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LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

OFFICE OF
THE PREMIER

Limpopo Provincial Research Collaboration Policy and Procedures (LPRCP²)

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Acronyms

<u>IP:</u>	Intellectual Property
<u>RG:</u>	Research Guideline
<u>OTP:</u>	Office of the Premier
<u>R &D:</u>	Research and Development Unit
<u>R&DF:</u>	Research & Development Framework
<u>LPRCP²:</u>	Limpopo Provincial Research Collaboration Policy and Procedures
<u>LRF:</u>	Limpopo Research Forum
<u>LPR² :</u>	Limpopo Policy and Research Repository
<u>MoA:</u>	Memorandum of Agreement
<u>MoU:</u>	Memorandum of Understanding
<u>UL :</u>	University of Limpopo
<u>UNIVEN:</u>	University of Venda

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Definition of Terms

Community Engagement - is the process of working collaboratively with community groups to address issues that impact the well-being of those groups.

Frontier Research – refers to research taking place at the frontiers of knowledge, in a particular area or field and it deals with questions that are hard to answer by applying the normal methodological approaches and concepts that are atypical for the field concerned.

Goals – indicate the destination and articulate higher order or lower order specific objectives to be attained.

Guidelines - General research principles, rules or advice to achieve an action.

Impact – long term effects or influence, to obtain a meaningful results.

Indicator – is a measuring instrument used to give concrete, measurable but indirect value to otherwise immeasurable, intangible concepts.

Information – interpreted data in terms of knowledge or facts (usually) expressed in quantitative or statistical format.

Institution - refers to a legal organisation which may or not be another higher education provider, a business, a community or government organisation or an industry, whose staff may collaborate with the Limpopo Provincial Government.

Objectives - articulation of the intent of government (policy objectives and strategic objectives) and expresses what the policy or strategic direction is.

Outcome – an articulation of the type of results that the objective and outputs are meant to achieve. Outcomes can be seen as what outputs should lead to and in turn, outcomes should result in impact.

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Outputs – are completed operational activities that were successfully accomplished in response to planning objectives, often stated in terms of the number of initiatives, services or product completed.

Policy – is deliberate and systematic plans that adopt a set of defined goals aimed at shaping a particular course of action. A policy embodies a position or intent on any issue where an intervention has to be made. It is a guiding principle used to set direction in an organization.

Procedure - is a particular way of accomplishing something. It is a series of steps to be followed as a consistent and repetitive approach to accomplish an end result.

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1. Introduction

The Office of the Premier is responsible for providing coherent strategic leadership and direction in the research management/co-ordination and evidence-based policy making conducted in the Province. The Office established a Research and Development directorate and its core function is to co-ordinate, manage and create a conducive environment that enables research activities to occur in the Province.

It is widely assumed that collaboration in research is 'a good thing' and that it should be encouraged. This should be done through a policy aimed at improving the links between science and technology through fostering research collaboration across sectors-in particular, between institutions of higher learning, research institutions and government departments across all spheres, general community and industry at large.

To comprehend the objective of this policy on research and procedure collaboration aimed at the advancement of knowledge or exploiting the results of the scientific endeavors more effectively, the following questions need to be examined:

- i. What is research collaboration?
- ii. Who are the collaborators?
- iii. What are the benefits of research collaboration policy?

1.1 What is Research Collaboration?

Collaboration suggests the working together of individuals/institutions to achieve a common goal. Thus, 'research collaboration' could be defined as the working together of researchers within the collaborative institutions to achieve the common goal of producing new scientific knowledge.

Within the context of this policy, collaboration implies and refers to the partnership that will be entered into by the Limpopo Provincial Government with other provinces, research and academic institutions from local, national, regional and global.

Researchers within all collaborative institutions shall work together to advance scientific knowledge by exchanging ideas on what is to be researched next, what research

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question/ hypothesis to explore, what new products and technologies to test, how to relate the latest results or outcomes to theoretical models. These constitute some, but not all, of the topics that will be addressed via this collaborative approach. Parties that will be involved in such collaboration will engage in collaborative problem solving.

1.2 Who are the Collaborators?

Within the context and scope of this policy, collaborators are all government departments across all spheres of government, institutions of higher learning, research and academic institutions, private sector and donor agencies.

1.3 Benefits of Research Collaboration Policy.

The following are the benefits of Research Collaboration Policy:

- i. Ensures a more effective use of individual talents.
- ii. Transfer of knowledge and skills.
- iii. A source of stimulation and creativity.
- iv. Provides intellectual companionship.
- v. Research extends the individual researcher's networks.
- vi. Effective utilization of financial resources.
- vii. Enhances dissemination of projects.
- viii. Promotes division of labour according to specialization.
- ix. Encourage the development of common research agendas.

2. Problem Statement

Research is generally regarded as a key to the provision of solutions that are evidence-based, relevant, reliable and accurate. In the province, various institutions including universities, government departments, municipalities and private sector conduct, coordinate and manage research. When undertaking research activities, there is limited or no collaboration, limited or no communication of the outcomes which leads to duplication of efforts and ineffective use of resources. This silo approach may also

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result in research findings that are “shelved”, without yielding a positive impact to the intended end users. In addition, it limits cross pollination of ideas, skills and sharing of knowledge and best practices. The outcomes of such research should influence and inform policy decisions.

In view of the above, the Office of the Premier identified the need to develop a collaborative policy as an instrument that could be used to facilitate and provide a platform for co-ordinating research collaboration across all spheres of government, institutions of higher learning and research institutions, thus promoting intergovernmental relations. Whilst all these institutions perform a research function, they should also play a fundamental role in linking stakeholders from various sectors including civic society.

Collaboration or linkages among all institutional spheres (public, private and academic) advance the knowledge base. The existence of such flexible and dynamic collaborative relationships therefore needs to be managed and guided by this policy initiative.

3. Purpose

The purpose of this research collaboration policy is, therefore, to guide, inform and encourage the development of research agendas in a common and integrated approach, to support / anchor the national and provincial growth and development strategies / plans such as National Development Plan (NDP) and Limpopo Development Plan (LDP) as driven by the need of the Limpopo Provincial Government and Administration.

4. Aims and objectives

4.1 Aims

The main aim of the Policy and Procedure on Research Collaboration is to create a conducive/enabling environment to enhance collaboration amongst all spheres of government departments, academic and research institutions and donor agencies.

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The partnership between the participating institutions will be particularly significant because each party contributes towards the research activity and benefits from skills transfer, information sharing and lessons learnt.

4.2 Objectives

The specific objectives of the Limpopo Provincial Research Collaboration Policy are as follows:

- i. To create a collaborative environment between government, academic and research institutions.
- ii. To develop, accelerate and strengthen research capacity in the province;
- iii. To instil a culture of exploring collaboration prospect among public sector, academic institutions, research institution and the private sector;
- iv. To create a platform for knowledge and skills transfer on research expertise between government, research and academic institutions.
- v. To guide the research agenda of the province towards supporting the identified priorities.

5. Scope of Application

This policy is, except where otherwise indicated, applicable to departments, academic and research institutions, and donor agencies and it also seeks to guide all mentioned stakeholders and other potential stakeholders that will be conducting research in the province.

6. Legal Framework

The Limpopo Provincial Research Collaboration Policy and is guided by the following legal prescripts and frameworks:

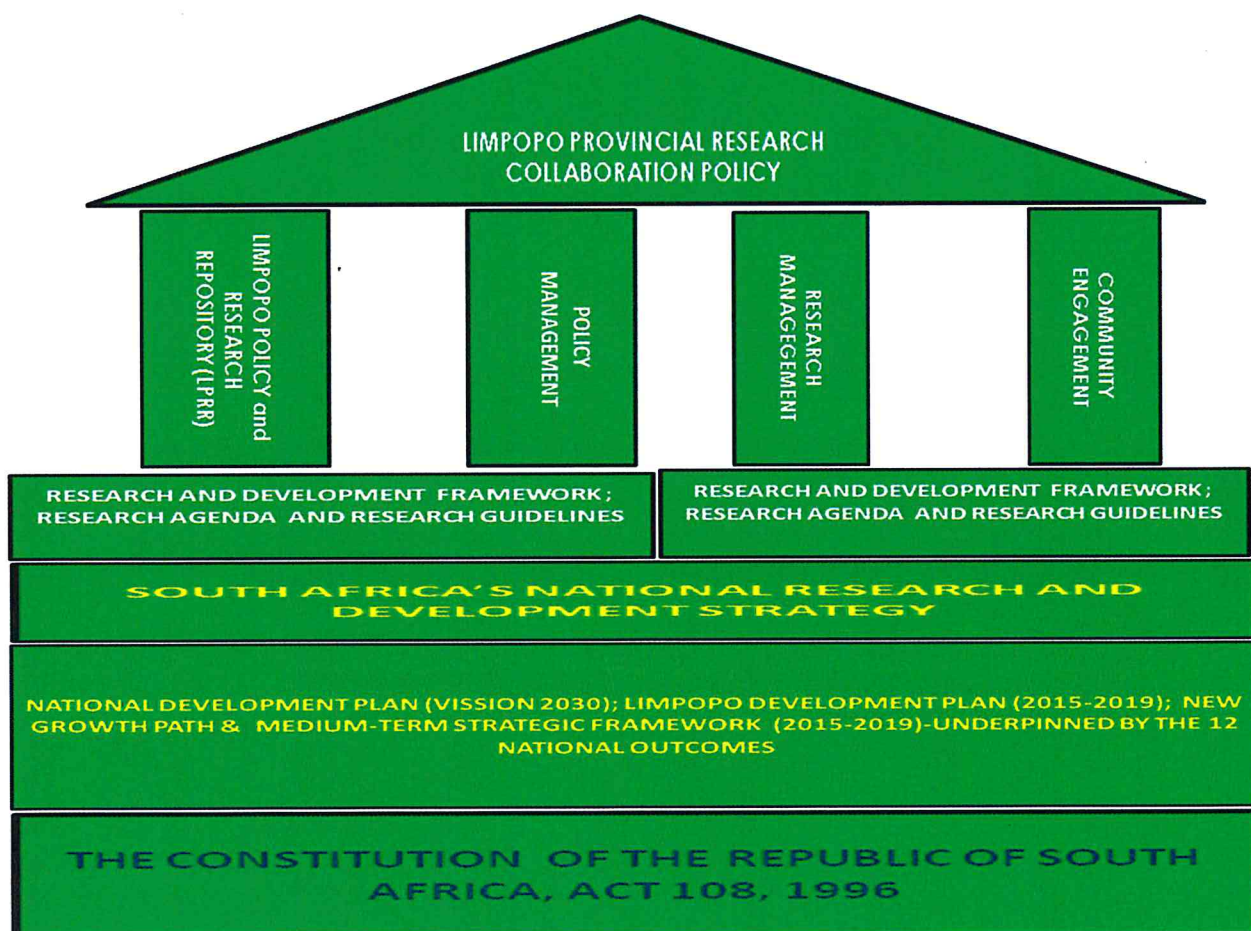
- i. The Constitution of the Republic of South Africa, Act 108, 1996
- ii. South Africa's National Research and Development Strategy, 2002
- iii. National Research Foundation, Act 23 of 1998

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- iv. National Development Plan (Vision 2030)
- v. Limpopo Development Plan (2015-2019)
- vi. New Growth Path (NGP)
- vii. Medium-Term Strategic Framework (MTSF 2015-2019)
- viii. Limpopo Provincial Research Guidelines (December 2012)
- ix. Provincial Policy Development Framework (February 2012)
- x. Limpopo Provincial Research and Development Framework (2015)
- xi. Intellectual Property Laws Amendment Act 38 of 1997

7. Research Collaboration Conceptual Perspective Model

This model designates that the four (4) pillars of research collaboration are interrelated, interwoven and interdependent. The model has adopted a predictive methodology.



Research Collaboration Conceptual Perspective Model

7.1 Limpopo Policy and Research Repository (LPR2)

This is a web-based system of broadening access to government policy instruments and research reports or outcomes. Such documents are deposited, stored and retrieved and support and assist policy makers, analysts, researchers, evaluators and planners to provide supportive infrastructure to policy and research. All parties in this collaborative relationship will contribute and share the information in this facility.

The management and coordination of research data of such collaborative will be done through the LPR² facility. Such management and coordination will be outlined in the Memorandum of Understanding (MoU) or Memorandum of Agreement (MoA) of the collaborating institutions, as decided upon.

7.2 Policy Management

Policy development should be a bi-product of credible research and/or verifiable evidence. The parties should be able to share knowledge and skills to improve decision-making through evidence based policy management.

7.3 Research Management

Guided by the Limpopo Provincial Research Guidelines, Limpopo Provincial Research and Development Framework and the National Research and Development Strategy, the policy will foster collaborative relationships, links and networks with all spheres of government departments and, academic and research institutions with relevant reputable and credible research as a means to mobilize resources.

7.4 Community Engagement

The Limpopo Provincial Research Collaboration Policy will incorporate processes and interventions to connect government to academic expertise, or to help specialists reach decision makers if their work has policy implications. This role includes government, in partnership with civil society, determining the society-wide research and knowledge production needs of the Province.

8. Collaborative Agreements

Where the Limpopo Provincial Government and Administration and other research partners are involved in any collaborative research projects, collaborating researchers must consider and make arrangements to manage the following issues prior to the commencement of the research project:

- i. Financial management
- ii. Intellectual property
- iii. Authorship and publication
- iv. Ethics approval

The collaborative research agreement may take various forms, including a legal contract, Memorandum of Understanding (MoU), Memorandum of Agreement (MoA), an exchange of letters, a research management plan signed by all parties, or management plans signed by appropriate representatives from all parties.

9. Management of Research Data

Researched data needs management before, during and after research is conducted. This explains how research outcomes will be described, managed, stored, shared and preserved for future access. The preservation function shall include regular file back-ups. Collaborative institutions will offer their data for deposit to the repository.

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Such Research Data Management will, amongst others:

- i. Ensure research integrity and replication.
- ii. Ensure research data and records are accurate, complete, authentic and reliable.
- iii. Ensure research efficiency.
- iv. Save time and resources.
- v. Enhance data security and minimize the risk of data loss.
- vi. Prevent duplication of effort by enabling others to use data.

10. Intellectual Property and Authorship

The management of Intellectual Property (IP), including Copyright, must be consistent.

The author affiliated with the collaborating institutions must comply with authorship of Research Policy and Procedures.

The collaborating researchers should agree on authorship of a research output at an early stage in a collaborative research project and should review their decisions annually.

11. Ethics Approval, Safety Clearance and Confidentiality

Ethics approval and safety clearances must be obtained prior to the commencement of the collaborative research project in accordance with the Provincial Research Guidelines as approved by Cabinet Decision No. 68 of 2012 / 2013.

The nature and scope of confidentiality requirements must be agreed upon by the collaborating researchers and included in the collaborative research agreement.

12. Conflict of Interest

Institutions involved in collaborative research project must disclose and manage the actual or conflict of interest relating to any aspect of collaborative research project.

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13. Inception Date

The first day of the month within which the policy is approved by the Accounting Officer will be the inception date.

14. Review and termination

This policy will be reviewed every 36 months based on the comments and inputs of stakeholders. The Research Unit within the Office of the Premier will be responsible for coordinating the review process of this policy. This policy will remain in place until and unless it has been withdrawn and amended by the Accounting Officer.

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16. Annexure A: Collaboration Procedures

16.1 Rationale and Scope

The Limpopo Provincial Government encourages its sector departments to enter into collaboration with other Provinces, Universities, research institutions and business or industry organisations, where the partnerships serve to complement and expand existing research strengths.

This Policy covers formal research collaborations between The Limpopo Provincial Government and other institutions. The Limpopo Provincial Government requires that a formal written agreement between the partner institutions on the management of such a joint research project is put in place prior to the project's commencement.

16.2 Policy

16.2.1 A written agreement is required to establish formal research collaboration with another institution.

16.2.2 All involved in the formal collaborative research projects must be aware of, and comply with, all policies and written agreements affecting the project.

16.2.3 Management of research recommendations will be done through the Limpopo Policy and Repository

16.2.4 Ethics clearances must be obtained prior to commencement of the research through the research ethics committee.

16.3 Confidentiality

16.3.1 The nature and scope of confidentiality requirements must be agreed upon by the collaborating researchers and documented in the formal agreement between institutions.

16.3.2 Confidential materials must be stored securely and researchers who are given access to confidential materials must maintain that confidentiality

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and use the information only in ways that are consistent with ethical and legal requirements and agreed to by those who gave the information.

16.4 Dissemination of Research Outcomes

- 16.4.1 Research outcomes disseminated must be agreed upon and documented in the formal written agreement between the collaborating institutions.
- 16.4.2 In disseminating research outcomes, all collaborating researchers must comply with the Intellectual Property Laws Amendment Act, Act 38 of 1997 as published on 01st October 1997.

16.4 Procedures

- 16.4.1 The Director-General or Head of Department has the authority to sign formal research collaborative agreements between the LPG and other institutions.
- 16.4.2 When a formal research collaboration with another /other institution /institutions is to be established, the LPG (SECTOR DEPARTMENTS) involved with the collaborative research project must complete and submit a Project Approval Form, to the Provincial or Departmental Research Committee.
- 16.4.3 The Research Committee will construct the formal agreement in liaison with the collaborators involved in the research project. The formal agreement must include a clause relating to the termination of the collaborative research project.
- 16.4.4 The formal agreement takes effect when it has been signed by the Director-General or Head of Department and by appropriate persons from the other institutions taking part in the formal research collaboration.
- 16.4.5 All parties involved in the collaborative research project must ensure that they understand and comply fully with the formal agreement, and must seek

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advice from the Research Committee, on any matters that may arise that are of concern with respect to the formal agreement, as required.

The Limpopo Provincial Research Collaboration Policy and Procedures (LPRCP²) is hereby approved by:

Dr. P.P PHEME



Acting Director General



Date