

**Programme 1A (Institutional
Planning and Support)
2019/20 Technical Indicator
Descriptors (TIDs)**



PROGRAMME 1: TECHNICAL INDICATOR DESCRIPTIONS (TIDS) 2019/20

Performance Indicator 1:

Medium-term objectives, measure/indicator, outputs, and targets		Output Name	Date
		DST public entities APPs	31 March 2020
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Institutional Planning and Support	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Alignment across various planning documents of the Department and its entities	
Objective Statement and definition (also supported by Indicator Definitions)		To coordinate the identification, formulation and implementation of strategic initiatives and ensure that the DST and its public entities priorities are aligned to the national priorities	
Indicator title		DST public entities' annual performance plans and annual reports approved by the Minister and chairpersons of the boards	
Purpose of indicator	To align planning and priorities of the DST and its public entities	Type of indicator	Output indicator
Measure / Indicator Definition	The approval of the DST entities' (HSRC, NRF, SANSA, ASSAf, TIA and NACI) strategic plans and the Annual Performance Plans and the CSIR/s shareholder's compact. DST public entities strategic plans and annual performance plans are approved by the Minister, and the shareholder compacts are signed by the Minister and Board Chairpersons of the DST public entities.	Measure / Indicator Formula	The indicator is a qualitative indicator and required no formula/ calculation
New Indicator	Continues without change from the previous year	Desired performance	The performance as set in the APP is desirable
Measure / Indicator Owner	CD: PPGME and D: Governance.	Worked example	NA
Target set for current year	Annual: DST public entities' 2020/21 annual performance and annual reports plans approved by	Target achieved	Actual target achieved. Q1 – Q2 – Q3 –

	<p>the Minister by 31 March 2020</p> <p>Quarterly:</p> <p>Q1 – No target</p> <p>Q2 – First draft APPs for DST public entities submitted to NT and DPME by 31 August 2019</p> <p>Annual reports of public entities tabled in Parliament by 30 September 2019</p> <p>Q3 – Second draft APPs for DST public entities submitted to NT and DPME by 30 November 2019</p> <p>Q4 – Final draft APPs for DST public entities submitted approved by Minister by 28 February 2020</p>		<p>Q4 – YTD - :</p>
Data limitations		None	
Reasons for variances between the target set and actual achieved		None	

2. Collection of source data to enable effective reporting on the adopted output measure / indicator	
Source data	<p>DST entities Annual Performance Plans and Annual Reports signed by the Minister, CSIR shareholder compact</p> <ul style="list-style-type: none"> • Signed 1st and 2nd draft APPs. • Proof of submission to NT and DPME • Submission to Minister to approve final APPs. • Letter signed by the Minister with a stamp for Parliament
Collection Frequency of Source data	Quarterly
Archiving of Source Data	Alfresco

Type of information to be extracted from the source data		DST entities Strategic Plans, Annual Performance Plan, and signed Shareholder Compact	
IT Systems/ Tools used to capture extracted data		PDF, Spreadsheets and Alfresco.	
Source Data Capturing Frequency		Quarterly	
Individual(s) responsible for collecting the source data	DD: Governance	Individual(s) responsible for filing/ archiving the collected source data	DD: Governance
Individual(s) responsible for extracting the required information from the source data	DD: Governance	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D and DD: Governance
Individual(s) responsible for capturing the extracted information onto the IT System	DD: Governance	Individual(s) responsible for verifying the accuracy and completeness of the captured information	D and DD: Governance

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Word Document, PDF, Spreadsheets and Alfresco.	
Type of performance information to be extracted/ used		DST entities Strategic Plans, Annual Performance Plan, and signed Shareholder Compact.	
Calculations required on extracted information		N/A	
Archiving of Extracted / Recalculated Information		Alfresco.	
Return Format		Word Document, PDF and Spreadsheet.	
Reporting Frequency		Quarterly	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: Governance	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D and DD: Governance
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Governance	Individual(s) responsible for sending the information in the required return format to the performance information	D and DD: Governance

Performance Indicator 2:

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Combined Assurance annual report	Date 31 March 2020
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Institutional Planning and Support	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Sound corporate governance, including M&E	
Objective Statement		To develop and maintain good corporate governance systems for the Department and its entities.	
Indicator title		Combined assurance annual report on the status of combined assurance presented to the Risk and Audit Committee.	
Purpose of indicator	To report to the Audit and Risk Committees on the level of assurance obtained from management, internal assurance providers and external assurance providers' in the management of the key risk areas affecting the Department.	Type of indicator	Activity indicator
Measure / Indicator Definition	Combined assurance integrates and aligns assurance processes so that management, the Audit and Risk Committees obtain a comprehensive, and holistic view of the effectiveness of the Department's governance, risks, and controls.	Measure / Indicator Formula	1 report
New Indicator	Continued	Desired performance	High
Measure / Indicator Owner	Chief Audit Executive	Worked example	N/A
Target set for current year	Annual: 1 combined assurance annual report on the status of	Target achieved	Actual target achieved. Q1 –

	<p>combined assurance presented to the Risk and Audit Committees by 31 March 2020</p> <p>Quarterly: Q1 – No target Q2 – No target Q3 – No target Q4 – 1 combined assurance annual report on the status of combined assurance presented to the Risk and Audit Committees</p>		<p>Q2 – Q3 – Q4 – YTD - :</p>
Data limitations	Some programmes may submit audit reports at end of 4 th quarter, which may delay the audit and verification process.		
Reasons for variances between the target set and actual achieved	N/A		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	Exco Approved Submissions to AC and ERM Combined assurance annual report		
Collection Frequency of Source data	Annually		
Archiving of Source Data	Alfresco and Submissions		
Type of information to be extracted from the source data	Number of reports tabled to AC and ERM		
IT Systems/ Tools used to capture extracted data	Alfresco and Submissions		
Source Data Capturing Frequency	Annually		
Individual(s) responsible for collecting the source data	D: ERM D: IAA	Individual(s) responsible for filing/ archiving the collected source data	D: ERM D: IAA

Individual(s) responsible for extracting the required information from the source data	D: ERM D: IAA	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D: ERM D: IAA
Individual(s) responsible for capturing the extracted information onto the IT System	D: IAA	Individual(s) responsible for verifying the accuracy and completeness of the captured information	CAE

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

Performance Information Source	Alfresco and Submissions Internal Audit repository		
Type of performance information to be extracted/ used	Number of combined assurance model reports. Report on status of combined assurance.		
Calculations required on extracted information	The sum of combined assurance reports tabled to AC and ERMC		
Archiving of Extracted / Recalculated Information	The information is stored on electronic files.		
Return Format	Annually		
Reporting Frequency	Annually		
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	D: IAA D: CRO	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D: IAA D: CRO
Individual(s) responsible for archiving the extracted/ recalculated performance information	D: IAA D: CRO	Individual(s) responsible for sending the information in the required return format to the performance information	D: CRO D: IAA

Performance Indicator 3:

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Media articles	Date 31 March 2020
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Institutional Planning and Support	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Science communication	
Objective Statement and definition (also supported by Indicator Definitions)		To provide strategic communication for the DST and its entities through marketing, media and branding initiatives, and the Science Engagement Strategy.	
Indicator title		Number of media articles written to raise the DST's public profile.	
Purpose of indicator	To provide information on the work of the Department and entities and its projects/ initiatives	Type of indicator	Output indicator
Measure / Indicator Definition	To proactively position the Department positively both internally and externally to ensure informed employees and citizenry. Articles may be sourced from a variety of experts in the field and from DST entities.	Measure / Indicator Formula	Articles that detail the programmes/ initiatives and projects of the Department
New Indicator	Continuation	Desired performance	Higher performance is desirable
Measure / Indicator Owner	Chief Director: Science Communication.	Worked example	NA
Target set for current year	Annually: 24 media articles written to raise the DST's public profile by 31 March 2020	Target achieved	To be completed as each milestone is achieved. Q1 – Q2 – Q3 –

	Quarterly: Q1 – 4 media articles written to raise the DST's public profile Q2 – 8 media articles written to raise the DST's public profile Q3 – 8 media articles written to raise the DST's public profile Q4 – 4 media articles written to raise the DST's public profile		Q4 – YTD - :
Data limitations	No data limitation		
Reasons for variances between the target set and actual achieved	N/A		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	Articles published in print media and digital platforms		
Collection Frequency of Source data	Quarterly		
Archiving of Source Data	Newspaper clippings at Science Communication		
Type of information to be extracted from the source data	Number of articles published		
IT Systems/ Tools used to capture extracted data	Word File		
Source Data Capturing Frequency	Quarterly		
Individual(s) responsible for collecting the source data	DD: Media Liaison	Individual(s) responsible for filing/ archiving the collected source data	D: Media Liaison
Individual(s) responsible for extracting the required	D: Media Liaison	Individual(s) responsible for verifying the accuracy	D: Media Liaison

information from the source data		and completeness of the extracted information	
Individual(s) responsible for capturing the extracted information onto the IT System	DD: Media Liaison	Individual(s) responsible for verifying the accuracy and completeness of the captured information	D: Media Liaison

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source	Newspaper clippings		
Type of performance information to be extracted/ used	Number of media articles written to raise the DST's public profile.		
Calculations required on extracted information	Sum of media articles written to raise the DST's public profile.		
Archiving of Extracted / Recalculated Information	The information is stored on electronic files and Newspaper clippings		
Return Format	Quarterly		
Reporting Frequency	Quarterly		
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: Media Liaison	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D: Media Liaison
Individual(s) responsible for archiving the extracted/ recalculated performance information	D: Media Liaison	Individual(s) responsible for sending the information in the required return format to the performance information	D: Media Liaison

Performance Indicator 4:

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Public participation programmes	Date 31 March 2020
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Institutional Planning and Support	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Science communication	
Objective Statement and definition (also supported by Indicator Definitions)		To provide strategic communication for the DST and its entities through marketing, media and branding initiatives, and the Science Engagement Strategy.	
Indicator title		Number of public participation programmes held.	
Purpose of indicator	To provide support to the department and Ministry. The Department is required by Cabinet to conduct, at least, 10 PPP each financial year and the report is tabled in Parliament as a consolidated report by the GCIS. The DST submits a quarterly report to the GCIS on the PPP that have been conducted.	Type of indicator	Input indicator
Measure / Indicator Definition	To proactively position the Department positively both internally and externally to ensure informed employees and citizenry	Measure / Indicator Formula	Summation of public participation programmes conducted with the public by the DST through the Ministry
New Indicator	Continuation from previous cycle	Desired performance	Higher performance is desirable
Measure / Indicator Owner	Chief Director: Science Communication.	Worked example	Sum of programmes

Target set for current year	Annually: 10 public participation programmes held by 31 March 2020 Quarterly Q1 – 2 public participation programmes held Q2 – 2 public participation programmes held Q3 – 3 public participation programmes held Q4 – 3 public participation programmes held	Target achieved	To be completed as each milestone is achieved. Q1 – Q2 – Q3 – Q4 – YTD - :
Data limitations	No data limitation		
Reasons for variances between the target set and actual achieved	N/A		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	<ul style="list-style-type: none"> • Submissions informing the event • Public participation calendar • Public Participation Quarterly Reports tabled at Exco and submitted to GCIS. 		
Collection Frequency of Source data	Quarterly		
Archiving of Source Data	Alfresco and Submissions		
Type of information to be extracted from the source data	Number of public participation programme hosted		
IT Systems/ Tools used to capture extracted data	Alfresco and Submissions		
Source Data Capturing Frequency	Quarterly		
Individual(s) responsible for collecting the source data	Director: Marketing and Communication	Individual(s) responsible for filing/ archiving the	Director: Marketing and Communication

	Director: Media Liaison	collected source data	Director: Media Liaison
Individual(s) responsible for extracting the required information from the source data	Director: Marketing and Communication Director: Media Liaison	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	Director: Marketing and Communication Director: Media Liaison
Individual(s) responsible for capturing the extracted information onto the IT System	Director: Marketing and Communication	Individual(s) responsible for verifying the accuracy and completeness of the captured information	Designation of the individual taking ownership for this activity Director: Marketing and Communication

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source	Alfresco and Submissions		
Type of performance information to be extracted/ used	Number of public participation programmes held		
Calculations required on extracted information	The sum of public participation programmes conducted		
Archiving of Extracted / Recalculated Information	Number of public participation programmes		
Return Format	Quarterly		
Reporting Frequency	Quarterly		
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	Director: Marketing and Communication Director: Media Liaison	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	Director: Marketing and Communication Director: Media Liaison
Individual(s) responsible for archiving the extracted/ recalculated performance information	Director: Marketing and Communication	Individual(s) responsible for sending the information in the required return format to the performance information	Director: Marketing and Communication

Performance Indicator 5:

Medium-term objectives, measure/indicator, outputs, and targets		Output Name Unqualified audit opinion with no financial matters in the audit report	Date 31 March 2020
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 1: Corporative Services	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Equitable and sound financial and procurement services	
Objective Statement and definition (also supported by Indicator Definitions)		To ensure effective and efficient financial and procurement services	
Indicator title		Unqualified audit (clean audit) opinion with no financial matters in the audit report.	
Purpose of indicator	It is a report which expresses the Auditors conclusions on legislative compliance. It also provides a report on the use of state resources and the effectiveness of the policies that have been implemented by the department in the management of allocated resources.	Type of indicator	It provided an efficient/ inefficient outcome of the overall management of resources. Input indicator
Measure / Indicator Definition	It measures efficiency as well as compliance to regulatory frameworks	Measure / Indicator Formula	The Auditors opinion is the only way it could be measured for example qualified opinion means that management did not comply with prescripts therefore did not meet the minimum expected standards of financial performance. Unqualified means

			that the Department performed at an acceptable level. Clean audit meaning the department exceeded the expected standard and the policies are effective.
New Indicator	The indicator continues without change	Desired performance	<p>State whether performance is higher or lower than actual performance desirable.</p> <p>Qualified opinion means that management did not comply with prescripts therefore did not meet the minimum expected standards of financial performance. Unqualified means that the Department performed and an acceptable level of financial performance was achieved. Clean audit meaning the department exceeded the expected standard and the policies are effective.</p> <p>The desired performance: Unqualified audit opinion</p>
Measure / Indicator Owner	CFO	Worked example	If the CFO left the target could still be achieved

Target set for current year	Annual: Unqualified audit (clean audit) opinion with no financial matters in the audit report by 30 September 2019 Quarterly: Q1 – No target Q2 – Unqualified audit (clean audit) opinion with no financial matters in the audit report Q3 – No target Q4 – No target	Target achieved	
Data limitations	No data limitation		
Reasons for variances between the target set and actual achieved	N/A		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	<ul style="list-style-type: none"> • BAS system and Logis and populated to Financial Statements Treasury Templates • Audit report from Auditor 		
Collection Frequency of Source data	Quarterly		
Archiving of Source Data	Departmental data storage and National Treasury		
Type of information to be extracted from the source data	Trial Balance, detailed reports and Commitment reports from Logis and financial statements		
IT Systems/ Tools used to capture extracted data	Basic Accounting System (BAS) and Logis and National Treasury AFS template		
Source Data Capturing Frequency	Annually		
Individual(s) responsible for	Deputy Director Finance, Deputy Director	Individual(s) responsible for filing/ archiving the	Deputy Director Finance Deputy Director Management

collecting the source data	Management Accounting and Deputy Director SCM	collected source data	Accounting and Deputy Director SCM
Individual(s) responsible for extracting the required information from the source data	Deputy Director Financial Accounting, Deputy Director Management Accounting and Deputy Director SCM	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	Director Financial Accounting, Director Management Accounting and Director and CFO
Individual(s) responsible for capturing the extracted information onto the IT System	Deputy Director Financial Accounting, Deputy Director Management Accounting and Deputy Director SCM	Individual(s) responsible for verifying the accuracy and completeness of the captured information	Director Financial Accounting, Director Management Accounting and Director SCM

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source	BAS system and Logis and populated to Financial Statements Treasury Templates		
Type of performance information to be extracted/ used	Financial Statements Treasury Templates		
Calculations required on extracted information	Financial Statement and Audit report.		
Archiving of Extracted / Recalculated Information	none		
Return Format	Prescribed Treasury Template		
Reporting Frequency	Annually		
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	Deputy Director Financial Accounting, Deputy Director Management Accounting and Deputy Director SCM	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	Director Finance Director budget and Director SCM
Individual(s) responsible for archiving the extracted/	Deputy Director Financial	Individual(s) responsible for sending the	Director Financial Accounting Director Management

recalculated performance information	Accounting Deputy Director Management Accounting and Deputy Director SCM	information in the required return format to the performance information	Accounting and Director SCM
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(Signature)

23 Sept 2019

