

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 Decision-support interventions	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 5	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Innovation for rural and socio-economic development	
Statement and definition (also supported by Indicator Definitions)		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 by March 2017.	
Purpose of indicator	To measure the number of decision support interventions introduced, maintained and improved to transform rural, peri-urban 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 action. These interventions aim to help people to deliberate, independently or in collaboration with others, about options by	Measure / Indicator Formula	A=B+C Where A= total number of decision interventions B= decision intervention introduced (contract signed) C=Decision intervention maintained or improved (quarterly reports and annual reports)

	<p>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.</p>		
New Indicator	No	Desired performance	Higher performance is desired
Measure / Indicator Owner	CD: Innovation for Inclusive Development.	Worked example	7 decision support interventions = 7 maintained
Target set for current year	<p>Annual: 7 decision support systems maintained and improved by 31 March 2017</p> <p>Quarterly:</p> <p>Q1 - Monitor the implementation of work plans for the 7 existing decision support systems by the project teams by 30 June 2016</p> <p>Q2 - Monitor the implementation of work plans for the 7 existing decision support systems by the project teams by 30 September 2016</p> <p>Q3 - Monitor the implementation of work plans for the 7 existing decision support systems by the project teams by</p>	Target achieved	<p>Actual target achieved.</p> <p>Q1 –</p> <p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD - :</p>

	31 December 2016		
	Q4 - 7 decision support systems maintained and improved by 31 March 2017		
Data limitations			
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	<p>Approved Quarterly progress reports and/or Annual Reports from relevant implementing agencies reflecting the decision-support interventions introduced or maintained, including, but not limited to the</p> <ul style="list-style-type: none"> ○ Council for Scientific and Industrial Research ○ Human Sciences Research Council ○ SAEON ○ Water Research Commission ● Contracts with above-mentioned implementing agencies 		
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
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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 extracted performance information	D : Human Settlements
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

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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 developed in the dedicated niche areas that support the green economy and sustainable development	Date 31 March 2017
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)		S&T for sustainable development and a green economy	
Statement and definition (also supported by Indicator Definitions)		To identify, grow and sustain niche high-potential STI capabilities for sustainable development and the greening of society and the economy.	
Indicator title		Number of honours, master's and doctoral students fully funded or co-funded in designated niche areas that support the greening of society and the economy and sustainable development	
Purpose of indicator	To measure the output of the human capital development programmes of the EST unit.	Type of indicator	Output.
Measure / Indicator Definition	High-level human capital refers to Honours, Master's and Doctoral students funded or co-funded by the DST. The niche areas identified to support the green economy and	Measure / Indicator Formula	$a+b+c = D$ Where a=Honours students b = Master's students c = Doctoral students, and D=the total number of students supported.

	sustainable development includes the water and waste sectors, and the emerging environmental infrastructure sector.		
New Indicator	The indicator is not new.	Desired performance	Higher performance is desirable
Measure / Indicator Owner	Chief Director: Sector Innovation and Green Economy (SIGE)	Worked example	5 honours + 3 Master's + 2 PhD's = 10 students supported.
Target set for current year	<p>Annual: 55 Honours, Master's and Doctoral students fully funded or co-funded in designated niche areas that support the green economy and sustainable development by 31 March 2017</p> <p>Quarterly: Q1 – Update and ongoing monitoring of students from the following initiatives by 30 June 2016:</p> <ul style="list-style-type: none"> • Waste RDI Roadmap • Water RDI Roadmap • Sector Innovation Fund • Industrial Innovation Partnership <p>Q2 – No new intake. Ongoing monitoring of the WRC HCD Contracts, the Waste Roadmap and the Industrial Innovation</p>	Target achieved	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :

	<p>Programme by 30 September 2016</p> <p>Q3 – No new intake. Ongoing monitoring of the WRC HCD Contracts, the Waste Roadmap and the Industrial Innovation Programme by 31 December 2016</p> <p>Engage implementation agencies to ensure that the required new batch of students will be supported in the following academic year and that the agencies have properly planned for funding of new students by 31 December 2016</p> <p>Q4 – Monitoring to ensure that all existing students re-register and where new students come on board, the database is updated appropriately, to ensure that the enrolment of 50 students is maintained. by 31 March 2017</p>		
<p>Data limitations</p>	<p>Proof of registration is often difficult to obtain in time for the quarter reporting cut-off (especially in Q1 and Q4), resulting in a lag of the reported students. We therefore only require the proof of registration for our annual audited number. During Quarter 1,2 and 3 the quarterly reports and/or letters to confirm students supported from the agencies are used for monitoring purposes</p>		
<p>Reasons for variances between the target set and actual achieved</p>	<p>The number of Honours, 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.</p> <p>Due to the fact that DST co-funded students are also counted, the number of students vary as DST funding are used to leverage other funds, resulting in more students that are funded – obviously a desirable state</p>		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data		Quarterly and / or Annual reports from relevant implementing agencies including, but not limited to <ul style="list-style-type: none"> • Water Research Council (WRC) • Council for Scientific and Industrial Research Signed document from the relevant implementing agency confirming information required to verify the profile of the funded students. This will include the relevant niche area, student name, ID number, race, gender; course, and year of enrolment either in the form of a letter or in a verified database. <p>The implementing agencies are required to submit the following documents to the DST for the quarterly/annual verification:</p> <ul style="list-style-type: none"> • Proof of registration from the tertiary education institution for Honours, Masters or Doctoral degree. 	
Collection Frequency of Source data		Quarterly	
Archiving of Source Data		DST Computer data storage systems and hard copies filed in locked Cabinets.	
Type of information to be extracted from the source data		Verifiable Number of students and degree for which enrolled.	
IT Systems/ Tools used to capture extracted data		PIMS and Alfresco – reports stored in PDF, MS Word and Excel Spreadsheets	
Source Data Capturing Frequency		Quarterly	
Individual(s) responsible for collecting the source data	DD: Environmental Technology and DD: Environmental Services	Individual(s) responsible for filing/ archiving the collected source data	DD: Environmental Technology and DD: Environmental Services
Individual(s) responsible for extracting the required information from the source data	DD: Environmental Technology and DD: Environmental Services	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D: EST
Individual(s) responsible for capturing the extracted information onto the IT System	DD: Environmental Technology and DD: Environmental Services	Individual(s) responsible for verifying the accuracy and completeness of the captured information	D: EST

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

Type of performance information to be extracted/ used		Number of students and level of student (Honours, Masters, PhD)	
Calculations required on extracted information		Addition of separate degree enrolments to determine the total number of students.	
Archiving of Extracted / Recalculated Information		PIMS and Alfresco	
Return Format		HTML, MS Excel, MSWord and PDF	
Reporting Frequency		Quarterly	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: Environmental Technology and DD: Environmental Services	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D:EST
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Environmental Technology and DD: Environmental Services	Individual(s) responsible for sending the information in the required return format to the -- -----	D: EST

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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 Knowledge and innovation products: patents, prototypes, technology demonstrators and technology transfer packages	Date 31 March 2017
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)		S&T for sustainable development and a green economy	
Objective Statement and definition (also supported by Indicator Definitions)		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.	
Purpose of indicator	To measure the innovation products that contributes to growing and sustaining the portfolio of niche high-potential STI capabilities for sustainable development and the greening of society and the economy.	Type of indicator	Output indicator
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	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

	<p>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.</p> <p>Technology transfer packages, is a 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.</p>		
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	<p>Annual: 4 knowledge and innovation products (patents, prototypes, technology demonstrators and technology transfer packages) added to the IP portfolio by 31 March 2017</p> <p>Quarterly:</p> <p>Q1 - Update on progress with</p>	Target achieved	<p>Actual target achieved.</p> <p>Q1 –</p> <p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD - :</p>

	<p>MyWare and SulpherTech, managed by WADER</p> <p>Interactions with various programmes to define the two new innovation products to be added to IP portfolio by 30 June 2016</p> <p>Q2 - Update on MyWare and SulpherTech and report on progress with implementing 2 new innovation products to be added to IP portfolio by 30 September 2016</p> <p>Q3 - Update on MyWare and SulpherTech and report on progress with implementing 2 new innovation products by 31 December 2016</p> <p>Q4 - 4 knowledge and innovation products (patents, prototypes, technology demonstrators and technology transfer packages) added to the IP portfolio by 31 March 2017</p>		
<p>Data limitations</p>			
<p>Reasons for variances between the target set and actual achieved</p>	<p>Predicting the outcomes of research and technology activities as knowledge and innovation outputs is very difficult, due to the fact there could be large differences in complexity, technology readiness, and effort across the portfolio of funded research and technology activities</p>		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data		<p>Approved Quarterly and/or Annual Reports or signed confirmation from relevant Implementing Agencies reflecting progress on the quarterly/annual target.</p> <p>Contracts with the relevant implementing agencies regarding this product, if applicable.</p> <p>Proof of actual IP added to the portfolio (patents, patent applications, prototypes, technology demonstrators and technology transfer packages).</p>	
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 data	DD: Environmental Services and Technologies	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D: Environmental Services and Technologies
Individual(s) responsible for capturing the extracted information onto the IT System	DD: Environmental Services and Technologies	Individual(s) responsible for verifying the accuracy and completeness of the captured information	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		PIMS and Alfresco and project file and Excel Spreadsheets / Word documents.	
Return Format		HTML, 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 format to the -----	D: Environmental Services and Technologies

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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 2017	
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #	Programme 5		
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)	Support the development of new and existing R&D-led industries in aerospace, advanced manufacturing, chemicals, advanced metals, mining, ICTs and sector innovation funds.		
Objective Statement and definition (also supported by Indicator Definitions)	<p>To identify, grow and sustain niche high-potential STI capabilities that –</p> <ul style="list-style-type: none"> improve the competitiveness of existing industries with growth potential in aerospace, advanced manufacturing, chemicals, advanced metals, mining, ICTs and sector innovation funds; facilitate the development of R&D-led new targeted industries 		
Indicator title	Number of high-level research graduates (Master's and Doctoral students) fully funded or co-funded in designated niche areas (advanced manufacturing, aerospace, chemicals, mining, advanced metals, ICTs and SIFs)		
Purpose of indicator	To measure the 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, ICTs and SIFs	Type of indicator	Input indicator
Measure / Indicator Definition	High level human capital refers to students who are enrolled at universities or Universities of Technology for a Masters or Doctoral qualification. Co-funded is where the DST only pays a portion of the student's fees.	Measure / Indicator Formula	<p>Masters or Doctoral students refers to a student (full-time or part time) who is formally registered for a Masters of Doctoral degree, at a university/University of Technology.</p> <p>Co-funded is where the DST only pays a portion of the student's fees.</p> <p>The indicator counts the total number of Masters and Doctoral students that receives DST funding, over the period of a financial year</p>
New Indicator	No	Desired performance	Higher performance is desired.

Measure / Indicator Owner	CD: TLBAM and CD: SIGE.	Worked example	<p>If 10 Masters/Doctoral students are fully funded at in quarter 1, and one student drop out after six months, the total number of supported students will still be 10, provided that the student who had dropped out, had received DST funding/co-funding for that period.</p> <p>Alternatively, if Q1 reports 10 students funded/co-funded and Q2, Q3 and Q4 reports 9 students, the annual number of students (reflected in the annual report) will be maximum number of any quarter, resulting in 10 students being report in the annual report.</p> <p>If a student who receives DST funding/co-funding completes his Masters qualification in Q3 and registers for a Doctoral qualification (and receives DST funding/co-funding) in Q4, it is counted as two students that are supported as the student is supported for two different qualifications.</p>
Target set for current year	<p>Annual: 290 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 2017.</p> <p>Quarterly:</p> <p>Q1 - 250 master's and doctoral students fully funded or co-funded in designated niche areas by 30 June 2016 Confirm student numbers from ongoing R&D programmes and those linked to new projects, in order to confirm the target will be reached by 30 June 2016</p> <p>Q2 - Continue monitoring of student numbers, and ensure that implementing entities are engaged to ensure the annual target is reached by 30 Sept. 2016</p> <p>Q3 - Ensure that the required new batch of students will be supported in the next calendar year and that the agencies have planned properly to fund the new students by 31 Dec. 2016</p> <p>Q4 - Additional 40 master's and doctoral students fully funded or cofounded in designated niche areas (advanced manufacturing, aerospace, chemicals, mining, advanced metals, ICTs, and sector innovation funds) by 31 Mar. 2017 to ensure that the minimum number of students funded/co-funded exceeds the target of 290 for the financial year 31 Mar. 2017</p>	Target achieved	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :

Data limitations	Proof of registration is often difficult to obtain in time for the quarter reporting cut-off (especially in Q1 and Q4), resulting in a lag of the reported students. We therefore only require the proof of registration for our annual audited number. During Quarter 1,2 and 3 the quarterly reports and/or letters to confirm students supported from the agencies are used for monitoring purposes.
Reasons for variances between the target set and actual achieved	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 fact that DST co-funded students are also counted, the number of students vary as DST funding are used to leverage other funds, resulting in more students that are funded – obviously a desirable state.

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

Source data	<p>Approved Quarterly and/or annual reports or signed confirmation from relevant implementing agencies:</p> <ul style="list-style-type: none"> • Council for GeoScience (CfG) • Council for Scientific and Industrial Research (CSIR) • Mintek • Necsa • Pelchem • Sugar Milling Research Institute (SMRI) • Winetech • Forestry South Africa (FSA) • Citrus Research International (CRI) • South African Minerals to Metals Research Institute (SAMMRI) • Fresh Produce Exporters Forum (FPEF) ¹: <ul style="list-style-type: none"> • Signed document from the relevant implementing agency confirming information required to verify the profile of the funded students. This will include the relevant niche area, student name, ID number, race, gender; course, and year of enrolment either in the form of a letter or in a verified database. <p>The implementing agencies are required to submit the following documents to the DST for the quarterly/annual verification:</p> <ul style="list-style-type: none"> • Proof of registration from the tertiary education institution for Masters or Doctoral degree.
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¹ The entities are expected to gather and retain sufficient source data, not only limited to that stated above, to ensure that there is sufficient information (student, place of study) in order to verify abovementioned information.

Collection Frequency of Source data	<p>Entities funding students will collect data continuously, in order to always have the actual data available in time for the quarterly report. This data will be collated into a single reporting spreadsheet per implementing agency.</p> <p>Quarterly reports, and as stated in the respective contracts will be provided by the implementing agencies to the DST</p>		
Archiving of Source Data	Alfresco		
Type of information to be extracted from the source data	<p>Student personal details (name, surname; student number; gender and race information),</p> <p>Implementing agency: no of students funded/co-funded, amount and period of funding,</p> <p>Total amount of students funded/co-funded.</p>		
IT Systems/ Tools used to capture extracted data	Spreadsheet and Word documents		
Source Data Capturing Frequency	<p>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.</p> <p>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.</p>		
Individual(s) responsible for collecting the source data	DDs from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation; Local Innovation and ICT.	Individual(s) responsible for filing/ archiving the collected source data	DDs from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation; local innovation and ICT.
Individual(s) responsible for extracting the required information from the source data	DDs from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation; Local Innovation and ICT.	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	DDs from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation; local innovation and ICT.
Individual(s) responsible for capturing the extracted information onto the IT System	DDs from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation; Local innovation and ICT.	Individual(s) responsible for verifying the accuracy and completeness of the captured information	Directors from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation; Local innovation 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		<p>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 above mentioned students in the areas of ICT, Mining and Minerals Beneficiation, ICT, Aerospace, Chemical Related Industries, Technology Localisation and SIFs.</p> <p>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.</p>	
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, Local Innovation and ICT	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	Directors from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation, Local Innovation and ICT.
Individual(s) responsible for archiving the extracted/ recalculated performance information	DDs from the units of Advanced Manufacturing; Chemical Related Industries; Mining and Minerals Beneficiation; Technology Localisation, Local Innovation and ICT	Individual(s) responsible for sending the information in the required return format to the -----	CDs of Technology Localisation, Beneficiation and Advanced Manufacturing and of Sector Innovation and Global change. Annual report will be verified by the DDG:SEIP

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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 2017
1. Overview of the objective, output, measure / indicator and target to be reported on		
Programme #	Programme 5	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)	Support the development of new and existing R&D-led industries in aerospace, advanced manufacturing, chemicals, advanced metals, mining, ICTs and sector innovation funds	
Objective Statement and definition (also supported by Indicator Definitions)	To identify, grow and sustain niche high-potential STI capabilities that – <ul style="list-style-type: none"> • improve the competitiveness of existing industries with growth potential in aerospace, advanced manufacturing, chemicals, advanced metals, mining, ICTs and sector innovation funds; • facilitate the development of R&D-led new targeted industries. 	
Indicator title	Number of interns fully funded or co-funded in R&D of design, manufacturing and product development by 31 March 2017	
Purpose of indicator	To measure the number of interns funded under the R&D led industry development strategic objective	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 (ranging from Diploma, B-Tech and D-Tech), or to obtain work exposure prior to permanent employment 'R&D of Design, manufacturing and product development' is the originally defined focus areas for interns under 'R&D led industry development' strategic objective. This description is intended to cover all the focus areas under this strategic objective.	Measure / Indicator Formula	Fully funded is where an intern receives only DST funding for a period up to a year. Co-funded is where the DST only pays for a portion of the internship fees. This could either be due to a reduced funding period or for a reduced amount per month/year. The indicator counts the total number of interns that receive DST funding/co-funding through one of the implementing entities, regardless of the duration or amount of funding to the intern. R&D of Design, manufacturing and product development' includes mining, ICT, red meat, manufacturing, sugar, pulp and paper, etc.
New Indicator	No	Desired performance	Higher performance is desirable.
Measure / Indicator Owner	CD: TLBAM.	Worked example	If 100 interns are funded by TIA, but after 5 months 10 interns leave the programme (e.g. due to finding full-time employment), and TIA manages to find another 10 interns for the remainder of the year, 110 interns were funded/co-funded through the financial year.
Target set for current year	<p>Annual: 200 interns fully funded or co-funded in R&D of design, manufacturing and product development by 31 March 2016.</p> <p>Quarterly:</p> <p>Q1 - 150 interns fully funded or co-funded in designated niche areas of design, manufacturing and product development by 30 June 2016.</p> <p>Q2 - Continue monitoring the intern numbers, and ensure that implementing entities are engaged to ensure the annual target is reached by 30 Sept.2016</p> <p>Q3 - Continue monitoring the intern numbers, and ensure that implementing entities are engaged to ensure the annual target is reached by 31 Dec. 2016</p> <p>Q4 – Additional 50 interns fully funded or cofounded in designated niche areas by 31 Mar. 2017, taking the total for the full financial year to 200 interns.</p>	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 {TLU} and 8 SIFs) that need to maintain records and track the funding/co-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	<p>The TLP funding for the internship programme is being reduced in order to increase support to firms. There might be a lag in the system, resulting from the previous higher funding levels that can result in the target being exceeded.</p> <p>In addition, as awareness of the internship programme increases, there are increased support/appetite from industry to accommodate interns, resulting in the target being exceeded.</p>		

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

<p>Source data</p>	<p>Approved Quarterly and/or Annual reports or signed confirmation from relevant implementing agencies:</p> <ul style="list-style-type: none"> • Technology Innovation Agency • Mintek • Council for Scientific and Industrial Research • Sugar Milling Research Institute (SMRI) • Winetech • Forestry South Africa (FSA) • Citrus Research International (CRI) • South African Minerals to Metals Research Institute (SAMMRI) • Fresh Produce Exporters Forum (FPEF) <p>Information on the interns to demonstrate that the intern qualifies for funding under the SETIIP; eg. the relevant niche area, intern name, ID number, either in the form of a letter or in a verified database. The interns should be numbered numerically so that the total number of interns is clear.</p> <p>Information from the implementing agency of the intern's participation in the SETIIP, including start and exit information, amount of funding disbursed to the student.</p> <p>The entities are expected to gather and retain the source data in order to verify abovementioned information.</p>		
<p>Collection Frequency of Source data</p>	<p>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.</p> <p>Quarterly reports, and as stated in the contracts will be provided by the implementing agencies to the DST</p>		
<p>Archiving of Source Data</p>	<p>Alfresco and project files</p>		
<p>Type of information to be extracted from the source data</p>	<p>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.</p>		
<p>IT Systems/ Tools used to capture extracted data</p>	<p>Spreadsheet and Word documents.</p>		
<p>Source Data Capturing Frequency</p>	<p>Quarterly</p>		
<p>Individual(s) responsible for collecting the source data</p>	<p>DDs of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation</p>	<p>Individual(s) responsible for filing/ archiving the collected source data</p>	<p>DDs of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation</p>
<p>Individual(s) responsible for extracting the required information from the source data</p>	<p>DDs of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation</p>	<p>Individual(s) responsible for verifying the accuracy and completeness of the extracted information</p>	<p>Ds of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation</p>
<p>Individual(s) responsible for capturing the extracted information onto the IT System</p>	<p>DDs of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation</p>	<p>Individual(s) responsible for verifying the accuracy and completeness of the captured information</p>	<p>Ds of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation</p>

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 funding instruments/contracts.	
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	DDs of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	Ds of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation
Individual(s) responsible for archiving the extracted/ recalculated performance information	DDs of the units that fund/co-fund interns, e.g. Technology Localisation; Sector and Local Innovation	Individual(s) responsible for sending the information in the required return format to the -- -----	CD: Technology Localisation, Beneficiation & Advanced Manufacturing

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 Number of knowledge and innovation products	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 5	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Support the development of new and existing R&D-led industries in aerospace, advanced manufacturing, chemicals, advanced metals, mining, ICTs and sector innovation funds	
Objective Statement and definition (also supported by Indicator Definitions)		<p>To identify, grow and sustain niche high-potential STI capabilities that</p> <ul style="list-style-type: none"> improves the competitiveness of existing and emerging economic sectors and that facilitates the development of new targeted industries with growth potential in aerospace, advanced manufacturing, chemicals, mining, advanced metals, ICTs and Sector Innovation Funds (SIFs). 	
Indicator title		Number of 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 capture and reflect the knowledge and innovation products generated in support of R&D led industry development.	Type of indicator or	Output indicator, as it measures the number of knowledge and innovation products generated in the course of developing and/or maturing technology.
Measure / Indicator Definition	<p>Number: the number of knowledge and innovation products.</p> <p>Knowledge and innovation product: the output (intermediate or final) of knowledge or innovation (process, market, product or improved service delivery) that is quantifiable as a patent; prototype; technology transfer package or technology demonstrator.</p> <p>Intellectual Property (IP) Portfolio: The collection of IP items funded/co-funded by DST. The IP items may be related or unrelated.</p> <p>Funded: reflects where DST is funding, or co-funding a specific research/technology initiative. An initiative does not need to be 100% funded to be legible to be considered as an instrument funded by DST.</p>	Measure / Indicator Formula	<p>Number: refers to the number of outputs (knowledge instruments (e.g. programmes) and not the individual beneficiaries.</p> <p>The following knowledge and innovation products/outputs currently qualify to be counted:</p> <ol style="list-style-type: none"> 1) Patent: a formally established 2) Prototype: a working version of a new product technology 3) Technology demonstrator: 4) Technology transfer package:
New Indicator	No	Desired performance	<p>To exceed the target.</p> <p>The DST funded research / technology initiatives vary in complexity, technology readiness levels, and therefore the achievement of the abovementioned steps are desirable, but difficult to linearly plan and achieve.</p>

Measure / Indicator Owner	Two Chief Directors – from Technology Localisation, Beneficiation and Advanced Manufacturing' {TLBAM} and 'Sector Innovation and Green Economy' {SIGE} respectively.	Worked example	If the unit in Technology Localisation provides funding to improve the competitiveness of a firm, a new process might be developed/improved resulting in a substantial competitiveness increase. The firm will document the new process {data pack}, or might decide to {patent} or {license} the new technology. Alternatively, it could be kept secret within the firm {internal invention disclosure}. As the technology is implemented/scaled-up it might be validated through a {technology demonstrator} or transferred/sold to a subsidiary/purchaser through a {technology transfer package}.
Target set for current year	<p>Annual: 35 knowledge and innovation products added to the IP portfolio by 31 March 2017.</p> <p>Quarterly:</p> <p>Q1 – Begin negotiations with implementation agencies on proposed knowledge and innovation products to be added to IP portfolio by 30 June 2016</p> <p>Q2 – Finalise negotiations with implementation agencies on proposed knowledge and innovation products to be added to IP portfolio by 30 Sept. 2016</p> <p>Q3 – Validate 5 knowledge and innovation products to be added to the IP portfolio by 31 Continue oversight and monitoring of the targeted knowledge and IP products as identified with the implementing agencies by 31 Dec. 2016</p> <p>Q4 – Completed the validation of at least another 30 knowledge and innovation products to be added to the IP portfolio by 31 March 2017.</p>	Target achieved	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :
Data limitations	Not all the firms (especially SMEs) have a formalised process of capturing/reflecting their knowledge and innovation products, resulting in an under-reporting.		
Reasons for variances between the target set and actual achieved	Predicting the outcomes of research and technology activities as knowledge and innovation outputs is very difficult, due to the fact there could be large differences in complexity, technology readiness, and effort across the portfolio of funded research and technology activities.		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data		<p>A signed memo or spreadsheet from the DDG P5 confirming required details of the knowledge and innovation products, eg:</p> <ul style="list-style-type: none"> a) the knowledge and innovation product; b) name of the relevant implementing agency; c) patent number where applicable (in Q3 and Q4 where products were added to the IP portfolio) d) declaration of achievement of a technology demonstrator, technology transfer package, etc, as applicable <p>Each product should be numbered numerically so that the total number of products are clear.</p> <p>The quarterly confirmations for Q1 and Q2 should include details of the proposed products.</p> <p>The quarterly confirmation for Q3 should include details of the 5 products added to the IP portfolio.</p> <p>The quarterly confirmation for Q4 should include details of the 30 additional products added to the IP portfolio.</p> <p>The annual confirmation should include details of the full list of 35 products added to the IP portfolio.</p>	
Collection Frequency of Source data		Quarterly	
Archiving of Source Data		Alfresco	
Type of information to be extracted from the source data		<p>The type of the IP product, the entity, topic and technology readiness level</p> <p>The number of knowledge and innovation products will be calculated from the base data</p>	
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 SIGE	Individual(s) responsible for filing/ archiving the collected source data	Deputy Directors in TLBAM and SIGE
Individual(s) responsible for extracting the required information from the source data	Deputy Directors in TLBAM and SIGE	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	Directors in TLBAM and SIGE
Individual(s) responsible for capturing the extracted information onto the IT System	Directors in TLBAM and SIGE	Individual(s) responsible for verifying the accuracy and completeness of the captured information	CD: TLBAM

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Filename: Funding Instruments Register.xlsx Stored in Alfresco.	
Type of performance information to be extracted/ used		Descriptive information on the knowledge and innovation products;	
Calculations required on extracted information		Calculate the total number of knowledge and innovation products	
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

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 Innovation support interventions funded or co-funded that strengthen provincial or rural innovation systems	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 5	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Support provincial and rural innovation	
Objective Statement and definition (also supported by Indicator Definitions)		To strengthen provincial and rural innovation and production systems through analysis and catalytic interventions.	
Indicator title		Number of innovation support interventions funded or co-funded that strengthen provincial or rural innovation systems by 31 March 2017.	
Purpose of indicator	The Indicator measures the outputs derived from the DST investment in interventions that seek to foster innovation-driven provincial/regional and Local Economic Development. These include the extent to which DST interventions aimed at supporting innovation policy, strategy and/or plans at a sub-national level (regional & local levels) contribute to the growth of the provincial or rural innovation	Type of indicator	[Output]

	or production systems]		
Measure / Indicator Definition	<p>Interventions is a broad term referring to both analytical and interventionist programmes that seek to deepen understanding of provincial and local innovation and production systems and/or promote socio-economic development at both levels [Provincial and rural and production system = the system of innovation at provincial, regional, local levels, including those linked to rural and the informal economic activities.</p> <p>Analysis – means any form of study or strategy development that can assist provincial and local governments with their planning, decision making and implementation of innovation programmes</p> <p>Catalytic Interventions = DST supported initiatives or projects that help stimulate growth of existing innovation initiatives. These</p>	Measure / Indicator Formula	<p>Clarification of how the measure / indicator will be calculated i.e.</p> <p>E.g. Staff turnover % = $(a/b) \times 100$</p> <p>where</p> <p>a = number of FTE that have left the service of the DST</p> <p>b = total number of staff employed as at financial year end [X + Y = C Where</p> <p>X = Analysis Report</p> <p>Y = Funded RIF or Feasibility or Business Plan for STP</p> <p>C = Sum Total of X & Y</p> <p>Tally of programmes with specific to a location (provincial and/or local)</p>

	Include establishment of Regional Innovation Forums (RIFs), funding for feasibility studies or business plan development for innovation enabling infrastructure.		
New Indicator		Desired performance	State is higher or lower than performance is whether actual performance desirable
Measure / Indicator Owner	[Chief Director: Sector Innovation and Green Economy (SIGE) and Chief Director: Innovation for Inclusive Development]	Worked example	[A report on analysis of innovation capacity and initiatives in Gauteng Province + 1 New RIF established and supported in North West Province]
Target set for current year	<p>Annual: 2 innovation support interventions implemented in provinces or priority district municipalities by 31 March 2017</p> <p>Quarterly: Q1 – Through consultation identify the support interventions to be implemented by 30 June 2016</p> <p>Q2 – Project proposal and contracting finalised by 30 September 2016</p> <p>Q3 – Implementation to commence by 31 December 2016</p>	Target achieved	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :

	Q4 – 2 innovation support interventions implemented in one or more provinces or rural district municipalities by 31 March 2017		
Data limitations	[Availability of accurate, up to date, and reliable quantitative and qualitative data for the analysis of provincial innovation systems]		
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	Contracts with implementing agencies including, but not limited to <ul style="list-style-type: none"> • HSRC • Nelson Mandela Metropolitan University • Western Cape Economic Development Partnerships Approved quarterly and/or annual reports from Implementing Agent		
Collection Frequency of Source data	[Quarterly and Annually]		
Archiving of Source Data	[DST Computer data storage systems and hard copies filed in locked Cabinets]		
Type of information to be extracted from the source data	[Progress and status reports, third party agreements]		
IT Systems/ Tools used to capture extracted data	[Alfresco – reports stored in PDF, MS Word and Excel Spreadsheets]		
Source Data Capturing Frequency	[Quarterly]		
Individual(s) responsible for collecting the source data	[DD: Local Innovation and DD: Sustainable Livelihoods]	Individual(s) responsible for filing/ archiving the collected source data	[DD: Local Innovation and DD: SL]
Individual(s) responsible for extracting the required information from the source data	[DD: Local Innovation and DD: Sustainable Livelihoods]	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	[D: SL and D: SLI]
Individual(s) responsible for capturing the extracted information onto the IT System	[DD: Local Innovation and DD: Sustainable Livelihoods]	Individual(s) responsible for verifying the accuracy and completeness of the captured information	[D: SL and D: SLI]

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		quarterly and annual reports of implementing agents. [Alfresco]	
Type of performance information to be extracted/ used		Quantitative information on the number of programmes and impact thereof [Reports on RIFs progress and Analysis]	
Calculations required on extracted information		[N/A]	
Archiving of Extracted / Recalculated Information			
Return Format		. [PDF, MS Word and Excel Spreadsheets]	
Reporting Frequency		[Quarterly]	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	[DD: LI and DD: SL]	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	[D: SL and D: SLI]
Individual(s) responsible for archiving the extracted/ recalculated performance information	[DD: LI and DD: SL]	Individual(s) responsible for sending the information in the required return format to the -- -----	[DD: LI and DD: SL]

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 Number of Instruments funded	Date 31 March 2017
1. Overview of the objective, output, measure / indicator and target to be reported on			
Programme #		Programme 5	
Programme's Strategic Objectives (as per the Strategic Plan and the annual Performance Plans)		Support the development of new and existing R&D-led industries in aerospace, advanced manufacturing, chemicals, advanced metals, mining, ICTs and sector innovation funds	
Objective Statement and definition (also supported by Indicator Definitions)		<p>o identify, grow and sustain niche high-potential STI capabilities that –</p> <ul style="list-style-type: none"> • improve the competitiveness of existing industries with growth potential in aerospace, advanced manufacturing, chemicals, advanced metals, mining, ICTs and sector innovation funds; • • facilitate the development of R&D-led new targeted industries. 	
Indicator title		Number of instruments funded in support of increased localisation, competitiveness and R&D led industry development by 31 March 2017	
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	<p>Number: the number of instruments (e.g. programmes) and not the individual beneficiaries.</p> <p>Instrument: a defined support mechanism. In practice a support contract is available) which is named/defined as Technology Assistance Package (TAP) which is a funding support instrument, used in support of R&D-led industry development.</p> <p>R&D led industry development: This includes R&D performed in the defined areas of aerospace; advanced manufacturing; mining; minerals beneficiation; chemical related industries, ICTs and sector innovation funds.</p> <p>Funded: reflects where DST is funding, or co-funding a specific instrument. An instrument does not need to be 100% funded to be legible to be considered as an instrument funded by DST.</p>	Measure / Indicator Formula	<p>Number: refers to the number of instruments (e.g. programmes) and not the individual beneficiaries.</p> <p>The following instruments currently qualify to be counted:</p> <ol style="list-style-type: none"> 5) Technology Stations Programme (TSP), incorporating the Institutes of Advanced Tooling (IATs) consisting of at least 18 entities, but they count as one funding instrument 6) Centres of Competence (Titanium and any other) count as one 7) Incubators (mLab exist for ICT) 8) Technology Development Grant fund 9) Sector wide technology assistance packages (SWTAPs) 10) Firm level Technology Assistance Packages (TAPs) 11) Science, Engineering and Technology Industry Internship Programme (SETIIP), this will be renamed to the Experiential Training Programme 12) Collaborative R&D networks (e.g. the Collaborative Fibre R&D Programme) where the R&D agenda is almost exclusively defined by industry. This also includes the Sector Innovation Funds (SIFs), where the R&D agenda is defined by the respective industry association/body, representing the R&D needs of the respective sector. 13) R&D networks led by science councils and /or Universities, where the R&D agenda is determined primarily from the R&D stakeholders. This includes R&D programmes that is aimed at unlocking new opportunities based on local knowledge and/or IP. <p>Instrument: a defined support mechanism, as described above.</p> <p>The indicator (funding instrument) will be formally referred to in a summary DST internal document defining the nature of the instrument and the specific types (e.g. mLab)</p>
New Indicator	<p>No</p>	Desired performance	<p>On target. The aim of the indicator is not to drive the funding/establishment of new funding instruments, but rather to reflect the number of instruments that are actually supported.</p> <p>New funding instruments will be identified from time to time, but the objective is to have an effective number of funding instruments, where the funding allocation increases (more focus) rather than covering a broader scope.</p>
Measure / Indicator Owner	<p>Two Chief Directors – from Technology Localisation, Beneficiation and Advanced Manufacturing’ and ‘Sector Innovation and Green Economy’ respectively.</p>	Worked example	<p>If the unit in Mining and Minerals Beneficiation funds the CSIR (through a contract) for the activities of the titanium Centre of Competence, the funding instrument of ‘CoC’s’ would be supported. If the Advanced Manufacturing Technologies Unit funds another CoC, there is still one instrument funded – namely a ‘Centre of Competence’.</p>

Target set for current year	<p>Annual: 9 instruments funded in support of increased localisation, competitiveness and R&D led industry development by 31 March 2017.</p> <p>Quarterly:</p> <p>Q1 - 9 instruments funded in support of increased localisation, competitiveness and R&D led industry development by 30 June 2016.</p> <p>Q2 - Continue to fund 9 instruments in support of increased localisation, competitiveness and R&D led industry development by 30 September 2016.</p> <p>Q3 - Continue to fund 9 instruments in support of increased localisation, competitiveness and R&D led industry development by 31 December 2016, raising the total to 9.</p> <p>Q4 - 9 instruments funded in support of increased localisation, competitiveness and R&D-led industry development by 31 Mar. 2017.</p>	Target achieved	<p>Actual target achieved.</p> <p>Q1 –</p> <p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD - :</p>
Data limitations	Some of the funding instruments (e.g. TAPs, SWTAPs and SETIIP) are not separately contracted as the implementing agency is the same.		
Reasons for variances between the target set and actual achieved	Variances are only expected if a new funding instrument is defined, and this will only happen if there is a gap that requirement		

2. Collection of source data to enable effective reporting on the adopted output measure / indicator	
Source data	<ul style="list-style-type: none"> • DST allocation letters to entities and/or contract cover letters and/or Contracts with the following implementing entities <ul style="list-style-type: none"> ○ TIA ○ CSIR ○ CSIR MLAB ○ Mintek ○ Pelchem ○ SIF sectors • Payment transfers / stubs (✓)

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 SIGE	Individual(s) responsible for filing/ archiving the collected source data	Deputy Directors in TLBAM and SIGE
Individual(s) responsible for extracting the required information from the source data	Deputy Directors in TLBAM and SIGE	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	Directors in TLBAM and SIGE
Individual(s) responsible for capturing the extracted information onto the IT System	Directors in TLBAM and SIGE	Individual(s) responsible for verifying the accuracy and completeness of the captured information	CD: TLBAM

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Filename: Funding Instruments KPI 2016_17.xlsx Stored in Alfresco.	
Type of performance information to be extracted/ used		Type of funding instrument; Method of formalisation (contract; MoA, etc.), Alfresco number of source data	
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: SIP

NOTE: The National Treasury Framework for strategic plans and annual performance plans requires the Department to complete a technical indicator description for each indicator. The matrix requires programmes to define their indicators, clarify terminologies and indicate how the target will be calculated amongst other things. The matrix will be published in the Departmental website and intranet.

Table 6: Technical indicator description

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 2017
1. Overview of the objective, output, measure / indicator and target to be reported on		
Programme #	Programme Socio-economic Partnerships	
Programme's Strategic Objectives (as per the Strategic Plan \)	Facilitate the provision of data on the NSI's performance	
Objective Statement and definition (also supported by Indicator Definitions)	To enhance understanding and analysis that support improvements in the functioning and performance of the NSI	
Indicator title	Number of reports and policy briefings on the innovation system and innovation policy approved by DST EXCO/ published by 31 march 2017	
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 an impetus for action for the policy audience such as Cabinet, Parliament and Portfolio	Measure / Indicator Formula Total sum of policy briefings on the innovation system and innovation policy by the end of the financial year

	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	<p>Annually</p> <p>6 reports and policy briefings on the innovation system and innovation policy approved by DST EXCO/ published by 31 March 2017</p> <p>Quarter 1:</p> <ul style="list-style-type: none"> Data collection for 2015/16 report on Government Funding for scientific and technological activities commenced by 28 February 2016 and verification and validation of data completed by 31 March 2016. Finalise 2014/15 R&D survey fieldwork by 30 June 2016. 	Target achieved	<p>Actual target achieved.</p> <p>Q1 –</p> <p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD - :</p>

- Data preparation for 2015/16 annual report by 30 June 2016.

- Draft planning/methodology documents for the 2016 Business Innovation Survey (2013-2015 data). By 31 March 2016.

Quarter 2:

- Draft 2015/16 report on Government Funding for scientific and technological activities and policy briefing presented to and approved by DST EXCO by 31 September 2016.
- Draft report of the 2014/15 R&D survey and present the report to DST Exco by 30 September 2016.
- Draft 2015/16 report on performance of R&D tax incentive presented to DST Exco by 30 September 2016.
- Approved planning/methodology documents for the 2016 Business Innovation Survey (2013-2015 data) 30 September 2016.

Quarter 3

- Dissemination of findings of the 2015/16 report on Government Funding for Scientific and Technological

Activities by
December 2016.

- Final 2014/15 R&D survey report published by 31 December 2016
- 2015/16 report on performance of R&D tax incentive finalised and published on DST website by 31 December 2016.
- Commence with field work for the 2016 Business Innovation Survey (2013-2015 data) 31 December 2016.

Quarter 4

Dissemination of findings of the 2015/16 report on Government Funding for Scientific and Technological Activities; user consultations and review of instrument by 31 March 2017.

Dissemination of the 2014/15 R&D survey report and drafting of Cabinet Memo on trends in R&D expenditure completed by 31 March 2017.

Dissemination of 2015/16 report on performance of R&D tax incentive, including a cabinet memorandum, by 31 Mar. 2017.

Continue with fieldwork for the 2016 Business Innovation Survey (2013-2015 data) by 31 Mar. 2017

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	Unplanned reports or policy briefings emanating from DST work

2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	<ul style="list-style-type: none"> • Approved Progress reports from HSRC CeSTII • Approved Quarterly reports on R&D Tax Incentives from DST staff. • Exco Approved report or policy briefing (Annual verification) 		
Collection Frequency of Source data	Quarterly		
Archiving of Source Data	Alfresco and project files.		
Type of information to be extracted from the source data	Current status of the report readiness for publication by the target date.		
IT Systems/ Tools used to capture extracted data	Excel Spreadsheet / Word documents.		
Source Data Capturing Frequency	Quarterly		
Individual(s) responsible for collecting the source data	DD: Tax Incentives DD: Sector R&D Planning DD: S&T Indicators Senior Policy Analyst	Individual(s) responsible for filing/ archiving the collected source data	DD: Tax Incentives DD: Sector R&D Planning DD: S&T Indicators Senior Policy Analyst

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

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 Senior Policy Analystv	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 Senior Policy Analyst
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Tax Incentives DD: Sector R&D Planning DD: S&T Indicators Senior Policy Analyst	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 Senior Policy Analyst

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 Learning interventions (seminars, briefs and policy papers) generated	Date 31 March 2017
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, lectures, learning forums) 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, peri-urban 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 and practitioners, in the form of either a seminar, lecture and learning forums 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	Measure / Indicator Formula	A=B+C+D Where A = Total number of learning interventions B = seminars C = lectures D = learning forums Total sum of learning interventions

	initiatives targeting a wide but knowledgeable audience, e.g. Clusters, decision makers, researchers and administrators		
New Indicator	Was in 2014/15 APP but was erroneously left out in 2015/16	Desired performance	Higher Performance Desired
Measure / Indicator Owner	CD: IID	Worked example	E Total number of learning interventions = 9 learning interventions (seminars, lectures, learning forums)
Target set for current year	<p>Annual: 9 learning interventions (seminars, briefs and policy papers) generated by 31 March 2017</p> <p>Quarterly: Q1 – Conclusion of contract for coordination of the learning interventions by 30 June 2016 Q2 – 2 learning interventions generated by 30 September 2016 Q3 – 3 learning interventions generated by 31 December 2016 Q4 –4 learning interventions generated by 31 March 2017</p>	Target achieved	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :
Data limitations			

Reasons for variances between the target set and actual achieved	
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2. Collection of source data to enable effective reporting on the adopted output measure / indicator			
Source data	Quarterly Reports on the learning interventions conducted from implementing agencies (HSRC) Signed Contract for coordination of the learning interventions		
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	DD: Sustainable Livelihoods DD: Sustainable Human Settlements	Individual(s) responsible for filing/ archiving the collected source data	DD: Sustainable Livelihoods DD: Sustainable Human Settlements
Individual(s) responsible for extracting the required information from the source data	DD: Sustainable Livelihoods DD: Sustainable Human Settlements	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	DD: Sustainable Livelihoods DD: Sustainable Human Settlements
Individual(s) responsible for capturing the extracted information onto the IT System	DD: Sustainable Livelihoods DD: Sustainable Human Settlements	Individual(s) responsible for verifying the accuracy and completeness of the captured information	DD: Sustainable Livelihoods DD: Sustainable 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	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	DD: Sustainable Livelihoods DD: Sustainable Human Settlements	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	DD: Sustainable Livelihoods DD: Sustainable Human Settlements
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: Sustainable Livelihoods DD: Sustainable Human Settlements		

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 Knowledge products ²	Date 31 March 2017
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 innovation for inclusive development published.	
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
Measure / Indicator Definition	Knowledge products include: Case studies, policy briefs, technology briefs, research reports. 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	Measure / Indicator Formula	A=B+C+D+E+ Where A= total number of the Knowledge product B= Policy briefs C= Case Studies D= Technology briefs E= Research reports

² Knowledge products refer to case studies, policy briefs, technology briefs and research reports. 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 brief is a document that outlines the rationale for selecting a particular policy alternative and aims to convince the target audience that an existing problem can be addressed by adopting an alternative policy 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 implementation. A research report refers to a document that presents research undertaken to address a particular issue of concern. 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. A single project or initiative can support the production of several of the knowledge products described above. Knowledge products can also be supported by a decision-support intervention. A knowledge product has to meet the needs of a particular user-community and therefore requires significant interaction to determine what would be of value

	<p>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 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</p>		
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	<p>Annual: 4 knowledge products on innovation for inclusive development published by 31 March 2017</p> <p>Quarterly:</p> <p>Q1 –Through consultation and review, identify the topics and format of the 4 new knowledge products by 30 June 2016</p> <p>Q2 – 1st draft of the 4 identified policy briefs on innovation for inclusive development developed by 30 September 2016</p> <p>Q3 –Validation and engagement on 4 policy briefs</p>	Target achieved	<p>Actual target achieved.</p> <p>Q1 –</p> <p>Q2 –</p> <p>Q3 –</p> <p>Q4 –</p> <p>YTD - :</p>

	concluded by 31 December 2016 Q4 –4 knowledge products on technology –led opportunities for sustainable livelihoods published on the DST website by 31 March 2017.		
Data limitations			
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	<ul style="list-style-type: none"> • Minutes of engagements with agencies on knowledge products • Draft copies of knowledge products identified • Contracts with implementing agencies (CSIR/HSRC) • Submission to CD to approve publishing (at year end) 		
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 DD: Sustainable Human Settlements	Individual(s) responsible for filing/ archiving the collected source data	DD: Sustainable Livelihoods DD: Sustainable Human Settlements
Individual(s) responsible for extracting the required information from the source data	DD: Sustainable Livelihoods DD: Sustainable Human Settlements	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D: Sustainable Livelihoods D: Sustainable Human Settlements

Individual(s) responsible for capturing the extracted information onto the IT System	DD: Sustainable Livelihoods DD: Sustainable Human Settlements	Individual(s) responsible for verifying the accuracy and completeness of the captured information	D: Sustainable Livelihoods D: Sustainable Human Settlements
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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: SL DD: SHS	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D: SL D: SHS
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: SL DD: SHS	Individual(s) responsible for sending the information in the required return format to the --- -----	D: SL D: SHS

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 companies accessing the R&D tax incentive	Date 31 March 2017
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)		Increased private-sector investment in RDI	
Objective Statement and definition (also supported by Indicator Definitions)		To introduce and manage interventions and incentive programmes that increases the level of private sector investment in research, development and innovation.	
Indicator title		Turnaround time in providing pre-approval decisions on applications for the R&D tax incentive.	
Purpose of indicator	The purpose of this indicator is to measure the turnaround time for the DST in providing pre-approval decisions on applications for the R&D Tax Incentives	Type of indicator	Output
Measure / Indicator Definition	Turn-around time in providing pre-approval decisions on applications for the R&D Tax Incentive. The incentive is aimed at encouraging businesses to invest in R&D in South Africa. The objective is to help companies build capabilities and innovations by creating new products, processes, devices and	Measure / Indicator Formula	Turn-round time = from date of application received by the DST to the final decision communicated by the Minister of Science and Technology

	<p>techniques, and/or significantly improving existing ones.</p> <p>This incentive is part of a package of measures that the government of South Africa has introduced to support R&D-led innovation, industrial development and employment creation.</p>		
New Indicator	No	Desired performance	Actual performance desirable
Measure / Indicator Owner	CD: STI	Worked example	
Target set for current year	<p>Annual: Pre-approval decisions provided within 120 days from date of receipt of application for the R&D tax incentive by 31 March 2017</p> <p>Quarterly: Q1 Pre-approval decisions provided within 150 days from date of receipt of application for the R&D tax incentive by 30 June 2016</p> <p>Q2 Pre-approval decisions provided within 150 days from date of receipt of application for the R&D tax incentive by 30 September 2016</p> <p>Q3 Pre-approval decisions provided within 120 days from date of receipt of application for the R&D tax incentive</p>	Target achieved	Actual target achieved. Q1 – Q2 – Q3 – Q4 – YTD - :

	by 31 December 2016 Q4 Pre-approval decisions provided within 120 days from date of receipt of application for the R&D tax incentive by 31 March 2017		
Data limitations	The source data is confidential and only accessible to the R&D Tax Incentive staff processing the applications and those DST staff with special clearance		
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	date of Application forms received DST letters informing applicant of final outcome DST quarterly report compiled by R&D Tax Incentive Unit		
Collection Frequency of Source data	Quarterly		
Archiving of Source Data	Safe on DST Premises		
Type of information to be extracted from the source data	Number of applications received Number of final outcomes Amount of days between applications and final outcomes		
IT Systems/ Tools used to capture extracted data	Word and Excel.		
Source Data Capturing Frequency	Monthly		
Individual(s) responsible for collecting the source data	DD: R& D Tax Incentives	Individual(s) responsible for filing/ archiving the collected source data	D: R& D Tax Incentives
Individual(s) responsible for extracting the required information from the source data	DD: R& D Tax Incentives	Individual(s) responsible for verifying the accuracy and completeness of the extracted information	D: R& D Tax Incentives
Individual(s) responsible for capturing the extracted information onto the IT System	DD: R& D Tax Incentives	Individual(s) responsible for verifying the accuracy and completeness of the captured information	D: R& D Tax Incentives

3. Quarterly and Annual Reporting of Collected/ Extracted Performance Information			
Performance Information Source		Application forms Online R&D Tax incentive system.	
Type of performance information to be extracted/ used		Number of applications received Number of final outcomes	
Calculations required on extracted information		Number of applications received Number of final outcomes Amount of days between applications and final outcomes.	
Archiving of Extracted / Recalculated Information		Alfresco .	
Return Format		Word and Excel	
Reporting Frequency		Quarterly.	
Individual(s) responsible for extracting, calculating and consolidating the reported performance information	DD: R& D Tax Incentives	Individual(s) responsible for verifying the accuracy and completeness of the extracted performance information	D: R& D Tax Incentives
Individual(s) responsible for archiving the extracted/ recalculated performance information	DD: R& D Tax Incentives	Individual(s) responsible for sending the information in the required return format to the -- -----	D: R& D Tax Incentives

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