Livelihoods D: Sustainable Human Settlements
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Sustainable Livelihoods DD: Sustainable Human Settlements	Individual(s) responsible for sending the information in the required return format to the -----	CD: Innovation for Inclusive Development

Performance Indicator 2:

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Decision-support interventions	Date 31 March 2020
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 5	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Innovation for rural and socio-economic development	
Strategic Statement		Through knowledge, evidence and learning, to inform and influence how science and technology can be used to achieve inclusive development.	
Indicator title		Number of decision-support interventions introduced, maintained and improved	
Purpose of indicator	To measure the number of decision support interventions introduced, maintained and improved designed to transform rural, peri-urban and socio-economic development as a result of funding or technical support from the DST	Type of indicator	Output Indicator
Measure / Indicator Definition	Decision support interventions help people think about choices they face; they describe where and why choice exists; they provide information about options, including, where reasonable, the option of taking no action. These interventions aim to help people to deliberate, independently or in collaboration with others, about options by considering relevant attributes to help them forecast how they might feel about short, intermediate and long-term outcomes, which	Measure / Indicator Formula	A=B+C+D Where A= total number of decision interventions registered B= decision interventions introduced C=Decision interventions maintained D= Decision intervention improved

	have relevant consequences. They support the process of constructing preferences and eventual evidence-informed decision making, appropriate to their individual situation.		
New Indicator	No	Desired performance	Higher performance would have been achieved if:- <ul style="list-style-type: none"> • more decision support interventions are introduced, maintained, or improved and/or: • decision support interventions are more diverse and/or • more people are using the decision support interventions
Measure / Indicator Owner	CD: Innovation for Inclusive Development.	Worked example	Decision support interventions registered (7) = introduced (2) + maintained (3) + improved (2)
Target set for current year	<p>Annual: 10 decision-support systems maintained and improved by 31 March 2020</p> <p>Quarterly: Q1 – Annual workplan approved for at least 2 decision-support systems between 1 April and 30 June 2019</p> <p>Q2 – Annual workplan approved for at least 8 decision-support systems between 1 April and 30 September 2019</p> <p>Q3 – Annual workplan approved for at least 10 decision-support systems between 1 April and 31 December 2019</p>	Target achieved	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :

	Q4 – 10 decision-support systems maintained and improved between 1 April and 31 March 2020		
Data limitations	None		
Reasons for variances between the target set and actual achieved	<p>Workplan not approved for a decision-support tool due to poor quality, loss of project team, etc.</p> <p>New decision-support system opportunity emerging from a funding grant where the main purpose was not the development of a decision support system</p>		

2. Collection of data from one or more of the listed data sources to enable effective reporting on the adopted output measure / indicator			
Source data	Register 2 – IID Decision Support Systems Registration or re-registration will happen annually. The following documentation is required for a valid registration <ul style="list-style-type: none"> • Annual workplan • Internal DST submission providing formal approval for the workplan 		
Collection Frequency of Source data	Information gathered and generated quarterly on decision support systems to be re-registered.		
Archiving of Source Data	Archiving will be achieved by saving each quarterly register update as a new version on Alfresco		
Type of information to be extracted from the source data	Total number of decision support systems as per action category, that is, either introduced, maintained, or improved		
IT Systems/ Tools used to capture extracted data	Pre-defined Excel Spreadsheet pivot-table		
Source Data Capturing Frequency	Registrations done quarterly		
Individual(s) responsible for collecting the source data	DD: Human Settlements DD: Sustainable Livelihoods	Individual(s) responsible for filing/archiving the collected source data	ASD: Administration
Individual(s) responsible for extracting the required information from the source data	DD: Human Settlements DD: Sustainable Livelihoods	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D: Human Settlements D: Sustainable Livelihoods

Individual(s) responsible for capturing the extracted information onto the IT System	DD : Human Settlements DD: Sustainable Livelihoods	Individual(s) responsible for verifying the accuracy and completeness of the captured information	CD: Innovation for Inclusive Development
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3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Individual project folders on Alfresco with a copy of the two source documents that was used to register or re-register the decision-support system	
Type of performance information to be extracted/ used		Decision support systems registered or re-registered during the applicable reporting period	
Calculations required on extracted information		The sum of decision support systems registered or re-registered.	
Archiving of Extracted / Recalculated Information		Summary information captured and archived in the Performance Information Management System (PIMS)	
Return Format		Database entry in PIMS	
Reporting Frequency		Quarterly.	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	ASD: Administration	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D: Human Settlements D: Sustainable Livelihoods D: Environmental Services and Technologies D: ICT
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Human Settlements DD: Sustainable Livelihoods DD: Environmental Services and Technologies DD: ICT	Individual(s) responsible for sending the information in the required return format to the -----	CD: Innovation for Inclusive for Development

Performance Indicator 3:

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Learning interventions generated	Date 31 March 2020
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 5	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Innovation for rural and socio-economic development	
Strategic Statement		Through knowledge, evidence and learning, to inform and influence how science and technology can be used to achieve inclusive development	
Indicator title		Number of learning interventions generated	
Purpose of indicator	To measure the number of learning interventions aimed at informing and influencing technology choices and how alternative technologies and scientific approaches can be used to advance inclusive development as defined in the multi-dimensional human development framework of the National Development Plan (NDP)	Type of indicator	Output
Measure / Indicator Definition	In this context a learning intervention refers to a event conceptualised and/ or resourced by the DST. The learning intervention can be organised and run by an implementing agency contracted by the DST or by the DST itself. The DST can also partner with other organisations in organising the event or in presenting a evidence-based position at an event. The event is structured in terms of a number of formats (including but not limited to seminars,	Measure / Indicator Formula	$A=B+C+D+E+F+G$ Where A = Total number of learning interventions registered B = seminars C = lectures D = learning forums E = Policy dialogues F = Workshops G = Other

	<p>lectures, learning interventions, workshop or a policy dialogue).</p> <p>Notwithstanding the specific format used, the intention is to bring together a select group of knowledgeable researchers, policy analysts, experts, or practitioners to advance collective understanding on a specific theme aligned to the strategic objective.. Each learning intervention is unique with respect to the format used and the group of participants.</p> <p>(seminars, lectures, learning forums, workshops and policy dialogues)</p>		
New Indicator	Was in 2014/15 APP but was erroneously left out in 2015/16. Included once again in 2016/17	Desired performance	<p>Higher performance will be achieved if:-</p> <ul style="list-style-type: none"> • More learning interventions are delivered, and/or • the learning intervention makes a contribution to changed policy or practice. Since policy and practice takes time to change, the latter can only be effectively assessed over the medium term on a case-by-case basis.
Measure / Indicator Owner	CD: IID	Worked example	Total number of learning interventions registered (9) = Seminars (4) + lectures (1) + learning forums (2) + policy dialogues (2)
Target set for current year	Annual: 9 learning interventions (seminars, lectures, learning forums, workshops and policy dialogue) generated by 31 March 2020	Target achieved	<p>Actual target achieved.</p> <p>Q1 –</p> <p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD - :</p>

	<p>Quarterly:</p> <p>Q1 – 1 learning intervention generated between 1 April and 30 June 2019</p> <p>Q2 – 2 learning interventions generated between 1 April and 30 September 2019</p> <p>Q3 – 5 learning interventions generated between 1 April and 31 December 2019</p> <p>Q4 – 9 learning interventions generated by 31 March 2020</p>	
Data limitations	None	
Reasons for variances between the target set and actual achieved	<ul style="list-style-type: none"> • An opportunity presents itself to produce an additional learning intervention after annual planning was finalised resulting from the need or demand from the DST entities, sector stakeholder or as a result of a strategic reason. • Delays in hosting the learning intervention due to circumstances outside of DST's control or contractual issues between the DST and the host entity responsible for organising the learning intervention e.g. timing for hosting having to be rescheduled due to conflict with significant government events or funding issues affecting hosting. 	

2. Collection of data from one or more of the listed data sources to enable effective reporting on the adopted output measure / indicator	
Source data	<p>Register 3 – Innovation for inclusive development learning interventions</p> <p>The following documentation will be required for a valid registration:-</p> <ul style="list-style-type: none"> • Signed learning intervention report for each learning intervention compiled by the organiser (implementing agency or DST). • Internal DST approval of the learning intervention report
Collection Frequency of Source data	Information gathered and generated quarterly on learning interventions to be registered.

Archiving of Source Data		Archiving will be achieved by saving each quarterly register update as a new version on Alfresco	
Type of information to be extracted from the source data		Total number of learning intervention by type, that is, workshop, seminar, etc.	
IT Systems/ Tools used to capture extracted data		Pre-defined Excel Spreadsheet pivot-table	
Source Data Capturing Frequency		Registrations done quarterly	
Individual(s) responsible for collecting the source data	DD: Sustainable Livelihoods DD: Sustainable Human Settlements DD: Environmental Services and Technologies DD: ICT	Individual(s) responsible for filing/archiving the collected source data	ASD: Administration
Individual(s) responsible for extracting the required information from the source data	DD: Sustainable Livelihoods DD: Sustainable Human Settlements DD: Environmental Services and Technologies DD: ICT	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D: Sustainable Livelihoods D: Sustainable Human Settlements D: Environmental Services and Technologies D: ICT
Individual(s) responsible for capturing the extracted information onto the IT System	DD: Sustainable Livelihoods DD: Sustainable Human Settlements DD: Environmental Services and Technologies DD: ICT	Individual(s) responsible for verifying the accuracy and completeness of the captured information	CD: Innovation for Inclusive Development

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Individual project folders on Alfresco with a copy of the two source documents that was used to register the learning intervention	
Type of performance information to be extracted/ used		Learning interventions registered during the applicable reporting period	
Calculations required on extracted information		The sum of learning interventions registered.	
Archiving of Extracted / Recalculated Information		Summary information captured and archived in the Performance Information Management System (PIMS)	
Return Format		Database entry in PIMS	
Reporting Frequency		Quarterly.	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: Sustainable Livelihoods	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D: Sustainable Livelihoods
	DD: Human Settlements		D: Sustainable Human Settlements
	DD: Environmental Services and Technologies		D: Environmental Services and Technologies
	DD: ICT		D: ICT
Individual(s) responsible for archiving the extracted/ recalculated performance information	D: Office of the DDG	Individual(s) responsible for the accuracy and completeness of the captured information	CD: Innovation for Inclusive Development

Performance Indicator 4

Medium-term objectives, measures/indicators, outputs and targets	Output name High-level human capital developed in the dedicated niche areas that support the green economy and sustainable development	Date 31 March 2020
1. Overview of the objective, output, measure/indicator and target to be reported on		
Programme #	Programme 5	
Programme's strategic objective (as per the Strategic Plan and the Annual Performance Plan)	S&T for sustainable development and a green economy	
Statement	To identify, grow and sustain niche high-potential STI capabilities for sustainable development and the greening of society and the economy.	
Indicator title	Number of honours, master's and doctoral students fully funded or co-funded in designated niche areas that support the greening of society and the economy and sustainable development.	
Purpose of indicator	To measure the output of the human capital development programmes aligned to strategic objective 2	Type of indicator Output
Measure/indicator definition	High-level human capital refers to honours, master's and doctoral students receiving funding or co-funding from the DST during the applicable performance period. The niche areas identified to support the green economy and sustainable development include the water and waste sectors, the emerging ecological infrastructure sector, selected Sector Innovation Funds (SIF), selected CSIR Industry Development Centres	Measure/indicator formula A = B+C+D+E+F+G Where A = The total number of students funded or co-funded B = Honours, Masters and Doctoral Students (funded water initiatives) C = Honours, Masters and Doctoral Students (funded waste initiatives) D = Honours, Masters and Doctoral

			<p>Students (funded Ecological Infrastructure initiatives)</p> <p>E = Honours, Masters and Doctoral Students (SMRI and PAMSA SIF's)</p> <p>F = Honours, Masters and Doctoral Students (Biorefinery Industry Development Centre)</p> <p>G = Honours, Masters and Doctoral Students (other)</p>
New indicator	An existing indicator that has been amended to include selected initiatives from SLI, that is, SIF (SMRI), SIF (PAMSA), and the CSIR Biorefinery Industry Development Centre in response to previous audit queries regarding double counting	Desired performance	Supporting the maximum number of high-level students within the available resource envelope
Measure/indicator owner	CD: Sector Innovation and Green Economy (SIGE)	Worked example	As stated in the measure indicator / formula
Target set for current year	<p>Annual</p> <p>90 honours, master's and doctoral students fully funded or co-funded in designated niche areas that support the green economy and sustainable development by 31 March 2019</p> <p>Quarterly</p>	Target achieved	<p>Actual target achieved.</p> <p>Q1 –</p> <p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD –</p>

	<p>Q1 – 50 honours, master's and doctoral students fully funded or co-funded between 1 April 2018 and 30 June 2018</p> <p>Q2 – No target</p> <p>Q3 – No target</p> <p>Q4 – 90 honours, master's and doctoral students fully funded or co-funded between 1 April 2019 and 31 March 2020</p> <p>Note: There was an error in the final printed Annual Performance Plan where the word unique was included with respect to the quarterly and annual targets for 2019/20. The inclusion of unique students is only applicable when assessing performance for the 5-year strategic plan target. Students at the Honours, Masters and PhD levels are funded over multiple years and contribute to the performance target for each year that they are funded</p>	
Data limitations	Submission of fraudulent registration letters by implementation agencies	
Reasons for variance between the target set and actual achievement	<ul style="list-style-type: none"> • Implementing agents are able to support a greater number of students due to co-funding opportunities, worthy applicants, etc. • Implementing agents not able to secure the number of suitable candidates to meet demographic targets specified in the contract • Worthy candidates selected for funding after the finalisation of plans 	

2. Collection of source data to enable effective reporting on the adopted output measure/ Indicator	
Source data	Register 4 – Green Economy and Sustainable Development student beneficiaries

	<p>Update to the student register will take place in quarter 1 and quarter 4. For a valid registration, the following documentation will be used:-</p> <ul style="list-style-type: none"> • Annual registration letter from the university where the student is registered on a university letterhead, signed by the registrar and stamped • A letter from the implementation agent confirming the students that are being funded through a sign contract with the DST. The letter will include a schedule providing additional core profile information of the students (name, ID number, race, gender) <p>The register will include additional profile information that is required for management and analytical purposes</p>		
Collection frequency of source data	Twice in a financial year (Q1 and Q4).		
Archiving of source data	Alfresco.		
Type of information to be extracted from the source data	Number of high-level students funded or co-funded under each of the different contracts that contribute to the performance indicator		
IT systems/tools used to capture extracted data	Excel spreadsheet with pre-defined pivot tables		
Source data capturing frequency	Twice in a financial year (Q1 and Q4).		
Individual(s) responsible for collecting the source data	<ul style="list-style-type: none"> • DD: Green Economy • DD: Local Innovation 	Individual(s) responsible for filing/ archiving the collected source data	<ul style="list-style-type: none"> • DD: Green Economy • DD: Local Innovation
Individual(s) responsible for extracting the required information from the source data	<ul style="list-style-type: none"> • DD: Green Economy • DD: Local Innovation 	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	<ul style="list-style-type: none"> • D: EST • D: SLI
Individual(s) responsible for capturing the extracted information onto the IT system	<ul style="list-style-type: none"> • DD: Green Economy • DD: Local Innovation 	Individual(s) responsible for verifying the accuracy and completeness of the captured information	<ul style="list-style-type: none"> • CD: SIGE

3. Quarterly and annual reporting of collected/extracted performance information

Performance information source	Individual folders for each contract that makes a contribution to performance. Each folder will contain the supporting information that was used to register the student as a beneficiary. The folder may include a copy of the applicable contract for the funding support.
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Type of performance information to be extracted/used	Total number of students registered		
Calculations required on extracted information	The sum of students on the beneficiary register disaggregated by individual contract		
Archiving of extracted/recalculated information	Summary information captured and archived in the Performance Information Management System (PIMS)		
Return format	Database entry in PIMS		
Reporting frequency	Quarter 1 and Quarter 4		
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	<ul style="list-style-type: none"> • DD: Green Economy • DD: Local Innovation 	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	<ul style="list-style-type: none"> • D: EST • D: Sector and Local Innovation
Individual(s) responsible for archiving the extracted/recalculated performance information	<ul style="list-style-type: none"> • DD: Green Economy • DD: Local Innovation 	Individual(s) responsible for sending the information in the required return format	<ul style="list-style-type: none"> • CD: SIGE. •

Performance Indicator 5

Medium-term objectives, measures/indicators, outputs and targets	Output name Number of knowledge and innovation products		Date 31 March 2020
1. Overview of the objective, output, measure/indicator and target to be reported on			
Programme #	Programme 5		
Programme's strategic objective (as per the Strategic Plan and the Annual Performance Plan)	S&T for sustainable development and a green economy		
Objective statement and definition (also supported by indicator definition)	To identify, grow and sustain niche high-potential STI capabilities for sustainable development and the greening of society and the economy		
Indicator title	Number of knowledge and innovation products (for example, patents, prototypes, technology demonstrators, methodologies, and technology transfer packages) added to the sustainable development and green economy innovation product register		
Purpose of indicator	To measure the number of knowledge and innovation products resulting from projects funded by the DST to support a R&D-led transition to a greener economy.	Type of indicator	Output indicator
Measure/indicator definition	<p>Funded knowledge and innovation products: Where the DST is funding, or co-funding a specific research/technology initiative. An initiative does not need to be 100% DST-funded to be counted.</p> <p>The following knowledge and innovation products/ outputs serve as examples of valid registrations</p> <ul style="list-style-type: none"> • Patent: A formally established set of exclusive rights granted by a 	Measure/indicator formula	$A = B+C+D+E+F$ <p>Where</p> <p>A = total number of registrations of knowledge and innovation products</p> <p>B = registrations (funded water initiatives)</p> <p>C = registrations (funded waste initiatives)</p> <p>D = registrations (SMRI and PAMSA SIF)</p> <p>E = registrations (Biorefinery</p>

sovereign state to an inventor or assignee for a limited period of time in exchange for detailed public disclosure of an invention. Note that discrete events/ milestones related to the patenting process (e.g. filing for a patent, receiving provisional patent, etc.) will also be accepted as valid knowledge/innovation products.

- **Prototype:** An early sample, model, or release of a product built to test a concept or process or to act as a thing to be replicated or learned from. There are different types of prototypes (e.g. proof-of-principle; visual; working; functional prototypes). A prototype can also include market samples or similar concepts, depending on the nature of the industry.
- **Technology demonstrator:** An incomplete version of a complete or scaled down/ subset of a product put together as a proof of concept with the primary aim of showcasing the possible applications, feasibility, and method of an idea for a new technology.
- **Technology (transfer) package:** Technology is packaged in a

industry development centre)

F = registrations (other)

	<p>tangible output (e.g. product/ process/ data pack/ software). It is developed and packaged so that the recipient can use it without any additional development work.</p> <p>The design and development of subsystems or production equipment (e.g. molds for casting) can also be considered technology packages, as can training packages, manuals or training curricula.</p> <ul style="list-style-type: none"> • IP utilisation: converting the IP to commercial benefit can occur in many forms (depending on the specific sector), e.g. licencing the technology (for use by a third party), signing a royalty agreement, signing a joint venture. All these discrete agreements can be counted under this definition. 		
<p>New indicator</p>	<p>This is not a new indicator, but greater clarity provided with respect to what will enable a valid registration</p>	<p>Desired performance</p>	<p>Higher performance is desired.</p>
<p>Measure/indicator owner</p>	<p>CD: Sector Innovation and Green Economy.</p>	<p>Worked example</p>	<p>Total number of registrations of knowledge and innovation products (5) = registrations (water initiatives) (2) + registrations (waste initiatives) (2) +</p>

			registrations (bio-refinery (1))
Target set for current year	<p>Annual</p> <p>4 knowledge and innovation products (for example, patents, prototypes, demonstrators, methodologies, and technology transfer packages) added to the sustainable development innovation product register between 1 April 2019 and 31 March 2020</p> <p>Quarterly</p> <p>Q1 – No target</p> <p>Q2 – At least 1 knowledge or innovation product added to the Sustainable development and innovation product register between 1 April and 30 September 2019</p> <p>Q3 – At least 1 knowledge or innovation products added to the Sustainable development and innovation product register between 1 April and 30 Sept. 2019</p> <p>Q4 – At least 4 knowledge or innovation products added to the Sustainable development and innovation product register between 1 April and 30 September 2019</p>	Target achieved	<p>Actual target achieved.</p> <p>Q1 –</p> <p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD –</p>
Data limitations	Forecasting technology maturity is difficult because many factors are uncertain and may cause delays.		

Reasons for variance between the target set and actual achievement	<p>There is a period required for verification of the proposed knowledge or innovation product, until this is done either through physical visits to site or interrogation of the team the knowledge or innovation product may not be registered</p> <p>Due to difficulties in predicting progress accurately, declarations received for registration may be more or less than what was planned</p>
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2. Collection of source data to enable effective reporting on the adopted output measure/ Indicator			
Source data	<p>Register 5 – Register of green economy and sustainable development knowledge and innovation products</p> <p>The following documentation will be required for a valid registration</p> <ul style="list-style-type: none"> • A signed declaration from an implementation agency of a potential qualifying knowledge or innovation product. The declaration will provide essential information (type of product, registration number (if applicable) as well as appropriate supporting information • A signed confirmation by a registrar (currently D: EST) that the knowledge or innovation product met the required qualifying criteria and can be registered 		
Collection frequency of source data	Annually or quarterly as specified in the relevant contract		
Archiving of source data	Alfresco		
Type of information to be extracted from the source data	Total number of registrations during the applicable reporting period disaggregated by funded initiative		
IT systems/tools used to capture extracted data	Excel spreadsheet with pre-defined pivot tables		
Source data capturing frequency	Quarters 2, 3 and 4		
Individual(s) responsible for collecting the source data	<ul style="list-style-type: none"> • DD: Green Economy • DD: Local Innovation 	Individual(s) responsible for filing/ archiving the collected source data	<ul style="list-style-type: none"> • DD: Green Economy • DD: Local Innovation
Individual(s) responsible for extracting the required information from the source data	<ul style="list-style-type: none"> • DD: Green Economy • DD: Local Innovation 	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D: Environmental Services and Technologies
Individual(s) responsible for capturing the extracted information onto the IT system	DD: Environmental Services and Technologies	Individual(s) responsible for verifying the accuracy and completeness of the captured information	CD: SIGE

3. Quarterly and annual reporting of collected/extracted performance information

Performance information source	Individual folders for each contract that contribute to performance with the information required for a valid registration. The folder may include a copy of the applicable contract for the funding support		
Type of performance information to be extracted/used	Total number of registration as per different contracts		
Calculations required on extracted information	The sum of registrations as per different contracts		
Archiving of extracted/recalculated information	Summary information captured and archived in the Performance Information Management System (PIMS)		
Return format	Database entry in PIMS		
Reporting frequency	Quarters 2,3 and 4		
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	<ul style="list-style-type: none"> • DD: Green Economy • DD: Local Innovation 	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D: EST D: SLI
Individual(s) responsible for archiving the extracted/recalculated performance information	<ul style="list-style-type: none"> • DD: Green Economy • DD: Local Innovation 	Individual(s) responsible for sending the information in the required return format	CD: SIGE

Performance Indicator 6

Medium-term objectives, measure/indicator, outputs, and targets	Output Name High level human capital development for competitiveness and new industry development	Date 31 March 2020
1. Overview of the objective, output, measure / indicator and target to be reported on		
Programme #	Programme 5	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans	Support the development of new and existing R&D-led industries in aerospace, advanced manufacturing, chemicals, advanced metals, mining, ICTs and sector innovation funds	
Strategic Statement	To identify, grow and sustain niche high-potential STI capabilities that improves the competitiveness of existing and emerging economic sectors and that facilitates the development of new targeted industries with growth potential in aerospace, advanced manufacturing, chemicals, mining, advanced metals, ICTs and sector innovation funds.	
Indicator title	Number of high-level research graduates (Master's and Doctoral students) fully funded or co-funded in designated niche areas (advanced manufacturing, aerospace, chemicals, mining, advanced metals, ICTs and SIFs).	
Purpose of indicator	To measure the output of human capital development (in this case, research Masters and Doctoral students) aligned to Strategic Objective 3	Type of indicator Output indicator
Measure / Indicator Definition	High level human capital refers to students who are enrolled at universities or Universities of Technology for a Masters or Doctoral qualification. Co-funded is where the DST only pays a portion of the student's fees.	Measure / Indicator Formula $A = B + C + D + E + F + G + H + I + J + K$ A = represent total number of students supported B = total number of Masters and PhD students funded and co-funded (funded advanced manufacturing initiatives) C = total number of Masters and PhD students funded and co-funded (funded advanced metals initiatives)

	The niche areas identified to support industrial development include the advanced manufacturing, aerospace, chemicals, mining, advanced metals, ICTs, selected Sector Innovation Funds (SIF) and selected CSIR Industry Development Centres		<p>D = total number of Masters and PhD students funded and co-funded (funded chemicals initiatives)</p> <p>E = total number of Masters and PhD students funded and co-funded (funded aerospace initiatives)</p> <p>F = total number of Masters and PhD students funded and co-funded (mining initiatives)</p> <p>G = total number of Masters and PhD students funded and co-funded (funded ICT programmes)</p> <p>H = total number of Masters and PhD students funded and co-funded (all other Sector Innovation Funds excluding PAMSA and SMRI)</p> <p>J = total number of Masters and PhD students funded and co-funded (all other CSIR industry development centres excluding the Biorefinery Industrial Development Centre)</p> <p>K = total number of Masters and PhD students funded and co-funded (other funded programmes)</p>
New Indicator	An existing indicator that has been amended to specify Sector Innovation Funds and Industry Development Centres that will be counted under this indicator.	Desired performance	Supporting the maximum number of high-level students within the available resource envelop
Measure / Indicator Owner	CD: TLBAM and CD: SIGC.	Worked example	As stated in the measure indicator / formula

Target set for current year	<p>Annual: 252 master's and doctoral students fully funded or co-funded in designated niche areas (advanced manufacturing, aerospace, chemicals, mining, advanced metals, ICTs, Industry Innovation Programme and the sector innovation fund) by 31 March 2020</p> <p>Quarterly:</p> <p>Q1 – 200 master's and doctoral students fully funded or co-funded in designated niche areas (advanced manufacturing, aerospace, chemicals, mining, advanced metals, ICTs, Industry Innovation Programme and the sector innovation fund)</p> <p>Q2 – No target</p> <p>Q3 – No target</p> <p>Q4 – Additional 52 masters and doctoral students funded or co-funded by 31 March 2020 taking the total for the year to 252</p>	Target achieved	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :
Data limitations	Submission of fraudulent registration letters by implementation agencies		
Reasons for variances between the target set and actual achieved	<ul style="list-style-type: none"> • Implementing agents are able to support a greater number of students due to co-funding opportunities, worthy applicants, etc. • Implementing agents not able to secure the number of suitable candidates to meet demographic targets specific in the contract • Worthy candidates selected for funding after the finalisation of plans 		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator

Source data	<p>Register 6 – Industrial Development student beneficiaries</p> <p>Registration of student beneficiaries will take place in quarter 1 and quarter 4. For a valid registration, the following documentation will be used:-</p> <ul style="list-style-type: none"> • Annual registration letter (with the letterhead, stamp and signature by the Registrar) from the university where the student is registered • A letter from the implementation agent confirming the students that are being funded through a sign contract with the DST. The letter will include a schedule providing additional core profile information of the students (name, ID number, race, gender) <p>The register will include additional profile information that is required for management and analytical purposes. The proof of registration should contain the letterhead and stamp of the tertiary education institution. The proof of registration will be accepted as valid for a specific calendar year, which implies that it covers two DST financial years. As an example, DST can count the student as being funded in Quarter 4 (Q4) and also in Q1 to Q3 (of the next financial year) with the same proof of evidence.</p>		
Collection Frequency of Source data	Twice in a financial year (Q1 and Q4).		
Archiving of Source Data	Alfresco.		
Type of information to be extracted from the source data	Number of high-level students funded under each of the different contracts that contribute to the performance indicator		
IT Systems/ Tools used to capture extracted data	Excel spreadsheet with pre-defined pivot tables		
Source Data Capturing Frequency	Twice in a financial year (Q1 and Q4).		
Individual(s) responsible for collecting the source data	DDs from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation; Local Innovation and ICT.	Individual(s) responsible for filing/ archiving the collected source data	DDs from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation; local innovation and ICT.
Individual(s) responsible for extracting the required information from the source data	DDs from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation; Local Innovation and ICT.	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	Ds from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation; local innovation and ICT.

Individual(s) responsible for capturing the extracted information onto the IT System	DDs from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation; Local innovation and ICT.	Individual(s) responsible for verifying the accuracy and completeness of the captured information	Ds from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation; Local innovation and ICT.
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3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Individual folders for each contract that makes a contribution to performance. Each folder will contain supporting the supporting information that was used to register the student as a beneficiary. The folder may include a copy of the applicable contract for the funding support.	
Type of performance information to be extracted/ used		Total number of students registered	
Calculations required on extracted information		The sum of students on the beneficiary register disaggregated by individual contract	
Archiving of Extracted / Recalculated Information		Summary information captured and archived in the Performance Information Management System (PIMS)	
Return Format		Database entry in PIMS	
Reporting Frequency		Quarter 1 and Quarter 4	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DDs from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation, Local Innovation and ICT	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	Directors from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation, Local Innovation and ICT.
Individual(s) responsible for archiving the extracted/ recalculated performance information	DDs from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation, Local Innovation and ICT	Individual(s) responsible for sending the information in the required return format to the -----	CDs of Technology Localisation, Beneficiation and Advanced Manufacturing and of Sector Innovation and Global change. Annual report will be verified by the DDG:SEIP

Performance Indicator 7

Medium-term objectives, measure/indicator, outputs, and targets		Output Name High level human capital development for competitiveness and new industry development built	Date 31 March 2020
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 5	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Support the development of new and existing R&D-led industries in aerospace, advanced manufacturing, chemicals, advanced metals, mining, ICTs and sector innovation funds	
Strategic Statement		To identify, grow and sustain niche high-potential STI capabilities that improves the competitiveness of existing and emerging economic sectors and that facilitates the development of new targeted industries with growth potential in aerospace, advanced manufacturing, chemicals, mining, advanced metals, ICTs and Sector Innovation Funds (SIFs).	
Indicator title		Number of interns fully funded or co-funded in R&D of design, manufacturing and product development	
Purpose of indicator	To measure the output from intern support programmes funded under the R&D led industry development strategic objective	Type of indicator	Output indicator
Measure / Indicator Definition	Intern – A person who has completed, or nearly completed the academic programme, which requires practical experience in order to obtain their qualifications (ranging from Diploma, B-Tech and D-Tech), or to obtain work exposure prior to permanent employment 'R&D of Design, manufacturing and product development' is the originally defined focus areas for interns under 'R&D led industry development' strategic objective. This description is intended to cover all the focus areas under this strategic objective.	Measure / Indicator Formula	$A = B + C + D$ <p>where</p> <p>A = total number of interns funded or co-funded</p> <p>B = total number of P1 interns supported</p> <p>C = represent total number of P2 interns supported</p> <p>D = represent total number of graduated interns supported</p>

New Indicator	No	Desired performance	Support the maximum number of interns within the available resource envelop
Measure / Indicator Owner	CD: TLBAM.	Worked example	If 100 interns are funded by TIA, but after 5 months 10 interns leave the programme (e.g. due to finding full-time employment), and TIA manages to find another 10 interns for the remainder of the year, 110 interns were funded/co-funded through the financial year.
Target set for current year	<p>Annual: 120 interns fully funded or co-funded in R&D related to design, manufacturing and product development by 31 March 2020^s</p> <p>Quarterly: Q1 - 100 interns fully funded or co-funded in R&D related to design, manufacturing and product development Q2 - No target Q3 - No target Q4 – 20 interns fully funded or co-funded in R&D related to design manufacturing and product development</p>	Target achieved	<p>Actual target achieved.</p> <p>Q1 – Q2 – Q3 – Q4 – YTD - :</p>
Data limitations	Submission of fraudulent registration letters by implementation agencies		
Reasons for variances between the target set and actual achieved	<ul style="list-style-type: none"> • Implementing agents are able to support a greater number of interns due to co-funding opportunities, worthy applicants, etc. • Interns exit the programme before the end of the funding support period enabling additional interns to be funded • Implementing agents not able to secure the number of suitable candidates to meet demographic targets specific in the contract • Worthy candidates selected for funding after the finalisation of plans 		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator

Source data	Register 7 - Number of interns fully funded or co-funded in R&D of design, manufacturing and product development As a minimum, the following supporting evidence will enable a valid registration of a beneficiary <ul style="list-style-type: none"> • A statement (letter or quarterly or annual report) from the respective implementation agency • Letter from the implementing agency to the DST confirming that the intern is supported from funding from the DST 		
Collection Frequency of Source data	Quarterly		
Archiving of Source Data	Archiving will be achieved by saving each quarterly register update as a new version on Alfresco		
Type of information to be extracted from the source data	Total number of interns funded/co-funded supported during the reporting period		
IT Systems/ Tools used to capture extracted data	Pre-defined Excel Spreadsheets pivot-table		
Source Data Capturing Frequency	Quarterly		
Individual(s) responsible for collecting the source data	DDs of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation	Individual(s) responsible for filing/ archiving the collected source data	DDs of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation
Individual(s) responsible for extracting the required information from the source data	DDs of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	Ds of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation
Individual(s) responsible for capturing the extracted information onto the IT System	DDs of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation	Individual(s) responsible for verifying the accuracy and completeness of the captured information	Ds of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information

Performance Information Source		Individual folders for each contract that makes a contribution to performance. Each folder will contain supporting the supporting information that was used to register the student as a beneficiary. The folder may include a copy of the applicable contract for the funding support.	
Type of performance information to be extracted/ used		Total number of students registered	
Calculations required on extracted information		The sum of students on the beneficiary register disaggregated by individual contract	
Archiving of Extracted / Recalculated Information		Summary information captured and archived in the Performance Information Management System (PIMS)	
Return Format		Database entry in PIMS	
Reporting Frequency		Quarter 1 and in selected other quarters should opportunities arise for funding new interns	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DDs of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	Ds of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation
Individual(s) responsible for archiving the extracted/ recalculated performance information	DDs of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation	Individual(s) responsible for sending the information in the required return format to the -----	CD: Technology Localisation, Beneficiation & Advanced Manufacturing

Performance Indicator 8

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Number of knowledge and innovation products	Date 31 March 2020
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 5	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Support the development of new and existing R&D-led industries in aerospace, advanced manufacturing, chemicals, advanced metals, mining, ICTs and sector innovation funds.	
Strategic Statement		To identify, grow and sustain niche high-potential STI capabilities that improves the competitiveness of existing and emerging economic sectors and that facilitates the development of new targeted industries with growth potential in aerospace, advanced manufacturing, chemicals, mining, advanced metals, ICTs and Sector Innovation Funds (SIFs).	
Indicator title		Number of industrially relevant knowledge or innovation products added to the IP portfolio through fully funded or co-funded research initiatives	
Purpose of indicator	To measure the number of knowledge and innovation products generated in the process of maturing knowledge or a technology that support industrial development. It includes intermediate and final events, milestones, and outputs.	Type of indicator	Output indicator.

<p>Measure / Indicator Definition</p>	<p>Number: the number of industrially relevant knowledge or innovation products.</p> <p>Industrially relevant knowledge or innovation product: the output (discrete intermediate steps or final) of knowledge or innovation (process, market, product or improved service delivery) that is quantifiable (e.g. invention disclosure; patent; prototype; technology (transfer) package; technology demonstrator, etc.). It should be noted that different technologies/processes have slightly different phases or designated conventions /names.</p> <p>Intellectual Property (IP) Portfolio: The collection of IP products funded/co-funded by DST. The IP products may be related or unrelated to the progress of maturing one specific technology.</p> <p>Funded: reflects where DST is funding, or co-funding a specific research/technology initiative. An initiative does not need to be 100% DST funded to be legible to be counted.</p>	<p>Measure / Indicator Formula</p>	<p>$A = B + C + D + E + F + G + H + I + J + K$</p> <p>A = represent total number of registrations of knowledge and innovation products</p> <p>B = registrations (funded advanced manufacturing initiatives)</p> <p>C = registrations (funded advanced metals initiatives)</p> <p>D = registrations (funded chemicals initiatives)</p> <p>E = registrations (funded aerospace initiatives)</p> <p>F = registrations (mining initiatives)</p> <p>G = registrations (funded ICT programmes)</p> <p>H = registrations (all other Sector Innovation Funds excluding PAMSA and SMRI)</p> <p>J = registrations (all other CSIR industry development centres excluding the Biorefinery Industrial Development Centre)</p> <p>K = registrations (other funded programmes)</p>
<p>New Indicator</p>	<p>This is not a new indicator, but greater clarity provided with respect to what will enable a valid registration</p>	<p>Desired performance</p>	<p>Higher performance is desired.</p>
<p>Measure / Indicator Owner</p>	<p>Two Chief Directors – from Technology Localisation, Beneficiation and Advanced Manufacturing' {TLBAM} and 'Sector Innovation and Green Economy' {SIGE} respectively.</p>	<p>Worked example</p>	<p>Total number of registrations of knowledge and innovation products (55) = registrations from advanced manufacturing (7); ICT initiatives (7); FEI (1); advanced metals (5); Mining (2); IIP (5); Technology Stations (25); TLIU (3)</p>



<p>Target set for current year</p>	<p>Annual: At least 50 industrially relevant knowledge and innovation products (for example, patents, prototypes, technology demonstrators or technology transfer packages) added to the industrial development IP portfolio by 31 March 2020</p> <p>Quarterly: Q1 – At least 1 industrially relevant knowledge or innovation product added to the industrial development IP portfolio between 1 April and 30 June 2019 Q2 – At least 4 industrially relevant knowledge or innovation products added to the industrial development IP portfolio between 1 April and 30 September 2019 Q3 – At least 10 industrially relevant knowledge or innovation products added to the industrial development IP portfolio between 1 April and 31 December 2019 Q4 – At least 50 industrially relevant knowledge or innovation products added to the industrial development IP portfolio between 1 April and 31 March 2020</p>	<p>Target achieved</p>	<p>Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :</p>
<p>Data limitations</p>	<p>Not all the firms/entities (especially SMEs) have a formalised process of capturing/reflecting their knowledge and innovation products, resulting in an under-reporting.</p>		
<p>Reasons for variances between the target set and actual achieved</p>	<p>Predicting the outcomes of research and technology activities as knowledge and innovation outputs is very difficult, due to the fact there could be large differences in complexity, technology readiness, and effort across the portfolio of funded research and technology activities.</p> <p>In addition, as a result of sensitising and educating implementing agencies and centres, such as the Technology Stations Programme (TSP) can support better reporting leading to increased performance, which is highly desirable.</p>		

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2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	Register 8 – Register of industrial development knowledge and innovation products The following documentation will be required for a valid registration <ul style="list-style-type: none"> • A signed declaration from an implementation agency of a potential qualifying knowledge or innovation product. The declaration will provide essential information (type of product, registration number (if applicable) as well as appropriate supporting information • A signed confirmation by a registrar (currently CD: TLBAM) that the knowledge or innovation product met the required qualifying criteria and can be registered 		
Collection Frequency of Source data	Annually or quarterly as specified in the relevant contract		
Archiving of Source Data	Alfresco		
Type of information to be extracted from the source data	Total number of registrations during the applicable reporting period disaggregated by funded initiative		
IT Systems/ Tools used to capture extracted data	Excel spreadsheet with pre-defined pivot tables		
Source Data Capturing Frequency	Quarterly		
Individual(s) responsible for collecting the source data	Deputy Directors in TLBAM and SIGE	Individual(s) responsible for filing/ archiving the collected source data	Deputy Directors in TLBAM and SIGE
Individual(s) responsible for extracting the required information from the source data	Deputy Directors in TLBAM and SIGE	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	Directors in TLBAM and SIGE
Individual(s) responsible for capturing the extracted information onto the IT System	Deputy Directors in TLBAM and SIGE	Individual(s) responsible for verifying the accuracy and completeness of the captured information	Ds: TLBAM & SIGE

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information

Performance Information Source	Individual folders for each contract that contribute to performance with the information required for a valid registration. The folder may include a copy of the applicable contract for the funding support		
Type of performance information to be extracted/ used	Total number of registration as per different contracts		
Calculations required on extracted information	The sum of registrations as per different contracts		
Archiving of Extracted / Recalculated Information	Summary information captured and archived in the Performance Information Management System (PIMS)		
Return Format	Database entry in PIMS		
Reporting Frequency	Quarterly		
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	CD: TLBAM	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	CD: TLBAM
Individual(s) responsible for archiving the extracted/ recalculated performance information	CD: TLBAM	Individual(s) responsible for sending the information in the required return format to the -----	DDG: SEIP

Performance Indicator 9

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Funding instruments to increase localisation, competitiveness and R&D-led industry development	Date 31 March 2020
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 5	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Support the development of new and existing R&D-led industries in aerospace, advanced manufacturing, chemicals, advanced metals, mining, ICTs and sector innovation funds	
Strategic Statement		To identify, grow and sustain niche high-potential STI capabilities that improves the competitiveness of existing and emerging economic sectors and that facilitates the development of new targeted industries with growth potential in aerospace, advanced manufacturing, chemicals, mining, advanced metals, ICTs and sector innovation funds.	
Indicator title		Number of instruments funded in support of increased localisation, competitiveness and R&D-led industry development	
Purpose of indicator	To measure the number of investments in the form of support instruments are being funded in support of R&D led industry development.	Type of indicator	Input indicator, as it measures the number (and not the amounts) of instruments funded or co-funded, and not the outputs of the instruments.
Measure / Indicator Definition	Number: the number of instruments (e.g. programmes) and not the individual beneficiaries. Instrument: a formally established (by contract) entity (also virtual) that is used in support of R&D-led industry development. R&D led industry development: This includes R&D performed in the defined areas of aerospace; advanced manufacturing; mining; minerals beneficiation; chemical related industries, ICTs and sector innovation funds.	Measure / Indicator Formula	The Industry Innovation Partnership (IIP) fund formally includes the Sector Innovation Fund (SIF) and other funds, and instruments funded under the IIP can be counted. The SIF also includes funding via the various areas of the Industry Innovation Programme (IIP) and therefore they also qualify to be counted. Number: refers to the number of instruments (e.g. programmes) and not the individual beneficiaries. The following instruments currently qualify to be counted: 1) Technology Stations Programme (TSP), incorporating the Institutes of Advanced Tooling (IATs) consisting of 18 entities, but they count as one funding instrument 2) Centres of Competence (Titanium and any other) count as one 3) Incubators (1 exist for ICT)

	<p>Funded: reflects where DST is funding, or co-funding a specific instrument. An instrument does not need to be 100% funded to be legible to be considered as an instrument funded by DST.</p>		<ol style="list-style-type: none"> 4) Technology Development Grant scheme 5) Sector wide technology assistance packages (SWTAPs) 6) Firm level Technology Assistance Packages (FTAPs) 7) Science, Engineering and Technology Industry Internship Programme (SETIIP) 8) Collaborative R&D networks (e.g. the Collaborative Carbon Fibre RDI Programme) where the R&D agenda is almost exclusively defined by industry. This also includes the Sector Innovation Funds, where the R&D agenda is defined by the respective industry association/body, representing the R&D needs of the respective sector. 9) R&D networks led by science councils and /or Universities, where the R&D agenda is determined primarily from the R&D stakeholders. This includes R&D programmes that is aimed at unlocking new opportunities based on local knowledge and/or IP. <p>Instrument: a defined support mechanism, as described above.</p> <p>The indicator (funding instrument) will be formally referred to in a contract and be described by supporting, DST internal document defining the objective, procedures, scope and evaluation parameters.</p>
<p>New Indicator</p>	<p>No. However, it replaced an indicator 'Number of SMEs supported by the Technology Stations' at the start of the 2015-2020 strategic plan cycle.</p>	<p>Desired performance</p>	<p>On target. The aim of the indicator is not to drive the funding/establishment of new funding instruments, but rather to capture the number of instruments that are actually supported.</p> <p>New funding instruments will be identified from time to time, but the objective is to have an effective number of funding instruments, where the funding allocation increases (more focus) rather than covering a broader scope.</p>
<p>Measure / Indicator Owner</p>	<p>Two Chief Directors – from Technology Localisation, Beneficiation and Advanced Manufacturing' and 'Sector Innovation and Green Economy' respectively.</p>	<p>Worked example</p>	<p>If the unit in Mining and Minerals Beneficiation funds the CSIR for the activities of the titanium Centre of Competence, through a contract, one funding instrument would be supported. If the Advanced Manufacturing Technologies Unit funds another CoC, there is still one instrument funded – namely a Centre of competence.</p>

Target set for current year	<p>Annual: 9 instruments funded in support of increased localisation, competitiveness and R&D-led industry development by 31 March 2020</p> <p>Quarterly: Q1 - Annual work plans or contract approved for 6 support instruments</p> <p>Q2: No Target</p> <p>Q3: No target</p> <p>Q4: Annual work plans or contract approved for 3 support instruments</p>	Target achieved	<p>Actual target achieved.</p> <p>Q1 –</p> <p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD - :</p>
Data limitations	Some of the funding instruments (e.g. TAPs, SWTAPs and SETIIP) are not separately contracted as the implementing agency is the same.		
Reasons for variances between the target set and actual achieved	To be recorded during reporting, if applicable		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator	
Source data	<p>Register 9 – Innovation Support Instruments</p> <p>Registration or re-registration will happen annually. The following documentation is required for a valid registration</p> <ul style="list-style-type: none"> • Annual workplan • Internal DST submission providing formal approval for the workplan
Collection Frequency of Source data	Information gathered and generated in quarter 1 and quarter 4 on innovation support instruments to be registered or re-registered.
Archiving of Source Data	Archiving will be achieved by saving each quarterly register update as a new version on Alfresco
Type of information to be extracted from the source data	Total number of decision support systems as per action category, that is, either introduced, maintained, or improved

IT Systems/ Tools used to capture extracted data		Pre-defined Excel Spreadsheet pivot-table	
Source Data Capturing Frequency		Registrations done in quarter 1 and quarter 1	
Individual(s) responsible for collecting the source data	Deputy Directors in TLBAM and SIGE	Individual(s) responsible for filing/ archiving the collected source data	Deputy Directors in TLBAM and SIGE
Individual(s) responsible for extracting the required information from the source data	Deputy Directors in TLBAM and SIGE	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	Directors in TLBAM and SIGE
Individual(s) responsible for capturing the extracted information onto the IT System	Directors in TLBAM and SIGE	Individual(s) responsible for verifying the accuracy and completeness of the captured information	CD: TLBAM

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Individual project folders on Alfresco with a copy of the two source documents that was used to register or re-register the support instrument	
Type of performance information to be extracted/ used		Support instruments registered or re-registered during the applicable reporting period	
Calculations required on extracted information		The sum of support instruments registered or re-registered.	
Archiving of Extracted / Recalculated Information		Summary information captured and archived in the Performance Information Management System (PIMS)	
Return Format		Database entry in PIMS	
Reporting Frequency		Quarter 1 and quarter 4.	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	CD: TLBAM	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	CD: TLBAM
Individual(s) responsible for archiving the extracted/ recalculated performance information	CD: TLBAM	Individual(s) responsible for sending the information in the required return format to the -----	DDG: SEIP

Performance Indicator 10

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Innovation support interventions funded or co-funded that strengthen provincial or rural innovation systems		Date 31 March 2020	
1. Overview of the objective, output, measure / indicator and target to be reported on					
Programme #			Programme 5		
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)			Support provincial and rural innovation		
Objective Statement and definition (also supported by Indicator Definitions)			To strengthen provincial and rural innovation and production systems through analysis and catalytic interventions.		
Indicator title			Number of innovation support interventions funded or co-funded that strengthen provincial or rural innovation systems.		
Purpose of indicator		The Indicator measures support provided by the DST, in the form of an intervention, to discrete spatial locations at sub-national levels of government that foster innovation-driven development.		Type of indicator Input	
Measure / Indicator Definition		An intervention includes analytical, planning and coordination support as well as catalytic activities that enhance provincial or local innovation. Provincial and rural and production system = the system of innovation at provincial, regional, local levels, including those linked to rural and		Measure / Indicator Formula $A = B + C$ Where A = Total number of innovation support interventions funded or co-funded B = Interventions supported under the Sector & Local Innovation Directorate, C = Interventions from the Sustainable Livelihoods Directorate	

	<p>the informal economic activities.</p> <p>Analytical, planning and coordination support – means any form of study or strategy development that can assist provincial and local governments with their planning, decision making and implementation of innovation programmes. Also includes funding for innovations forums and capacity building.</p> <p>Catalytic Interventions = DST supported initiatives or projects that help stimulate growth of existing innovation initiatives, or enable the development of innovation enabling ecosystems.</p>		
New Indicator	Existing indicator	Desired performance	Higher performance would be achieved if there was greater funding commitment from subnational government, public sector or private sector partners
Measure / Indicator Owner	[Chief Director: Sector Innovation and Green Economy (SIGE) and Chief Director: Innovation for Inclusive Development]	Worked example	Total number of support intervention (8) = Interventions supported by sector and local innovation (5) + Interventions supported by Sustainable Livelihoods
Target set for current year	Annual: 12 innovation-support	Target achieved	Actual target achieved. Q1 –

	<p>interventions funded or co-funded that strengthen provincial or rural innovation systems by 31 March 2020</p> <p>Quarterly:</p> <p>Q1 – Annual workplan approved for at least 4 innovation support interventions between 1 April 2019 and 30 June 2019</p> <p>Q2 – Annual workplan approved for at least 9 innovation support interventions between 1 April 2019 and 30 September 2019</p> <p>Q3 – Annual workplan approved for at least 11 innovation support interventions between 1 April 2019 and 31 December 2019</p> <p>Q4 – Annual workplan approved for at least 12 innovation support interventions between 1 April 2019 and 31 March 2020</p>		<p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD - :</p>
<p>Data limitations</p>	<p>None</p>		

Reasons for variances between the target set and actual achieved	<ul style="list-style-type: none"> New opportunities that arise after the finalisation of planning Support to multiple sites as a result of a single project or contract Changes within a provincial or local partner (for example, new leadership) that either lead to the termination or the delaying of an intervention Poor quality workplans
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2. Collection of source data to enable effective reporting on the adopted output measure / indicator

Source data	<p>Register 10 - provincial and rural innovation interventions</p> <p>The following documentation is required for a valid registration or re-registration of a provincial or rural innovation-support intervention funded by the DST:-</p> <ul style="list-style-type: none"> Annual workplan (a workplan can make provision for more than one innovation-support intervention) Submission requesting formal approval of the workplan and registration of qualifying interventions <p>An optional document for a registration is a signed contract with an implementation agent. A single contract may enable more than one registration.</p> <p>Registrations will be re-validated after the end of the performance year to remove interventions which may not have been implemented. Re-validation will be based on an annual progress report.</p>		
Collection Frequency of Source data	Information gathered and generated quarterly on innovation support interventions to be registered.		
Archiving of Source Data	Archiving will be achieved by saving each quarterly register update as a new version on Alfresco		
Type of information to be extracted from the source data	Total number of each type of innovation support interventions produced during the reporting period		
IT Systems/ Tools used to capture extracted data	Pre-defined Excel Spreadsheet pivot-table		
Source Data Capturing Frequency	Registrations done quarterly		
Individual(s) responsible for collecting the source data	DD: Local Innovation and DD: Sustainable Livelihoods	Individual(s) responsible for filing/ archiving the collected source data	DD: Local Innovation and DD: SL
Individual(s) responsible for extracting the required information from the source data	DD: Local Innovation and DD: Sustainable Livelihoods	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D: SL and D: SLI
Individual(s) responsible for capturing the	DD: Local Innovation and DD: Sustainable Livelihoods	Individual(s) responsible for verifying the accuracy	D: SL and D: SLI

extracted information onto the IT System		and completeness of the captured information	
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3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Individual project folders on Alfresco with a copy of the two source documents that was used to register the innovation-support intervention	
Type of performance information to be extracted/ used		Innovation-support interventions registered during the applicable reporting period	
Calculations required on extracted information		The sum of innovation-support interventions registered by the Sector and Local Innovation Directorate and the Sustainable Livelihoods Directorate.	
Archiving of Extracted / Recalculated Information		Summary information captured and archived in the Performance Information Management System (PIMS)	
Return Format		Database entry in PIMS	
Reporting Frequency		Quarterly.	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: LI and DD: SL	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D: SL and D: SLI
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: LI and DD: SL	Individual(s) responsible for sending the information in the required return format to the -----	[DD: LI and DD: SL

Performance Indicator 11

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Statistical reports and policy briefs approved by EXCO or submitted to Cabinet		Date 31 March 2020	
1. Overview of the objective, output, measure / indicator and target to be reported on					
Programme #		Programme Socio-economic Partnerships			
Programme's Strategic Objectives (as per the Strategic Plan \)		Facilitate the provision of data on the NSI's performance			
Objective Statement and definition (also supported by Indicator Definitions)		To enhance understanding and analysis that support improvements in the functioning and performance of the NSI			
Indicator title		Number of statistical reports and policy briefs approved by EXCO for publication and/ or submission to Cabinet			
Purpose of indicator		Type of indicator		Output indicator	
To measure the number of reports and policy briefings produced that supports improvements in the functioning and performance of the NSI					
Measure / Indicator Definition		Measure / Indicator Formula		<p>$A = B + C$</p> <p>Where A = Total number of reports and policy briefs during the reporting period by the end of the financial year</p> <p>B = Regular policy briefs (including Annual National Survey of Research and Experimental Development (R&D Survey); Annual Report on Government Funding for scientific and technological activities; Annual Report on performance of R&D tax incentive).</p> <p>C = Specialised Policy Briefs (for example, Impact evaluation report of the R&D tax incentive; SADC Country profile</p>	
To count the number of statistical reports and policy briefs produced. A policy briefing in this context refers to a communication tool produced by policy analysts, in the form of either a Cabinet memorandum or evidence-based report or strategy which serves as an impetus for action for the policy audience such as Cabinet, Parliament and Portfolio Committee, the Minister of Science and Technology, provincial government, or another Minister of government department. The briefing or report may also be used to support broader advocacy initiatives targeting a wide but knowledgeable audience e.g. Economic Services					

	and Infrastructure Cluster, decision-makers, researchers, and administrators.		report; Proposal of the implementation plan of the Budget Framework for Research and Development; DST position document to inform the R&D Tax Incentive legislation review; Frascati manual adaptation; 2015-2017 Report on Intellectual Property and Technology Transfer Survey (IP & TT Survey); Business Innovation Survey (BIS) Report, Green R&D, etc).
New Indicator	No but indicator was amended to clarify that reports are published or submitted to Cabinet or both. The variability is entirely dependent on the nature of the policy brief. For example, some reports are of interest to the public and are therefore only published whilst in other cases the policy brief represents a confidential briefing to Cabinet	Desired performance	Timely production of regular reports, responding to a request and need with respect to specialised reports
Measure / Indicator Owner	CD: Science and Technology Investment	Worked example	Total Number of policy briefs in the applicable reporting period (6) = Regular reports (3) + specialised reports (3)
Target set for current year	Annually: 6 statistical reports and policy briefs approved by Exco for publication and/or submitted to Cabinet between 1 April 2019 and 31 March 2020 Quarter 1: No target	Target achieved	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD – :

	<p>Quarter 2: No target</p> <p>Quarter 3: 3 statistical reports approved by EXCO for publication and/ or submitted to Cabinet between 1 April 2019 and 31 December 2019</p> <p>Quarter 4: 6 statistical reports approved by EXCO for publication and/ or submitted to Cabinet between 1 April 2019 and 31 March 2020</p>	
Data limitations	None	
Reasons for variances between the target set and actual achieved	Unplanned reports or policy briefings in response to a need or opportunity Delays in finalising a report to data collection challenges, finalisation of quality assurance processes, or additional engagements required to finalise the policy briefing	

2. Collection of source data to enable effective reporting on the adopted output measure / indicator

Source data	<p>Register 11 - Register on statistical reports and policy briefs</p> <p>The following documentation will enable a valid registration</p> <ul style="list-style-type: none"> • Copy of the statistical report or policy brief that is approved by EXCO for publishing and/ or submission to Cabinet and or relevant decision-making authority • Extract of the minutes from the EXCO meeting approving publication and/ or submission to Cabinet
Collection Frequency of Source data	Information gathered and generated quarterly on policy briefs to be registered.
Archiving of Source Data	Archiving will be achieved by saving each quarterly register update as a new version on Alfresco
Type of information to be extracted from the source data	Total number of each type of knowledge product produced during the reporting period

IT Systems/ Tools used to capture extracted data		Pre-defined Excel Spreadsheet pivot-table	
Source Data Capturing Frequency		Registrations done quarterly	
Individual(s) responsible for collecting the source data	DD: Tax Incentives DD: Sector R&D Planning D: S&T Indicators Senior Policy Analyst	Individual(s) responsible for filing/archiving the collected source data	DD: Tax Incentives DD: Sector R&D Planning D: S&T Indicators Senior Policy Analyst
Individual(s) responsible for extracting the required information from the source data	DD: Tax Incentives D: Sector R&D Planning DD: S&T Indicators Senior Policy Analyst	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D: R&D Tax Incentives D: Sector R&D Planning D: S&T Indicators Senior Policy Analyst
Individual(s) responsible for capturing the extracted information onto the IT System	DD: Tax Incentives DD: Sector R&D Planning D: S&T Indicators Senior Policy Analyst	Individual(s) responsible for verifying the accuracy and completeness of the captured information	CD: Science and Technology Investments

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Individual project folders on Alfresco with a copy of the two source documents that was used to register an individual statistical report or policy brief	
Type of performance information to be extracted/ used		Statistical reports or policy briefs registered during the applicable reporting period	
Calculations required on extracted information		The sum of statistical reports or policy briefs registered.	
Archiving of Extracted / Recalculated Information		Summary information captured and archived in the Performance Information Management System (PIMS)	
Return Format		Database entry in PIMS	
Reporting Frequency		Quarterly.	
Individual(s) responsible for extracting, calculating and	DD: Tax Incentives	Individual(s) responsible for verifying the accuracy	DD: Tax Incentives DD: Sector R&D Planning

consolidating the reported performance information	DD: Sector R&D Planning D: S&T Indicators Senior Policy Analyst	and completeness of the extracted performance information	D: S&T Indicators Senior Policy Analyst
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Tax Incentives DD: Sector R&D Planning D: S&T Indicators Senior Policy Analyst	Individual(s) responsible for sending the information in the required return format to the -----	CD: Science and Technology Investments

Performance Indicator 12

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Companies accessing the R&D tax incentive	Date 31 March 2020
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme Socio-economic Partnerships	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Increased private-sector investment in research and development	
Objective Statement and definition (also supported by Indicator Definitions)		To introduce and manage interventions and incentive programmes that increases the level of private sector investment in research and development.	
Indicator title		Turnaround time in providing pre-approval decisions on applications for the R&D tax incentive.	
Purpose of indicator	To measure the turnaround time for the DST in providing pre-approval decisions on applications for the R&D Tax Incentives	Type of indicator	Output indicator
Measure / Indicator Definition	<p>Turn-around time refers to the number of days from date of receipt of application to the date of providing pre-approval decisions on applications for the R&D Tax Incentive.</p> <p>An efficiency objective, measured at aggregated (total application for period x) level, is to reduce the average number of days of turnaround compared to previous periods.</p>	Measure / Indicator Formula	<p>$A = C \text{ divided by } B \times 100\%$</p> <p>Where A = % of applications finalised within 90 days and</p> <p>For Quarterly targets: B = Applications that were received in the previous quarter.</p> <p>C = Applications received in the previous quarter that received decision within 90 days from date of application.</p>

			<p>For Annual target:</p> <p>B = Applications that were received from 1 January 2019 to 31 December 2019.</p> <p>C = Applications received from 1 January 2019 to 31 December 2019 that received decision within 90 days from date of application.</p>
New Indicator	No	Desired performance	Actual performance
Measure / Indicator Owner	CD: Science and Technology Investment	Worked example	% of applications finalised within 90 days during the reporting period (22%) = Number of applications finalised within 90% during the reporting period (10) / Number of applications received during the previous quarterly reporting period (45)
Target set for current year	<p>Annual: Quarterly: Preapproval decisions provided within 90 days from date of receipt on 80% of applications for the R&D tax incentive received between 1 January and 31 December 2019.</p> <p>Q1: Preapproval decisions provided within 90 days on 80% of applications received between 1 January and 31 March 2019</p> <p>Q2: Preapproval decisions provided within 90 days</p>	Target achieved	<p>Actual achieved. target</p> <p>Q1 –</p> <p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD - :</p>

	<p>on 80% of applications received between 1 April and 30 June 2019</p> <p>Q3: Preapproval decisions provided within 90 days on 80% of applications received between 1 July and 30 September 2019</p> <p>Q4: Preapproval decisions provided within 90 days on 80% of applications received between 1 October and 31 December 2019</p>		
Data limitations	The Unit may still be providing decisions on applications from previous quarter or years. Applications that are subject to the procedure of Promotion of Administrative Act (PAJA) distort the calculation against the target because they are provided more time to provide additional information or clarification.		
Reasons for variances between the target set and actual achieved	Possible lag on applications received in the last two months of the reporting period and considerable time required on the more complex applications. Specifics will be captured when required during reporting.		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator

Source data	Register 12 - R&D applications management database <i>Important note – Section 11D (17) provides for the confidentiality of applicants. Access to the R&D applications management database will need to be limited and guided by a signed oath of secrecy</i>		
Collection Frequency of Source data	Information gathered and generated when an application is received or when an application is finalised		
Archiving of Source Data	Archiving will be achieved by saving each quarterly register update as a new version on Alfresco		
Type of information to be extracted from the source data	Date on which an application was received and the date on which a final decision was communicated,		
IT Systems/ Tools used to capture extracted data	Excel Spreadsheet		
Source Data Capturing Frequency	Monthly		
Individual(s) responsible for collecting the source data	DD: R& D Tax Incentives	Individual(s) responsible for filing/	D: R& D Tax Incentives

		archiving the collected source data	
Individual(s) responsible for extracting the required information from the source data	DD: R& D Tax Incentives	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D: R& D Tax Incentives
Individual(s) responsible for capturing the extracted information onto the IT System	DD: R& D Tax Incentives	Individual(s) responsible for verifying the accuracy and completeness of the captured information	CD: Science and Technology Investments

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information

Performance Information Source	R&D tax incentive applications management database		
Type of performance information to be extracted/ used	Date when the applications received and the date when decision was communicated,		
Calculations required on extracted information	% of applications that have received a decision on their application in the reporting period within 90 days.		
Archiving of Extracted / Recalculated Information	Performance Information Management System (PIMS)		
Return Format	Database entry in PIMS		
Reporting Frequency	Quarterly.		
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: R& D Tax Incentives	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	DD: R& D Tax Incentives
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: R& D Tax Incentives	Individual(s) responsible for sending the information in the required return format to the -----	CD: Science and Technology Investments