

**MDA’s LOGO**

**SCIENCE TECHNOLOGY AND INNOVATION MAINSTREAMING ANNUAL WORK PLAN FY 2023-2024**

| **NAME OF INSTITUTION:** |  |
| --- | --- |
| **S/N** | **PC Indicator(s)** | **ACTIVITY** | **SPECIFIC ACTIVITIES** | **OUTPUT** | **TIME FRAME** | **Budget Allocation** | **Responsibility** |
| **Q1** | **Q2** | **Q3** | **Q4** |
|  | **Appoint or Re-appoint Focal Person and champions** | Appoint Focal Person and Champions | e.g. issuance of letter of appointment |  |  |  |  |  |  |  |
|  | **Attend a training for Focal person and Champions** | Training of Focal Person and champions | e.g., Participate in training programmes organized by NACOSTI  |  |  |  |  |  |  |  |
|  | **Conduct a training to Staff/ Stakeholders** | Schedule training for Staff/ Stakeholders | e.g., Undertake training and sensitization to Staff/ Stakeholders |  |  |  |  |  |  |  |
|  | **Provide details and submit evidence as requested on RSTI** | 1. SECTION A. Research, Science, Technology and Innovation (RSTI) Human Resources Capacity
 | * Populate Table 1 on current in post staff & Table 2 on Human Resource Capacity
* Upload the dully filled Table 1 & Table 2
 |  |  |  |  |  |  |  |
| 1. SECTION B. Research, Science, Technology and Innovation (RSTI) infrastructure, facilities and equipment
 | * Populate Table 3 on Research, Science, Technology and Innovation (RSTI) equipment and facilities.
* Upload the dully filled Table 3
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| 1. SECTION C. Research, Science, Technology and Innovation (RSTI) expenditure
 | * Populate Table 4 on Research and Development Expenditure
* Upload the dully filled Table 4
 |  |  |  |  |  |  |  |
| 1. SECTION D. Research, Science, Technology and Innovation (RSTI) inputs
 | * Populate Table 5 on Collaborative Research, Science, Technology and Innovation (RSTI) Programmes or Projects
* Upload the dully filled Table 5
 |  |  |  |  |  |  |  |
| 1. SECTION E. Research, Science, Technology and Innovation (RSTI) outputs
 | * Populate the Table 6 on Research, Technology and Innovation Outputs
* Attach evidence for all Research, Technology and Innovation Outputs
* Upload the dully filled Table 6
 |  |  |  |  |  |  |  |
| 1. SECTION F. Research, Science, Technology and Innovation (RSTI) Dissemination
 | * Populate Table 7 on Dissemination of Research, Technology, and Innovation products or services.
* Upload the dully filled Table 7
 |  |  |  |  |  |  |  |
|  | **STREAM A: STI Strategy Development (This part shall be filled by Institutions that are yet to develop the STI Mainstreaming Strategy)** |
|  | **Develop STI Strategy using the template provided by NACOSTI *(This will be anchored on theguidelines provided in the NACOSTI website (***[***https://www.nacosti.go.ke/science-technology-and-innovation-mainstreaming-performance-indicator-fy-2023-24/***](https://www.nacosti.go.ke/science-technology-and-innovation-mainstreaming-performance-indicator-fy-2023-24/)***)******The MDAs shall submit their Work plans before the end of Q1)*** | i.e Develop STI Strategy | e.g*1. Establishment or appointment of a STI Mainstreaming Committee*  |  |  |  |  |  |  |  |
| 2. Committee (either with the help from Resource person(s)) to develop a draft STI Strategy |  |  |  |  |  |  |  |
| 3. Hold internal stakeholder’s meetings or workshop |  |  |  |  |  |  |  |
| 4. Validate developed draft STI Strategy. |  |  |  |  |  |  |  |
| 5. Approval of the STI strategy |  |  |  |  |  |  |  |
|  | **STREAM B:  STI Strategy implementation (This part shall be filled by Institutions that have developed the STI Mainstreaming Strategy, MDA’s are advised to report at least 5 strategic issues below)** |
|  | **Identify and implement at least five (5) STI strategic issues identified in their respective Institutional STI strategy submitted** | 1. RSTI Human Resource
 | e.g Provide mechanisms to attract and retain human resource. |  |  |  |  |  |  |  |
| 1. STI infrastructure, facilities and equipment
 | e.g Establish the status of STI infrastructure in the identified priority areas; |  |  |  |  |  |  |  |
| 1. Funding and investment of RSTI
 | e.g. Allocate 2% of annual budgetary allocation to research, development of new technologies and innovation; |  |  |  |  |  |  |  |
| 1. Collaborations and partnerships
 | e.g. establish multi-disciplinary and multi-institutional teams for collaborative research and development. |  |  |  |  |  |  |  |
| 1. Education, training and research
 | e.g. promote science, research and development, innovation, commercialization, knowledge sharing, and creativity |  |  |  |  |  |  |  |
| 1. Technology development, Transfer, Diffusion and Commercialization
 | e.g. facilitate the development of institutional Intellectual Property policies; |  |  |  |  |  |  |  |
| 1. RSTI advocacy and awareness
 | e.g. Sensitize MCDA’s to prioritize STI in resource allocation for R&D |  |  |  |  |  |  |  |
|  | **Submit quarterly reports to NACOSTI****in the prescribed****format (as provided****on the NACOSTI****website) within 15****days after the end of****the quarter.** | Timely Submission of Q1 (***By 15th October 2023***), Q2(***By 15th January 2024***),, Q3 (***By 15th April 2024***), and Q4 (***By 15th July 2024***),Report |  |  |  |  |  |  |  |  |

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| APPROVED BY HEAD OF INSTITUTIONNAME: ……………………………….………………………………DESIGNATION: ……………………………….…………………….DATE: ……………………………….……………………………….SIGNATURE: ……………………………….………………………. |  OFFICIAL STAMP |