

MRC R&D COLLAB RESEARCH MANAGEMENT GUIDE

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Hina Mu Ashekele

Presentation format

1. Objectives of the Collaborative Research
2. Priority Applied Research Program Activities
3. Management and Responsibilities under Collaborative Research
4. Call to participate in MRC Coordinated Priority Research Activities

1. Objectives of Collaborative Research

- In early 2008 the MRC submitted to government a separate R&D budget request to implement part of UNAM's production of high level HR under NDP3 national program.
- N\$15mil was requested. GRN granted N\$5mil
- The aims of the R&D program activities are to increase the high level R&D and/or R&D support experts in priority areas of national development during the NDP3

1. Objectives of Collaborative Research Continues....

- Outputs under this program include:
 - a) Scientists in R&D core or support disciplines;
 - b) Post graduate research fellows (PGRFs)
 - c) Increased turnover of refereed publications
 - d) Improve comparative research excellence of UNAM
- R&D program will be implemented inter and multidisciplinary across UNAM
- MRC will coordinated the program with researchers from faculties and other units focusing on applied research
- Increase scientific research outputs of UNAM staff

1. Objectives of Collaborative Research Continues....

- Increase collaboration in scientific research among UNAM staff members
- Develop research excellence around specific thematic areas of national priorities
- Increase innovation, product development, patents and development of policies that addresses social or economic problems and increase own income of UNAM
- Promote local, regional and international research exchange and collaboration

2. National Priority Research Activities

- National priority capacity building areas defined in NDP3 include among others: natural sciences, maths, engineering, medicines, sustainable development, economics
- In terms of V2030 objectives the HR capacity building priority areas can be clustered in 3 categories: use of Namibia's economic comparative advantage; knowledge excellence in areas on national security; special national strategic activities (See attached leaflet)

2.1 National Priority Res Areas as Coordinated by MRC

- See specific applied research programs as identified under the Life Sciences, Social Sciences, Science Technology and the R&D Innovation and Value-addition Divisions, provided to you earlier.
- Specific research areas under the above mentioned Divisions were identified in in with V2030, NDP3 and in collaboration with stakeholders at UNAM and the country at large.

5. Management and Responsibilities under Collaboration Research

- MRC to be run as lean coordinating structure headed by Director.
- HODs and key program leaders to coordinate program implementation. Research supervisors provide academic leadership and ensure research outputs of programs in line with MRC 4-year (2008-2011) target outputs.
- Other researchers can participate as supervisors, lead researchers, researchers, PGRFs and student interns.
- **Roles of supervisors or lead researchers** in consultation with HODs and Director:
 - a) Outline project research activity plan (theory, goals, objectives, methods, outputs, time table, research team, budget);
 - b) identify additional funding. Harmonize and combine projects

3. Management and Responsibilities under Collaboration Research Continue.....

- c) determine and assign research projects in consultation with interested PGRFs/student/researchers
 - d) supervise and support PGRFs
 - e) Prepare and submit quarterly progress report on the project to the HOD as indicated in the res plan.
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- **Roles of PGRFs/Researchers/Student interns** in consultation with HODs or supervisors:
 - a) Carry out res activities under the leadership of the project supervisor.
 - b) Prepare research plan and carry out research activities independently in collaboration with the supervisor.
 - c) Carry out activities as outlined and delegated.

3. Management and Responsibilities under Collaboration Research Continues...

- **Roles of program coordinators (PC as per MRC structure) and/or Team Leaders (TL):**
 - a) The roles of TLs are to ensure the full implementation of program activities and outputs in their thematic areas.
 - b) TLs should know, in and out, the objectives and rationale of each program.
 - c) Since programs and target outputs are derived from MRC NDP3 R&D activities, TLs should be acquainted with relevant MRC Divisional program activities and outputs.

3. Management and Responsibilities under Collaboration Research Continue...

- d) TLs and/or PCs record, evaluate and monitor regularly the performance of relevant research projects under their jurisdiction.
- e) TLs and or PCs prepare a program activity review time schedules as may be agreed with various supervisors. Such time schedules need inputs and approvals of relevant HODs and the Director before implementation.
- f) TLs through relevant PCs shall submit in writing regular status reports to relevant HODs about their relevant research activities.
- g) TLs through relevant PCs shall recommend appropriate measures to address problems.
- h) TLs may perform other duties as directed by PCs, HOD or Director

3. Management and Responsibilities under Collaboration Research Continue.....

- **Roles and Duties of HODs under Collaborative Research:**
 - a) For the purposes of coordination, HOD will schedule monthly briefings for participating researchers and their faculties.
 - b) This will enable the management at MRC and Faculty to monitor the progress being made and to do evaluation of possible barriers with a view to take remedial action.
 - c) This platform will ensure that people are informed about the research and where progress is slow, steps can be taken speed up the research work.

3. Management and Responsibilities under Collaborative Research Continues...

- d) HODs are administrative chiefs/heads of all programs under their respective Divisions.
- e) HODs shall give regular Divisional status report briefings to the Director as may be agreed. Copies of such status reports will serve at MRC management for information.
- f) HODs shall submit to the Director Divisional activity plans and or reviews every six months.
- g) HODs shall identify and arrange research logistical support needs for his/her staff members, including seminars and stationeries.

3. Management and Responsibilities under Collaborative Research Continues...

- h) HODs prepare and update relevant Divisional websites as assisted by the documentalist.
- i) HODs prepare relevant Divisional annual reports as assisted by R&D Collaborative Research coordinator (CRC).
- j) In consultation with the Director, HODs shall submit to the Director annual Divisional activities and budgets.
- k) HODs shall arrange annually relevant research colloquia for their stakeholders.
- l) HODs should arrange for their respective representations at national/international fairs.
- m) HODs shall perform such other activities as may be agreed with the Director

3. Management and Responsibilities under Collaboration Research

Continues...

- **Roles and Duties of the Director under Collaborative Research:**
 - a) The Director is the person at the MRC who is responsible for the overall coordination and supervision of the collaborative research activities.
 - b) The Director's office coordinates and supervises the logistical services to the seminars, conferences, access to research resources, quality assurance, delivery of research output performances in consultations with HODs, CRC and MRC admin.

under Collaborative Research

Continues...

- c) Director shall arrange an annual research information day to the general UNAM research community about the collaborative research activities.
- d) Director shall regularly brief MRC Board about the status of collaborative research activities.
- e) Director shall, in consultation with HODs and MRC staff at large, arrange MRC operational reviews, planning work shops or other mode of self-assessment annually.
- f) Director shall regularly consult and network with relevant partners and through that ensure funding for research activities.

3. Management and Responsibilities under Collaborative Research Continues...

- g) Director shall submit status report on MRC R&D collaborative activity plans and reviews to MRC Board for approval and onward submission to the MoE, RPC, Academic Forum, and Senate annually
- h) Director shall submit annual MRC budget and audited financial report for approval to MRC Board
- i) Director shall network with regional UNAM centers in order to support and improve research activities there.

3. Management and Responsibilities under Collaborative Research Continues...

- j) Director shall be responsible for policy development to improve the collaborative research
- k) Director shall network locally, regionally and internationally to initiate, promote and develop collaborative research and research exchange
- l) Director shall delegate some of his responsibilities to be implemented by other MRC staff members as may be appropriate

4. Call to Participate in MRC Coordinated Activities

- All interested researchers across UNAM are requested to participate in the collaborative research activities by filling the form as attached
- Participants should indicate (in days) the amount of time they have available for research p.a.
- This will enable HODs and supervisors to plan for research activities
- Time allocated for research to be approved by Dean of faculty/Director of Unit and Director:MRC
- Research time and project details submitted for records and information to HR & Research Coordination Office for filing

THANK YOU

Hina Mu Ashekele, PhD

DIRECTOR: MRC

Tel: +264 61 206 3004;

Mobile: +264 811 2828 66

Email: hmuashekele@unam.na

muashekele@gmail.com

www.unam.na/mrc

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