Diagram

Description automatically generated

**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 |  |  |  |  |  |  |  |
| 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 the guidelines 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 | |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| APPROVED BY HEAD OF INSTITUTION  NAME: ……………………………….………………………………  DESIGNATION: ……………………………….…………………….  DATE: ……………………………….……………………………….  SIGNATURE: ……………………………….………………………. | OFFICIAL STAMP |