**PROPOSAL GUIDELINE/01**

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| **GUIDELINE (LAYOUT) – REGIONAL INNOVATION NETWORKING PLATFORM** |
| 1. EXECUTIVE SUMMARY
2. TABLE OF CONTENT
3. INTRODUCTION
	1. Regional socio-economic profile
	2. Situational Assessment (including the analysis of the regional innovation system and must be relevant to innovation)
	3. Policy and strategy analysis & alignment (*e.g. National/provincial/local government etc.*)
4. BUSINESS CASE (*Rational for establishing/implementing the platform and its role in the region economy*)
5. OBJECTIVES OF THE PLATFORM
	1. Key objectives
	2. Platform offerings/services
6. SECTORS TO BE SUPPORTED
7. GOVERNANCE STRUCTURE AND INSTITUTIONAL ARRANGEMENT
	1. Steering Committee (including Lead Institution)
	2. Financial Control and Management
	3. Reporting (*e.g. to steering committee, TLIU etc*.)
8. PLATFORM WORKPLAN AND ACTIVITIES
	1. Development Plan (O*utline and unpack all developmental activities to be carried out by the Platform to support its region*)
	2. Workplan (e.g. *include SMME support, interventions, projects, initiatives, workshops etc. & clear timelines – to be linked with the Development plan*)
	3. Gantt chart
9. KEY PERFORMANCE INDICATORS (refer to MAIN PERFORMANCE INDICATOR TEMPLATE/01)
10. BUDGET (INCLUDING CO-FUNDING) (*detailed budget – e.g. SMME support, interventions, projects, initiatives workshops, projects, traveling, administration etc*.)
11. RISKS, MITIGATION AND ASSUMPTIONS
12. CONCLUSIONS AND RECOMMENDATIONS
13. REFERENCES (IF NECESSARY)
14. APPENDICES (IF NECESSARY)
	1. E.g. Signed commitment letters, CVs, Profiles etc.
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| **GUIDELINE (LAYOUT) – INNOVATION BASELINE STUDIES** |
| 1. EXECUTIVE SUMMARY
2. TABLE OF CONTENT
3. INTRODUCTION
	1. Description of the focus area(s)/region (*to be covered by the baseline study*)
	2. Regional socio-economic profile
	3. Regional economic sectors
	4. Situational Assessment
	5. Policy and strategy context (*e.g. National/provincial/local government policies/strategies etc.*)
	6. Project Rationale (*for conducting the Innovation Baseline Study*)
4. TERMS OF REFERENCE (*for conducting the Innovation Baseline Study*)
5. METHODOLOGY AND APPROACH
	1. Project Phases and detailed description of each phase
	2. Workplan and indicators of performance (*include all phases & clear timelines*)
	3. Gantt chart
6. PROJECT STEERING COMMITTEE (*it is recommended that the Steering Committee comprises of representatives of provincial/local government, civil society, academia/STI institution and private business* )
7. DETAILED BUDGET (INCLUDING CO-FUNDING)
8. RISKS, MITIGATION AND ASSUMPTIONS
9. CONCLUSIONS AND RECOMMENDATIONS
10. REFERENCES (IF NECESSARY)
11. APPENDICES (IF NECESSARY)
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| **GUIDELINE (LAYOUT) – FEASIBILITY STUDIES FOR SCIENCE AND TECHNOLOGY PARKS, TECHNO PARKS, TECHNOLOGY INCUBATORS, INNOVATION CENTRES ETC.** |
| 1. EXECUTIVE SUMMARY
2. TABLE OF CONTENT
3. INTRODUCTION
	1. Regional socio-economic profile
	2. Situational Assessment (including the analysis of the regional innovation system and must be relevant to innovation)
	3. Policy and strategy analysis & alignment (*e.g. National/provincial/local government etc.*)
	4. Rationale (*for establishing a science park, technology incubator, techno park etc. and its envisaged role in the region*)
4. SECTORS TO BE SUPPORTED *(or detailed proposed process to determine these)*
5. TERMS OF REFERENCE
6. PROJECT STEERING COMMITTEE (*it is recommended that the Steering Committee comprises of representatives of provincial/local government, civil society, academia/STI institution and private business* )
7. METHODOLOGY AND APPROACH
	1. Project Phases (e.g. *Benchmarking,* *market assessment, technical assessment, concept development, business plan development etc.- Describe each phase in detail*)
	2. Workplan and Indicators of performance (*include all phases & clear timelines*)
	3. Gantt chart
8. DETAILED BUDGET (INCLUDING CO-FUNDING)
9. RISKS, MITIGATION AND ASSUMPTIONS
10. CONCLUSIONS AND RECOMMENDATIONS
11. REFERENCES (IF NECESSARY)
12. APPENDICES (IF NECESSARY)
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MAIN PERFORMANCE INDICATOR TEMPLATE/01

| **(Deliverables)** | **Targets** | **Comments** |
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| **Quarter 1** | **Quarter 2** | **Quarter 3** | **Quarter 4** | **Annual** |
| **Number of Stakeholders in the Regional Innovation Support Platform (RISP)** |  |
| Government (National, provincial & Local) in the network |  |  |  |  |  |  |
| RDI Communities in the network |  |  |  |  |  |  |
| Number of SMMEs in the network |  |  |  |  |  |  |
| Number of black owned SMMEs in the network |  |  |  |  |  |  |
| Number of female owned SMMEs in the network  |  |  |  |  |  |  |
| Number of black owned large enterprises |  |  |  |  |  |  |
| Number of Historically disadvantaged communities |  |  |  |  |  |  |
| Others |  |  |  |  |  |  |
| Co-finding amounts | Private sector |  |  |  |  |  |  |
| Provincial Government |  |  |  |  |  |  |
| Local Government |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| Leveraging of synergies with other sub-national innovation initiatives  |  |  |  |  |  |  |
| **Capacity Building Programmes for Improved Innovation Driven Industrial Competitiveness** |  |
| Number of workshops/networking events/conferences |  |  |  |  |  |  |
| Number of training events |  |  |  |  |  |  |
| Number of knowledge sharing platforms/portals |  |  |  |  |  |  |
| Number of technology SMMEs trained |  |  |  |  |  |  |
| Number of black-owned technology SMMEs trained |  |  |  |  |  |  |
| SMME that secured further funding as a result of capacity building programme | Number of SMMEs |  |  |  |  |  |  |
| Source  |  |  |  |  |  |  |
| Ideas that secured further funding as a result of capacity building programme:  | Number of ideas |  |  |  |  |  |  |
| Source  |  |  |  |  |  |
| **Enabling Innovation** |  |
| Number of technology transfer transactions resulting from RISP or RISP activities |  |  |  |  |  |  |
| Number of technology transfer transactions still active after 5 years |  |  |  |  |  |  |
| Number of deals that are generated as a result of RISPs or RISP activities |  |  |  |  |  |  |
| **Contribution to STI related policy and strategy development & Strategic Alignment** |  |
| Sub-national intelligence to update DST of relevant sub-national activities to ensure policy alignment |  |  |  |  |  |  |
| Alignment of interventions to influence Policy and create greater synergies at a National, Provincial or Local Government Level  |  |  |  |  |  |  |
| Number of STI based initiatives emanating from government strategies or policies for economic and industrial growth |  |  |  |  |  |  |