PROGRAMME 5: SOCIO-ECONOMIC INNOVATION PARTNERSHIPS

INDICATOR DESCRIPTIONS 2014/15

Annual Information Collection and Reporting Matrix

For **each of the outputs** as per the Strategic Plan and Individual Programmes' Annual Performance Plans to be reported on during the current financial year, the following matrix is to be completed. The guidance provided in each of the blocks below should be used to assist in completing this template for each of the outputs.

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 2015

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	To identify, grow and sustain niche high-potential STI capabilities that improves the competitiveness of existing and emerging economic sectors and that facilitates the developmen of new targeted industries with growth potential in aerospace, advanced manufacturing, chemicals, mining, advanced metals and ICTs		
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 and ICTs)		
Purpose of indicator	To measure the high level human capital development (in this case, research Masters and Doctoral students) in designated niche areas of advanced manufacturing, aerospace, chemicals, mining, advanced metals and ICTs	**Type of indicator**	Input indicator

Measure / Indicator Definition	High level human capital refers to postgraduate Master and Doctoral students. Co-funded refers to partially/jointly funded Masters and Doctoral students as per agency contracts with the DST.	**Measure / Indicator Formula**	Masters or PhD refers to a student (full-time or part time) is formally registered for a Masters of Doctoral degree, at a university/University of Technology. Co-funded is where the DST, or one of its implementing agencies, pays a portion of the student's fees. The indicator counts the total number of Masters and Doctoral student that receives DST funding, in the course of their studies.
New Indicator	No	**Desired performance**	Higher performance is desired.
Measure / Indicator Owner	CD: TLBAM and CD: SIGE.	**Worked example**	If 10 Masters/Doctoral students are fully funded at the start of the year, and one student drop out after six months, the total number of supported students will still be 10, provided that the student who dropped out after 6 months had received DST funding for that period.

Target set for current year	**Annual:** 255 Master's and Doctoral students fully funded or co-funded in designated niche areas (advanced manufacturing, aerospace, chemicals, mining, advanced metals and ICTs) by 31 March 2015 **Quarterly:** **Q1** - 205 Master's and Doctoral students fully funded or co-funded in designated niche areas by 30 June 2014 **Q2** - No new Master's or Doctoral students funded or co-funded **Q3** - No new Master's or Doctoral students funded or co-funded **Q4** - Additional 50 Master's and Doctoral students fully funded or co-funded in designated niche areas (advanced manufacturing, aerospace, chemicals, mining, advanced metals and ICTs) by 31 March 2015 taking the total for the financial year to 255 students.	**Target achieved**	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :
Data limitations	The number of Masters and Doctoral students depends on suitable supervisors and the respective motivation of the students. Study at this level requires substantial commitment and personal effort to complete. Due to the intricacy of counting student numbers, due diligence is only performed annually and the acceptable band of difference in numbers during quarterly reporting is 20%.		
Reasons for variances between the target set and actual achieved			

2. Collection of source data to enable effective reporting on the adopted output measure / indicator	
Source data	The respective contracting managers at DST (Deputy Directors or Directors) are to ensure that the implementing agency is formally notified (in the contract, or a separate letter) of all the required source documentation that needs to be submitted to the DST. Quarterly and annual reports from implementing agencies (e.g. Mintek, Pelchem, CSIR, etc.) containing the following minimum information: Information to verify the profile of the student (e.g. ID number, race and gender); course, academic progress and year of enrolment, Information from the implementing agency of the student's participation in the DST funding programme, including start and exit information, amount of funding disbursed to the student, record of funds disbursed to student The entities are expected to gather and retain sufficient source data, not only limited to that stated above, to ensure that there is sufficient (student, place of study in order to verify abovementioned information. The implementing agencies are requires to submit the following documents to the DST: • Copy of student's identity document • Proof of registration at a tertiary education institution for Masters or Doctoral degree. • Record/Statement of the funds disbursed per student.
Collection Frequency of Source data	Entities funding students will collect data continuously, in order to always have the actual data available. This data will be collated into a single reporting spreadsheet per implementing agency. Quarterly reports, and as stated in the respective contracts will be provided by the implementing agencies to the DST
Archiving of Source Data	Alfresco
Type of information to be extracted from the source data	Student personal details (name, surname; student number; gender and race information), Implementing agency: no of students funded/co-funded, amount and period of funding, Total amount of funding on students, Total amount students funded/co-funded.

IT Systems/ Tools used to capture extracted data	Spreadsheet and Word documents		
Source Data Capturing Frequency	Quarterly, per implementing agency. DST will prepare a quarterly report, submitted in PIMS of the actual number of students funded per investment area (e.g. advanced manufacturing, ICT, etc.), per quarter. At the end of the financial year, the quarterly reports, will be interrogated and the actual, maximum number of students per quarter will be used to calculate the total number of students funded or co-funded per financial y year.		
Individual(s) responsible for collecting the source data	DDs from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation 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 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 and ICT.	**Individual(s) responsible for verifying the accuracy and completeness of the extracted information**	DDs from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation 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 and ICT.	**Individual(s) responsible for verifying the accuracy and completeness of the captured information**	Directors from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation and ICT.

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		PIMS	
Type of performance information to be extracted/ used		Data base.	
Calculations required on extracted information		The quarterly reports will reflect that actual number of Masters and Doctoral students funded, or co-funded by the DST. The calculation will be the addition of all the abovementioned students in the areas of ICT, Mining and Minerals Beneficiation, ICT, Aerospace, Chemical Related Industries and Technology Localisation. At the end of the financial year, the quarterly reports, will be interrogated and the actual, maximum number of students per quarter will be used to calculate the total number of students funded or co-funded per financial y year.	
Archiving of Extracted / Recalculated Information		Alfresco	
Return Format		PDF	
Reporting Frequency		Quarterly and annual to reflect the final number of Masters and Doctoral students funded/co-funded by the DST.	
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 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 and ICT.
Individual(s) responsible for archiving the extracted/ recalculated performance	DDs from the units of Advanced Manufacturing; Chemical Related	**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

information	Industries; Mining and Minerals Beneficiation; Technology Localisation and ICT	**--**	Global change. Annual report will be verified by the DDG:SEIP

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 2015

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		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 and ICTs.	
Indicator title		Number of instruments funded in support of increased localisation, competitiveness and R&D led industry development.	
Purpose of indicator	To capture and reflect the funding investments made in instruments that support 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. 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.	**Measure / Indicator Formula**	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) consisting of 13 individual technology stations, but they count as one funding instrument 2) Institutes for advanced tooling (IAT) (consisting of 3 institutes) 3) Centres of Competence (Titanium and Biocomposites) count as one 4) Incubators (1 exist for ICT) 5) Technology Development Grant scheme 6) Sector wide technology assistance packages (SWTAPs) 7) Firm level Technology Assistance Packages (FTAPs) 8) Science, Engineering and Technology Industry Internship Programme Instrument: a defined support mechanism, as described above. 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.
New Indicator	Yes, it will replace the indicator 'Number of SMEs supported by the Technology Stations'.	**Desired performance**	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. 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.
Measure / Indicator Owner	Two Chief Directors – from Technology Localisation, Beneficiation and Advanced Manufacturing' and 'Sectoral Innovation and Global change' respectively.	**Worked example**	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 the Biocomposites Centre of competence through the CSIR, there is still one instrument funded – namely a Centre of competence.

Target set for current year	**Annual:** 8 instruments funded in support of increased localisation, competitiveness and R&D led industry development by 31 March 2015. **Quarterly:** **Q1** - 7 instruments funded in support of increased localisation, competitiveness and R&D led industry development by 30 June 2014. **Q2** - Continue to fund 7 instruments in support of increased localisation, competitiveness and R&D led industry development by 30 September 2014. **Q3** - One additional instrument funded in support of increased localisation, competitiveness and R&D led industry development by 31 December 2014, raising the total to 8. **Q4** - Continued funding for 8 instruments in support of increased localisation, competitiveness and R&D led industry development by 31March 2015.	**Target achieved**	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :

Data limitations	Some of the funding instruments (e.g. TAPs, SWTAPs and SETIP) are not separately contracted as the implementing agency is the same.
Reasons for variances between the target set and actual achieved	

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data		• DST allocation letters to entities • Contracts with implementing entities • Payment transfers/ stub	
Collection Frequency of Source data		Quarterly	
Archiving of Source Data		Alfresco	
Type of information to be extracted from the source data		The type of the instrument (CoC, incubator, etc.). The origin of the proof (allocation letter, MoA, Contract, etc.). The number of instruments will be captured in a reference document that will be updated as changes occur.	
IT Systems/ Tools used to capture extracted data		Word and Excel files, stored in Alfresco	
Source Data Capturing Frequency		Quarterly updates	
Individual(s) responsible for collecting the source data	Deputy Directors in TLBAM and SIGC	**Individual(s) responsible for filing/ archiving the collected source data**	Deputy Directors in TLBAM and SIGC
Individual(s) responsible for extracting the required information from the source data	Deputy Directors in TLBAM and SIGC	**Individual(s) responsible for verifying the accuracy and completeness of the extracted information**	Directors in TLBAM and SIGC

Individual(s) responsible for capturing the extracted information onto the IT System	Directors in TLBAM and SIGC	**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		Filename: Funding Instruments Register.xlsx Stored in Alfresco.	
Type of performance information to be extracted/ used		Type of funding instrument; Method of formalisation (contract; MoA, etc.)	
Calculations required on extracted information		Add the total number of the type of funding instruments.	
Archiving of Extracted / Recalculated Information		Filed: Alfresco Archived: on an external Hard disc drive, kept in office of CD:TLBAM.	
Return Format		Report of information will be 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

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 2015

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		To identify, grow and sustain nichea 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 and ICTs	
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 number of interns funded under the Science, Engineering and Technology Industry Internship Programme, within the Technology Localisation Programme (SETIIP).	**Type of indicator**	Input 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. 'R&D of Design, manufacturing and product development' is the defined focus areas for the SETIIP in the Technology Localisation Programme.	**Measure / Indicator Formula**	Fully funded is where an intern is funded for a year, to complete his practical training. Co-funded is where the DST, or one of its implementing agencies, pays a portion of the internship fees. This could result in an intern being funded for a shorter period, or for a reduced amount per month/year. The indicator counts the total number of interns that receive DST funding, through one of the implementing entities, regardless of the duration or amount of funding to the intern.
New Indicator	No	**Desired performance**	Higher performance is desirable.
Measure / Indicator	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

Owner			to find another 10 interns for the remainder of the year, 110 interns were fully funded, or co-funded through the financial year.
Target set for current year	**Annual:** 150 interns fully funded or co-funded in R&D of design, manufacturing and product development by 31 March 2015. **Quarterly:** **Q1** - 100 interns fully funded or co-funded in designated niche areas of design, manufacturing and product development by 30 June 2014. **Q2** - No new interns funded or co-funded **Q3** - No new interns funded or co-funded. **Q4** – An additional 50 interns fully funded or co-funded by 31 March 2015, leading to a total of 150 interns over the financial year.	**Target achieved**	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :
Data limitations	There are three implementing entities (TIA, Mintek and the Technology Localisation Implementation Unit) that need to maintain records and track the funding of students. The DST will audit the associated processes and verification data, but problems can occur at the implementation agencies or tertiary institutes.		
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	The D or DD Technology Localisation are to ensure that the implementing agencies are formally notified (in the contract, or a separate letter) of all the required source documentation that needs to be submitted to the DST. Quarterly and annual reports from implementing agencies (TIA, Mintek and CSIR) containing the following verification information: Information on the intern to demonstrate that the student qualifies for funding under the SETIIP; Information from the implementing agency of the student's

	participates in the SETIIP, including start and exit information, amount of funding disbursed to the student. The entities are expected to gather and retain the source data in order to verify abovementioned information.		
Collection Frequency of Source data	Entities funding interns will collect data continuously, in order to always have the actual data available. This data will be collated into a single reporting spreadsheet per implementing agency. Quarterly reports, and as stated in the contracts will be provided by the implementing agencies to the DST		
Archiving of Source Data	Alfresco and project files		
Type of information to be extracted from the source data	Student personal details (name, surname; student number; gender and race information), Implementing agency: no of interns funded/co-funded, and respective duration amount and duration of funding per intern, Total amount of funding on interns, Total amount interns funded/co-funded.		
IT Systems/ Tools used to capture extracted data	Spreadsheet and Word documents.		
Source Data Capturing Frequency	Quarterly		
Individual(s) responsible for collecting the source data	DD: Technology Localisation	**Individual(s) responsible for filing/ archiving the collected source data**	DD: Technology Localisation
Individual(s) responsible for extracting the required information from the source data	DD: Technology Localisation	**Individual(s) responsible for verifying the accuracy and completeness of the extracted information**	D: Technology Localisation
Individual(s) responsible for capturing the extracted information onto the IT System	DD: Technology Localisation	**Individual(s) responsible for verifying the accuracy and completeness of the captured information**	D: Technology Localisation

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Alfresco with Word documents and Excel Spreadsheets	
Type of performance information to be extracted/ used		Number of interns funded/co-funded	
Calculations required on extracted information		The total number of interns funded/co-funded across all the implementing agencies.	
Archiving of Extracted / Recalculated Information		Alfresco with Word documents and Excel Spreadsheets	
Return Format		Word documents and Excel Spreadsheets in PIMS	
Reporting Frequency		Quarterly	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: Technology Localisation	**Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information**	D: Technology Localisation
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Technology Localisation	**Individual(s) responsible for sending the information in the required return format to the ----------**	CD: Technology Localisation, Beneficiation & Advanced Manufacturing

Medium–term objectives, measure/indicator, outputs, and targets	Output Name Decision-support interventions	Date 31 March 2015

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		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 and maintained	
Purpose of indicator	To measure the number of decision support interventions introduced, maintained and improved to transform rural and socio-economic development	**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	**Measure / Indicator Formula**	A=B+C Where A= total number of decision intervention B= decision intervention introduced C=Decision intervention maintained or improved

	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 have relevant consequences . They support the process of constructing preferences and eventual decision making, appropriate to their individual situation.		
New Indicator	No	**Desired performance**	Higher performance is desired
Measure / Indicator Owner	CD: Innovation for Inclusive Development.	**Worked example**	5 decision support interventions = 1 introduced and 4 maintained
Target set for current year	**Annual:** 1 additional decision support systems introduced and four existing decision support	**Target achieved**	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :

	systems maintained and improved by 31 March 2015 **Quarterly:** **Q1 -** Through consultation and engagement, confirm the focus of the one additional decision support systems that will be introduced by 30 June 2014 **Q2 -** Finalise contracting for the additional decision support systems 30 September 2014 **Q3 -** Monitor the implementation of workplans for existing and new decision support systems by the project teams by 31 December 2014 **Q4 -** 1 additional systems		

	introduced and four existing decision support systems maintained and improved by 31 March 2015		
Data limitations	Identifies any limitation with the indicator data, including factors that might be beyond the department's control		
Reasons for variances between the target set and actual achieved			

2. Collection of source data to enable effective reporting on the adopted output measure / indicator	
Source data	• Progress reports - Q1 Report, Half Year Report, Q3 Report, and Annual Reports from implementing agencies, which are CSIR and HSRC • these reports identify the ones that were introduced, maintained or improved • Bilateral agreements • Contracts with implementing agencies • Approved TOR • Minutes of Bilateral meetings where applicable
Collection Frequency of Source data	Quarterly
Archiving of Source Data	Alfresco.
Type of information to be extracted from the source data	Decision support intervention information as per case study specification.

IT Systems/ Tools used to capture extracted data		MS Word and MS Excel.	
Source Data Capturing Frequency		Quarterly	
Individual(s) responsible for collecting the source data	DD: Human Settlements	**Individual(s) responsible for filing/ archiving the collected source data**	DD: Human Settlements
Individual(s) responsible for extracting the required information from the source data	DD: Human Settlements	**Individual(s) responsible for verifying the accuracy and completeness of the extracted information**	D: Human Settlements
Individual(s) responsible for capturing the extracted information onto the IT System	DD : Human Settlements	**Individual(s) responsible for verifying the accuracy and completeness of the captured information**	D: Human Settlements

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Project folder on Alfresco or project file and Excel Spreadsheets / Word documents..	
Type of performance information to be extracted/ used		Information from projects as required for the identified case studies.	
Calculations required on extracted information		The sum of all decision interventions introduced, maintained and improved.	
Archiving of Extracted / Recalculated Information		The sum of all decision interventions introduced, maintained and improved.	
Return Format		Project folder on Alfresco or project file and Excel Spreadsheets / Word documents	
Reporting Frequency		quarterly	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: : Human Settlements	**Individual(s) responsible for verifying the accuracy and completeness of the**	D: : Human Settlements

		extracted performance information	
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: : Human Settlements	**Individual(s) responsible for sending the information in the required return format to the ----------**	D: : Human Settlements

Medium–term objectives, measure/indicator, outputs, and targets		**Output Name** Knowledge and innovation products: patents1, , prototypes2, technology demonstrators3 and technology transfer packages	**Date** 31 March 2015
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		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 (patents prototypes, technology demonstrators or technology transfer packages) added to the IP portfolio through fully funded or co-funded research initiatives	
Purpose of indicator	To measure the innovation products that contributes to growing and sustaining the	**Type of indicator**	Output indicator

[1] Patents include formal disclosures (made within the entity, and provisional patent applications).
[2] A prototype is a representative model that can perform the required functions of the intended product.
[3] A technology demonstrator is a model that demonstrates the functional capability of a specific technology. It is at a lower level of technological maturity than a prototype as it is aimed at demonstrating only the technology functionality

	portfolio of niche high-potential STI capabilities for sustainable development and the greening of society and the economy.		
Measure / Indicator Definition	Patents, This includes formal disclosures (made within the entity, and provisional patent applications). Prototypes, is a representative model that can perform the required functions of the intended product. A technology demonstrator is a model that demonstrates the functional capability of a specific technology. It is at a lower level of technological maturity than a prototype as it is aimed at demonstrating only the technology functionality. Technology transfer packages, is a	**Measure / Indicator Formula**	Total sum of patents, prototypes, technology demonstrators and technology transfer packages added to the IP portfolio from funded or co- funded research programmes

	set of documents, software and/ or training that will allow a third party to use the transferred technology, in its simplest form it is a data pack and operational instructions..		
New Indicator	Continues from last year but with a different portfolio of work	**Desired performance**	Higher performance is desired
Measure / Indicator Owner	CD Sector Innovation and Green Economy.	**Worked example**	Total sum of patents = 1 patent or prototype or technology demonstrator or technology transfer package
Target set for current year	**Annual:** 1 knowledge and innovation products (patents, prototypes, technology demonstrators or technology transfer packages) added to the IP portfolio by 31 March 2015 **Quarterly:** **Q1 -** Begin negotiations with implementation agencies on proposed knowledge	**Target achieved**	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :

	and innovation products to be added to IP portfolio by 30 June 2014 **Q2 -** Finalise negotiations with implementation agencies on proposed knowledge and innovation products to be added to IP portfolio by 30 September 2014 **Q3 -** Oversee and monitor the implementation as per agreed contracts with implementing agencies by 31 December 2014 **Q4 –** 1 knowledge and innovation products (patents, patent applications, prototypes, technology demonstrators or technology transfer packages) added to the IP portfolio by 31 March 2015		
Data limitations	Identifies any limitation with the indicator data, including factors that might be beyond the		

	department's control
Reasons for variances between the target set and actual achieved	

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data		• Reports from Implementing Agencies, which will include one or more of the following: • WRC • CSIR • Universities • Proof of IP (patents, patent applications, prototypes, technology demonstrators and technology transfer packages).	
Collection Frequency of Source data		Quarterly.	
Archiving of Source Data		Project folder on Alfresco or project file.	
Type of information to be extracted from the source data		Progress reports on development of IP (patents, patent applications, prototypes, technology demonstrators and technology transfer packages)..	
IT Systems/ Tools used to capture extracted data		Spreadsheets and Alfresco..	
Source Data Capturing Frequency		Quarterly.	
Individual(s) responsible for collecting the source data	DD: Environmental Services and Technologies	**Individual(s) responsible for filing/ archiving the collected source data**	DD: Environmental Services and Technologies
Individual(s) responsible for extracting the required information from the source	DD: Environmental Services and	**Individual(s) responsible for verifying the**	D: Environmental Services and Technologies

data	Technologies	**accuracy and completeness of the extracted information**	
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**	D: Environmental Services and Technologies

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Project folder on Alfresco or project file and Excel Spreadsheets / Word documents.	
Type of performance information to be extracted/ used		Progress reports on development of IP (patents, patent applications, prototypes, technology demonstrators and technology transfer packages).	
Calculations required on extracted information		Progress and Total sum of patents, patent applications, prototypes, technology demonstrators and technology transfer packages added to the IP portfolio from funded or co- funded research programmes.	
Archiving of Extracted / Recalculated Information		Project folder on Alfresco or project file and Excel Spreadsheets / Word documents.	
Return Format		Excel Spreadsheets / Word documents.	
Reporting Frequency		Quarterly.	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: Environmental Services and Technologies	**Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information**	D: Environmental Services and Technologies
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Environmental Services and Technologies	**Individual(s) responsible for sending the information in the required return**	D: Environmental Services and Technologies

		format to the ----------	

Medium–term objectives, measure/indicator, outputs, and targets		**Output Name** Knowledge products	**Date** 31 March 2015
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		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 for government planning, service delivery and the building of sustainable human settlements through innovation	
Purpose of indicator	The purpose of the indicator is to provide the knowledge and evidence required by decision-makers in order to adopt a new technology-based approach	**Type of indicator**	Output Indicator
Measure / Indicator Definition	Knowledge products include: Case studies, policy briefs, technology briefs Different knowledge products may be required to provide the	**Measure / Indicator Formula**	A=B+C+D Where A= total number of the Knowledge product B= Policy briefs C= Case Studies D=Policy studies

	knowledge and evidence required by decision-makers in order to adopt a new technology-based approach. A policy briefs 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 alternative or alternative course of action. 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 implementatio n. A technical		

	brief refers to a range of knowledge products providing performance data, that deals with specifications or which deal with a specific technical challenge that can impact on the adoption of a particular technology		
New Indicator	Continues without much change from the previous year	**Desired performance**	Higher performance
Measure / Indicator Owner	Chief Director: Innovation for Inclusive Development	**Worked example**	Total number of policy studies = 1 knowledge product
Target set for current year	**Annual:** 1 knowledge product for government planning and service delivery improvement through innovation in water published by 31 March 2015 **Quarterly:** **Q1 -** Through consultation and review, the focus of the new policy brief identified	**Target achieved**	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :

	by 30 June 2014 **Q2 -** 1st draft of the policy brief developed by 30 September 2014 **Q3 -** Validation and engagement on policy brief concluded by 31 December 2014 **Q4 -** 1 policy brief for government planning and service delivery improvement through innovation in water published by 31 March 2015		
Data limitations	Identifies any limitation with the indicator data, including factors that might be beyond the department's control		
Reasons for variances between the target set and actual achieved			

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	• Progress reports - Q1 Report, Half Year Report, Q3 Report, and Annual Reports from implementing agencies, which are Nelson Mandela University (NMU), HSRC,CSIR • Contracts with implementation agencies • Approved and published policy brief		
Collection Frequency of Source data	Quarterly.		
Archiving of Source Data	Project folder on Alfresco or project file.		
Type of information to be extracted from the source data	Information from projects as required for the identified case studies.		
IT Systems/ Tools used to capture extracted data	Excel Spreadsheets / Word documents.		
Source Data Capturing Frequency	Quarterly.		
Individual(s) responsible for collecting the source data	DD: SHS	**Individual(s) responsible for filing/ archiving the collected source data**	DD: SHSity
Individual(s) responsible for extracting the required information from the source data	DD: SHS	**Individual(s) responsible for verifying the accuracy and completeness of the extracted information**	D: SHS
Individual(s) responsible for capturing the extracted information onto the IT System	DD: SHS	**Individual(s) responsible for verifying the accuracy and completeness of the captured information**	D: SHS

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information	
Performance Information Source	Project folder on Alfresco or project file and Excel Spreadsheets / Word documents..
Type of performance information to be extracted/ used	Information from projects as required for the identified case studies..
Calculations required on extracted information	The sum of the knowledge products published.

Archiving of Extracted / Recalculated Information		Project folder on Alfresco or project file and Excel Spreadsheets / Word documents.	
Return Format		Excel Spreadsheets / Word documents.	
Reporting Frequency		Quarterly.	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: SHS	**Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information**	D:SHS
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: SHS	**Individual(s) responsible for sending the information in the required return format to the ----------**	D: SHS

Medium–term objectives, measure/indicator, outputs, and targets		**Output Name** Knowledge products	**Date** 31 March 2015
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		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 technology-led opportunities for sustainable livelihoods published	
Purpose of indicator	The purpose of the indicator is to provide the knowledge and evidence required by	**Type of indicator**	Output Indicator

	decision-makers in order to adopt a new technology-based approach.		
Measure / Indicator Definition	Knowledge products include: Case studies, policy briefs, technology briefs Different knowledge products may be required to provide the knowledge and evidence required by decision-makers in order to adopt a new technology-based approach. A policy briefs 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 alternative or alternative	**Measure / Indicator Formula**	A=B+C+D Where A= total number of the Knowledge product B= Policy briefs C= Case Studies D=Policy studies

	course of action. 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 performance data, that deals with specifications or which deal with a specific technical challenge that can impact on the adoption of a particular technology.		
New Indicator	Continues without much change from the previous year	**Desired performance**	Higher performance
Measure / Indicator Owner	Chief Director: Innovation for Inclusive Development.	**Worked example**	Total number of knowledge product = 1 knowledge product + 1 knowledge produce published
Target set for current year	**Annual:** 2 knowledge	**Target achieved**	Actual target achieved.

	products on technology-led opportunities for sustainable livelihoods published on DST website by 31 March 2015 **Quarterly:** **Q1 -** Through consultation and review, identify the topics and format of the 2 new knowledge products by 30 June 2014 **Q2 -** 1st draft of the 2 identified policy briefs developed by 30 September 2014 **Q3 -** Validation and engagement on the 2 policy briefs concluded by 31 December 2014 **Q4 -** 2 knowledge products on technology-led opportunities for sustainable livelihoods published on the DST website by 31 March 2015		Q1 – Q2 – Q3 – Q4 – YTD - :

Data limitations	Identifies any limitation with the indicator data, including factors that might be beyond the department's control
Reasons for variances between the target set and actual achieved	

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data		• Progress reports - Q1 Report, Half Year Report, Q3 Report, and Annual Reports from implementing agencies, which are CSIR and ARC • Contracts with implementation agencies • Knowledge products published on the DST website	
Collection Frequency of Source data		Quarterly.	
Archiving of Source Data		Project folder on Alfresco or project file.	
Type of information to be extracted from the source data		Information from projects as required for the identified case studies.	
IT Systems/ Tools used to capture extracted data		Excel Spreadsheets / Word documents.	
Source Data Capturing Frequency		Quarterly.	
Individual(s) responsible for collecting the source data	DD: Sustainable Livelihoods	**Individual(s) responsible for filing/ archiving the collected source data**	DD: Sustainable Livelihoods
Individual(s) responsible for extracting the required information from the source data	DD: Sustainable Livelihoods	**Individual(s) responsible for verifying the accuracy and completeness of the extracted information**	D: Sustainable Livelihoods
Individual(s) responsible for capturing the extracted information onto the IT	DD: Sustainable Livelihoods	**Individual(s) responsible for verifying the**	D: Sustainable Livelihoods

System		**accuracy and completeness of the captured information**	

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Project folder on Alfresco or project file and Excel Spreadsheets / Word documents.	
Type of performance information to be extracted/ used		Information from projects as required for the identified case studies.	
Calculations required on extracted information		The sum of the knowledge products published.	
Archiving of Extracted / Recalculated Information		Project folder on Alfresco or project file and Excel Spreadsheets / Word documents.	
Return Format		Excel Spreadsheets / Word documents.	
Reporting Frequency		Frequency the collected performance information is to be reported on i.e. quarterly or annually.	
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
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Sustainable Livelihoods	**Individual(s) responsible for sending the information in the required return format to the ----------**	D: Sustainable Livelihoods

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Medium–term objectives, measure/indicator, outputs, and targets	Output Name Learning interventions (seminars, briefs and policy papers) generated	Date 31 March 2015

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		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 (seminars, briefs, policy papers) generated	
Purpose of indicator	To measure the number of learning interventions aimed at informing and influencing technology choices and how alternative technologies can be used to transform rural and socio-economic development,	**Type of indicator**	Output
Measure / Indicator Definition	In this context a learning intervention refers to a communication tool produced by policy analysts, in the form of either a seminar, brief	**Measure / Indicator Formula**	A=B+C+D Where A = Total number of learning interventions B = seminars C = briefs D = policy papers Total sum of learning interventions

	or policy paper, which serves as an impetus for acting for the policy audience such as the cabinet or parliament etc. The intervention may also be used to support broader advocacy initiatives targeting a wide but knowledgeable audience, e.g. Clusters, decision makers, researchers and administrators ..		
New Indicator	Continues without change from the previous year	**Desired performance**	Higher performance is desired
Measure / Indicator Owner	CD: Innovation for Inclusive Development.	**Worked example**	E Total number of learning interventions = 3 seminars + 3 briefs + 3 policy papers
Target set for current year	**Annual:** 9 learning interventions (seminars, briefs and policy papers) generated by 31 March 2015 **Quarterly:**	**Target achieved**	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :

	Q1 - Finalise schedule of policy interventions for the financial year by 30 June 2014 **Q2 -** Ensure that implementation arrangements are finalized for the full portfolio of policy interventions by 30 September 2014 **Q3 -** Monitor the implementation and introduce any corrective action including revision of the schedule of policy interventions by 31 December 2014 **Q4 -** 9 learning interventions (seminars, briefs and policy papers) generated by 31 March 2015		

Data limitations	Identifies any limitation with the indicator data, including factors that might be beyond the department's control		
Reasons for variances between the target set and actual achieved			

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data		Reports from implementing agencies STEPSA HSRC. Reports of the seminars conducted, attendance register, policy paper	
Collection Frequency of Source data		Quarterly.	
Archiving of Source Data		Project folder on Alfresco or project file.	
Type of information to be extracted from the source data		Number and details of policy interventions (seminars, briefs, policy papers)..	
IT Systems/ Tools used to capture extracted data		Word document, Spreadsheets and Alfresco..	
Source Data Capturing Frequency		Quarterly.	
Individual(s) responsible for collecting the source data	CD: Innovation for Inclusive Development	**Individual(s) responsible for filing/ archiving the collected source data**	CD: Innovation for Inclusive Development
Individual(s) responsible for extracting the required information from the source data	CD: Innovation for Inclusive Development	**Individual(s) responsible for verifying the accuracy and completeness of the extracted information**	CD: Innovation for Inclusive Development

Individual(s) responsible for capturing the extracted information onto the IT System	CD: Innovation for Inclusive Development	**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		Project folder on Alfresco or project file and Excel Spreadsheets / Word documents.	
Type of performance information to be extracted/ used		Number and details of policy interventions (seminars, briefs, policy papers).	
Calculations required on extracted information		Number and details of policy interventions (seminars, briefs, policy papers).	
Archiving of Extracted / Recalculated Information		Project folder on Alfresco or project file and Excel Spreadsheets / Word documents.	
Return Format		Excel Spreadsheets / Word documents.	
Reporting Frequency		Quarterly.	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	CD: Innovation for Inclusive Development	**Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information**	CD: Innovation for Inclusive Development
Individual(s) responsible for archiving the extracted/ recalculated performance information	CD: Innovation for Inclusive Development	**Individual(s) responsible for sending the information in the required return format to the ----------**	CD: Innovation for Inclusive Development

Medium–term objectives, measure/indicator, outputs, and targets	Output Name Knowledge and innovation products: patents, technology demonstrators, technology transfer packages or prototypes generated	Date 31 March 2015

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		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 and ICTs	
Indicator title		Number of knowledge and innovation products (patents, prototypes, technology demonstrators or technology transfer packages) added to the IP portfolio through fully funded or co-funded research initiatives	
Purpose of indicator	The purpose of this indicator is to measure the increase in the intellectual property portfolio in support of growing and sustaining a portfolio of niche high-potential science, technology and innovation capabilities that improves the competitiveness of existing	**Type of indicator**	Output indicator

	and emerging economic sectors and that facilitates the development of new targeted industries with growth potential in aerospace, advanced manufacturing , chemicals, mining, advanced metals and ICTs.		
Measure / Indicator Definition	Patents-This includes formal disclosures (made within the entity, and provisional patent applications). Prototypes- A representative model that can perform the required functions of the intended product. Technology Demonstrator- A model that demonstrates the functional capability of a specific technology. It is at a lower level of technological maturity than a prototype as	**Measure / Indicator Formula**	Total number of patents, prototypes, technology demonstrators or technology transfer packages added to the IP portfolio through funded or co-funded research initiatives by the end of the financial year. Patents will be identified by a patent number, or provisional number from the patent office Prototypes and Technology demonstrators will be identified by a formal letter from the entity that describes the specific capabilities that are being demonstrated by the prototype / technology demonstrator. Technology transfer packages will be identified through a formal letter from the originating entity that describes that goal, scope and content of the data pack.

	it is aimed at demonstrating only the technology functionality. Technology transfer packages - This is a set of documents, software and/ or training that will allow a third party to use a new technology, in its simplest form it is a data pack and operational instructions to support the transfer of a technology.		
New Indicator	Continues without change from the previous year	**Desired performance**	Higher performance is required
Measure / Indicator Owner	CD: Technology Localisation, Beneficiation and Advanced Manufacturing and CD: Sector Innovation and Green Economy.	**Worked example**	Total sum of number of patents, prototypes, technology demonstrators or technology transfer packages added to the IP portfolio through funded or co- funded research initiatives by the end of the financial year = 15 patents, prototypes, technology demonstrators or technology transfer package
Target set for current year	**Annual:** 20 knowledge and innovation products (patents, , technology demonstrators technology	**Target achieved**	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :

	transfer packages or prototypes) added to the IP portfolio by 31 March 2015 **Quarterly:** **Q1 -** Monitoring of signed contracts with implementing agencies and take timeous corrective action by 30 June 2014 **Q2 -** Monitoring of signed contracts with implementing agencies and take timeous corrective action by 30 September 2014 **Q3 -** 5 knowledge and innovation products (patents, prototypes, technology demonstrators and technology transfer packages) added to the IP portfolio by 31 December 2014 **Q4 -** 15 knowledge and innovation		

	products (patents, prototypes, technology demonstrators and technology transfer packages) added to the IP portfolio by 31 March 2015		
Data limitations	I The assessment of the type (technology package, prototype, etc.) and maturity of the IP is done by the implementing agency and the process not in the control of the DST. However, the DST has the opportunity to interrogate the data presented to them.		
Reasons for variances between the target set and actual achieved			

2. Collection of source data to enable effective reporting on the adopted output measure / indicator	
Source data	Reports from Co-ordinating/Implementing Agencies such as the CSIR and Mintek. Proof of application or registration of patents, licences or trademarks registered with CIPC and / or international equivalent institutions. Proof of assessment by the originating entity that the knowledge qualifies as a prototype, technology demonstrator, etc.
Collection Frequency of Source data	Quarterly.
Archiving of Source Data	Alfresco and Project Files.
Type of information to be extracted from the source data	Progress made with intellectual property portfolio. Number and type of applications or registrations of patents, licenses or trademarks registered with CIPC and / or international equivalent institution.

		Number of technology demonstrators, prototypes, data packages generated by the implementing agencies.	
IT Systems/ Tools used to capture extracted data		Word documents and Excel spreadsheets.	
Source Data Capturing Frequency		Quarterly	
Individual(s) responsible for collecting the source data	DD: Mining and Minerals Beneficiation DD: Chemical Related Industries DD: Advanced Manufacturing DD: ICT(Information and Communication Technology)	**Individual(s) responsible for filing/ archiving the collected source data**	DD: Mining and Minerals Beneficiation DD: Chemical Related Industries DD: Advanced Manufacturing DD: ICT(Information and Communication Technology)
Individual(s) responsible for extracting the required information from the source data	DD: Mining and Minerals Beneficiation DD: Chemical Related Industries DD: Advanced Manufacturing DD: ICT(Information and Communication Technology)	**Individual(s) responsible for verifying the accuracy and completeness of the extracted information**	D: Mining and Minerals Beneficiation D: Chemical Related Industries D: Advanced Manufacturing D: Technology Localisation D: ICT (Information and Communication Technology)
Individual(s) responsible for capturing the extracted information onto the IT System	DD: Mining and Minerals Beneficiation DD: Chemical Related Industries DD: Advanced Manufacturing DD: ICT(Information and Communication	**Individual(s) responsible for verifying the accuracy and completeness of the captured information**	D: Mining and Minerals Beneficiation D: Chemical Related Industries D: Advanced Manufacturing D: Technology Localisation D: ICT (Information and Communication

	Technology)		Technology)

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Alfresco and Word documents and Excel spreadsheets.	
Type of performance information to be extracted/ used		Reports indicating progress with intellectual property portfolio. Number and type of applications or registrations of patents, licences or trademarks registered with CIPRO and / or international equivalent institution. IP roadmap and progress (patents, patent applications, licences and trademarks).	
Calculations required on extracted information		The number of applications or registrations of patents, licences or trademarks registered with CIPRO and / or international equivalent institution.	
Archiving of Extracted / Recalculated Information		Alfresco and Word documents and Excel spreadsheets.	
Return Format		Excel Spreadsheet / Word documents.	
Reporting Frequency		Quarterly.	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: Mining and Minerals Processing DD: Chemicals DD: Technology Localisation DD: Advanced Manufacturing DD: ICT	**Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information**	D: Mining and Minerals Processing D: Chemicals D: Technology Localisation D: Advanced Manufacturing D: ICT
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Mining and Minerals Processing DD: Chemicals DD: Technology Localisation DD: Advanced Manufacturing	**Individual(s) responsible for sending the information in the required return format to the ----------**	D: Mining and Minerals Processing D: Chemicals D: Technology Localisation D: Advanced Manufacturing D: ICT

	DD: ICT		

Medium–term objectives, measure/indicator, outputs, and targets		**Output Name** Reports and policy briefings on the innovation system and innovation policy published	**Date** 31 March 2015
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Socio-economic Partnerships	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans		To enhance understanding and analysis that support improvements in the functioning and performance of the NSI	
Indicator title		Number of reports and policy briefings on the innovation system and innovation policy approved by DST Exco/ published on the DST website	
Purpose of indicator	To measure the number of reports and policy briefings produced that supports improvements in the functioning and performance of the NSI	**Type of indicator**	Output indicator
Measure / Indicator Definition	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	**Measure / Indicator Formula**	Total sum of policy briefings on the innovation system and innovation policy by the end of the financial year

	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.		
New Indicator	Continues without change from the previous year	**Desired performance**	Higher performance is desired
Measure / Indicator Owner	CD: Science and Technology Investments	**Worked example**	Total sum of policy briefings on the innovation system and innovation policy by the end of the financial year = 1 policy briefing generated on the performance of the R&D tax incentive programme + 1 policy briefing generated on the R&D survey + 1 policy brief on the innovation survey + 1 policy brief on publicly funded STAs + 1 trend on R&D expenditure
Target set for current year	**Annually** 5 reports and policy briefings approved by DST Exco/ published	**Target achieved**	Actual target achieved. Q1 – Q2 – Q3 – Q4 –

	on the DST website by 31 March 2015 **Quarter 1** Data collection for 2013/14 report on Publicly Funded research, science and innovation commenced by 30 June 2014 Administration and data preparation on R&D incentive by 30 June 2014 Finalise 2012/13 R&D survey fieldwork by 30 June 2014 **Quarter 2** Completed verification and validation of data with departments by 30 September 2014 Draft 2013/14 report on performance of R&D tax incentive presented to DST EXCO by 30 September 2014 Draft report of the 2012/13 R&D survey and present the report to DST EXCO by 30 September 2014 Dissemination of the 2012		YTD - :

	Innovation Survey results by 30 September 2014 **Quarter 3** Draft 2013/14 report on Publicly Funded research, science and innovation and policy briefing presented to and approved by DST EXCO by 31 October 2014 2013/14 report on performance of R&D tax incentive finalised and published on DST website by 31 October 2014 Final 2012/13 R&D survey report published by 31 December 2014 Policy brief based on findings of the 2012 Innovation Survey User consultations and review recommendations on Innovation Survey presented to EXCO 31 December 2014 **Quarter 4** Dissemination of		

	findings of the 2013/14 report on Publicly Funded research, science and innovation; user consultations and review of instrument by 31 March 2015 Administration and data preparation on R&D incentive by 31 March 2015 Dissemination of the 2012/13 R&D survey report and drafting of Cabinet Memo on trends in R&D expenditure completed by 31 March 2015		
Data limitations	The collection of data is done by the implementing agency and the process not in the control of the DST. However, the DST has the opportunity to interrogate the data presented to them		
Reasons for variances between the target set and actual achieved			

<table>
<tr><th colspan="4">2. Collection of source data to enable effective reporting on the adopted output measure / indicator</th></tr>
<tr><td colspan="2">Source data</td><td colspan="2">• Progress reports on completing the following:
1. Progress reports from Cesti on completing study.

• Reports on the statistics:
1. R&D Summary
2. Innovation Summary

• Quarterly Reports on:
1. R&D tax incentives
2. STA report
3. Policy briefs prepared within DST</td></tr>
<tr><td colspan="2">Collection Frequency of Source data</td><td colspan="2">Quarterly</td></tr>
<tr><td colspan="2">Archiving of Source Data</td><td colspan="2">Alfresco and project files.</td></tr>
<tr><td colspan="2">Type of information to be extracted from the source data</td><td colspan="2">Current status of the report readiness for publication by the target date.</td></tr>
<tr><td colspan="2">IT Systems/ Tools used to capture extracted data</td><td colspan="2">Excel Spreadsheet / Word documents.</td></tr>
<tr><td colspan="2">Source Data Capturing Frequency</td><td colspan="2">Quarterly</td></tr>
<tr><td>Individual(s) responsible for collecting the source data</td><td>DD: Tax Incentives

DD: Sector R&D Planning

DD: S&T Indicators</td><td>Individual(s) responsible for filing/ archiving the collected source data</td><td>DD: Tax Incentives

DD: Sector R&D Planning

DD: S&T Indicators</td></tr>
<tr><td>Individual(s) responsible for extracting</td><td>DD: Tax Incentives

DD: Sector</td><td>Individual(s) responsible for verifying the accuracy and</td><td>D: R&D Tax Incentives

D: Sector R&D Planning</td></tr>
</table>

the required information from the source data	R&D Planning DD: S&T Indicators	**completeness of the extracted information**	D: S&T Indicators
Individual(s) responsible for capturing the extracted information onto the IT System	DD: Tax Incentives DD: Sector R&D Planning DD: S&T Indicators	**Individual(s) responsible for verifying the accuracy and completeness of the captured information**	D: R&D Tax Incentives D: Sector R&D Planning D: S&T Indicators

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Alfresco and Word documents and Excel spreadsheets.	
Type of performance information to be extracted/ used		Current status of the report readiness for publication by the target date.	
Calculations required on extracted information		Total sum of policy briefings on the innovation system and innovation policy by the end of the financial year	
Archiving of Extracted / Recalculated Information		Alfresco and Word documents and Excel spreadsheets.	
Return Format		Excel Spreadsheet / Word documents	
Reporting Frequency		Quarterly	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: Tax Incentives DD: Sector R&D Planning DD: S&T Indicators	**Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information**	D: R&D Tax Incentives D: Sector R&D Planning D: S&T Indicators
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Tax Incentives DD: Sector R&D Planning DD: S&T Indicators	**Individual(s) responsible for sending the information in the required return format to the ----------**	D: R&D Tax Incentives D: Sector R&D Planning D: S&T Indicators