



EAC REGIONAL RESEARCH AND DEVELOPMENT MANAGEMENT FRAMEWORK

EASTEKO



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Glossary

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| BGM | Biennial General Meeting |
| EAC | East African Community |
| EASTEKO | East African Science and Technology Commission |
| EC | Executive Committee |
| PMO | Program Management Office |
| R and D | Research and development |
| RDAC | Regional Research and Development Advisory Committee |
| RDMF | Regional Research and Development Management Framework |
| RDWG | Regional Research and Development Working Group |
| RGC | Research Grants sub-committee |



1. REGIONAL RESEARCH AND DEVELOPMENT MANAGEMENT FRAMEWORK

1.1 BACKGROUND

The Regional Research and Development Management Framework (RDMF) include structure and functions that support efficient and effective promotion and coordination of regional research and development within the EAC regional research system. The framework is embodied in an organogram below. The framework defines the roles and responsibilities of various offices, and stipulates required qualifications, and the duration of incumbency as expounded below.

1.2 THE ORGANOGRAM



1.3 FUNCTIONS OF THE VARIOUS ORGANS

1.3.1 EASTECO

The mandate of EASTECO is to promote and coordinate the development, management and application of Science and technology in EAC. The Department of Scientific Research and Development at the EASTECO Secretariat is the Program Management Office (PMO) of the Regional Research and Development Working Group (RDWG). Through the PMO, the EASTECO secretariat shall ensure that the regional research and development management framework is operationalized and supported to guarantee effectiveness and efficiency, and reviewed periodically to reflect evolving aspirations of Partner States and the Community. The commission shall promote the development of research projects and programs that are responsive to regional research agenda and ensure that supportive structures, systems, regulations and processes under this framework are institutionalized and adequately resourced.

1.3.2 Regional Research and Development Working Group

There is established the East African Regional Research and Development Working Group (RDWG). The RDWG shall be the general assembly of R&D stakeholder in the EAC region. The purpose of the RDWG is to stimulate dialogue among stakeholders; promote partnerships within the research community including the government, civil society, the public and the private sector; advise the commission on collaborative multidisciplinary research priorities; promote dissemination of research outputs; and ensure mobilization of resources to support R&D in the region.

a) Composition of the RDWG

The membership of the RDWG shall include:

- i. the Chairman, who shall be elected competitively from among the delegates during the Biennial General Meeting (BGM) and shall hold office for a non-renewable term of five years;
- ii. The Secretary, who shall be the Head of Department of Scientific Research and Development at EASTECO;
- iii. The Research Grants Sub Committee; Research Communication Sub Committee; and the Resource Mobilization & Planning Sub Committee
- iv. Eight delegates nominated by MEACA in collaboration with the Commission for Science and Technology of each Partner State to represent academia/



universities, research institutions, science and technology commissions; government ministry of scientific research and development; private sector federation/business council; non-government organization working in R&D; and development partners working in R&D.

b) Responsibilities of the RDWG

The responsibilities of the RDWG shall include:

- i. To elect the Chairman of the Regional Research and Development Advisory Committee (RDAC)
- ii. To receive reports from the RDAC for discussion and approval prior to submission to the Commission
- iii. To scrutinize and approve the business proposed by the RDAC for the succeeding business cycle;
- iv. To hold Biennial General Meeting (BGM) rotationally in Partner States.
- v. To identify opportunities to improve impact of R&D through prioritization and investment in quality research and development
- vi. To support the commission in coordinating regional collaborative research and identifying opportunities to improve linkages among universities, R&D institutions, the private sector and the public;
- vii. To advise the Commission on promotion of Science, technology, engineering and mathematics (STEM) and on capacity building in Science, Technology and Innovation;

c) Tenure of membership to RDWG

Membership to the RDWG shall be as follows:

- i. The chairman of the RDWG shall hold office for a fixed term of five years;
- ii. The secretary to the RDWG shall hold office as determined by the tenure of the Head of Department for Scientific Research and Development in EASTECO;
- iii. Members of the sub committees of the RDAC shall hold office as determined by their tenure in the respective sub committees;
- iv. Delegates from Partner States shall hold office for a term of three years, renewable for a further term of three years subject to performance;



d) Biennial General Meeting

The Biennial General Meeting (BGM), also known as the General Assembly of the RDWG shall be held once every two years. However, a special BGM may be called by the chairman in liaison with the Secretary if need arises;

- i. The BGM shall be conducted in a manner to be determined by the Executive Committee.
- ii. The Agenda, Minutes, and Decision Papers shall be circulated to members at least two weeks to the meeting. These shall include:
 - a) Agenda for the upcoming meeting ;
 - b) Minutes of previous meeting;
 - c) Decision summary paper;
 - d) Any other document/information to be considered at the meeting.

1.3.3 The Regional Research and Development Advisory Committee (RDAC)

There is established the East African Regional Research and Development Advisory Committee (RDAC). The Regional Research and Development Advisory Committee shall be the Executive Committee of the RDWG.

a) Composition of the RDAC

- i. the Chairman of the RDAC shall be the chair of RDWG who shall be elected competitively by general Assembly;
- ii. The Secretary of the RDAC shall be the Head of Department of Scientific Research and Development at EASTECO;
- iii. Other members of the RDAC shall be the serving members of the Research Grants Sub Committee; Research Communication Sub Committee; and the Resource Mobilization & Planning Sub Committee

b) Responsibilities of the RDAC

The RDAC shall be responsible for:

- i. Organizing and presiding over the proceedings of the Biennial General Meeting of the RDWG;
- ii. Prepare and present technical and financial proposals and reports to the Biennial General Meeting of the RDWG;
- iii. Implementing the decisions made by the RDWG during the Biennial General Meeting and report back the progress;



- iv. Ensuring that scientific excellence in the region is upheld and that creative and innovative research programs and projects are implemented by the commission;
- v. Advising EASTECO on establishment and strengthening of networks and associations to implement identified research projects and programs;
- vi. Developing terms of reference and rules of procedure for Ad hoc committees that it establishes;
- vii. Carrying out any other function as may be assigned by the Research and Development Working Group from time to time.

c) Tenure of membership to RDAC

- i. the Chairman of the RDAC shall hold office for a non-renewable term of five years;
- ii. The secretary to the RDWG shall hold office as determined by the tenure of office for the Head of Department, Scientific Research and Development in EASTECO;
- iii. Members of the sub committees of the RDAC shall hold office as prescribed by their tenure in their respective sub committees;

d) Responsibilities of chairperson of the RDAC

Responsibilities of the Chairperson of RDAC shall include:

- i. To oversee the affairs of the committee
- ii. To set the agenda for each meeting and ensuring that agendas and supporting materials are delivered to members in advance of meetings.
- iii. Report the activities of the Executive Committee to the Working Group
- iv. Encouraging broad participation from members in discussion by inviting different people.
- v. Following up and monitoring progress of the sub committees in accordance with the established workplan.



1.3.4 Sub committees of the RDAC

There is established three sub committees of the Research and Development Advisory Committee (RDAC). The purpose of the sub Committees are to ensure effective handling of the specialized businesses of the committees, namely:

- (i) Research Grants Sub Committee
- (ii) Research Communication Sub Committee
- (iii) Resource Mobilization, and Planning Sub Committee

1.3.4.1 Research Grants Sub Committee

The purpose of the Research Grants Sub-committee (RGC) is to provide technical guidance and advice on investment in Research and Development; guide technical implementation of research grants programs; and monitor regional research programs in accordance with policies and regulations of the commission.

a) Composition and tenure of the RGC

- i. Twelve members of the RGC shall be enlisted competitively through an open call process;
- ii. One member shall be the representative of the Commission in charge of scientific research and development, who shall be the secretary to the sub committee
- iii. The subcommittee shall elect its chairman at its first sitting, and the tenure of the chairman shall be three years renewable once, subject to satisfactory performance;

b) Responsibilities of the RGC

The RGC shall be supported by the Commission secretariat in performance of its functions, through the department of Scientific Research and Development. The responsibilities of the subcommittee shall include:

- i. To further define the inter-disciplinary scientific strategy and determine its specific objectives and priorities through extensive consultation process to ensure equitable grant support in research priorities
- ii. To develop, and keep under continuous review, an implementation plan for regional grants mechanisms in close consultation with potential



- research partners, and to ensure that the plan ensures optimal use of available resources;
- iii. To establish and implement mechanism for monitoring, evaluation and Learning (MEL) to ensure proper oversight of research projects granted by the council;
 - iv. To promote knowledge and skills in competitive grant applications through capacity building and outreach initiative in development of scientific research concepts and proposals;
 - v. To report annually to RDAC on its activities, outputs and plans for the subsequent season

1.3.4.2 Research Communication Sub Committee (RCC)

The purpose of the RCC is to facilitate the exchange of scientific data and information among the scientists participating in the R&D programmes and projects as well as relevant scientific institutions and agencies including academia, industry, civil societies, governments and private enterprises at Partner States, regional and international levels

a) Composition and tenure of the RCC

- i. Twelve members of the RGC shall be enlisted competitively through an open call process;
- ii. The subcommittee shall elect its chairman from among the membership at its first sitting
- iii. The tenure of the chairman shall be three years renewable once, subject to satisfactory performance
- iv. One member shall be the representative of the Commission in charge of scientific research and development, who shall be the secretary to the sub committee

b) Responsibilities of the RCC

The responsibilities of the sub-committee shall include:

- i. To develop a robust dissemination strategy to ensure access, adoption and use of scientific knowledge, innovations, products and services various stakeholders in STI;



- ii. To develop and promote publication of high quality regional and international journals, and other disseminations materials to ensure access and to research output from the region;
- iii. To develop and promote networking and collaboration mechanisms through scientific conferences, workshops and exhibitions among others;
- iv. To develop and promote an integrated dynamic R&D repository to ensure access to data and information on R&D including publications, facilities and equipment, profiles of researchers in various disciplines, profiles of research institutions; investment in R&D among others;
- v. To develop and promote capacity building programs in scientific writing skills for publication in peer reviewed journals

1.3.4.3 Resource mobilization and Planning Sub Committee (RMPC)

The purpose of this sub-committee is to advise on how to raise resources for R&D and for planning of activities of the RDAC and RDWG, including development of regional grant instruments such concept notes; proposals for negotiation with development partners to support R&D activities in the region.

a) Composition and tenure of the RMPC

- i. Twelve members of the RGC shall be enlisted competitively through an open call process;
- ii. The subcommittee shall elect its chairman from among the membership at its first sitting
- iii. The tenure of the chairman shall be three years renewable once, subject to satisfactory performance
- iv. One member shall be the representative of the Commission in charge of scientific research and development, who shall be the secretary to the sub committee



b) Responsibilities of the RMPC

The responsibilities of the sub-committee shall include:

- i. To develop resource mobilization strategy to direct and regulate support R&D activities in the region;
- ii. To develop regional resource utilization strategy to ensure efficient and effective performance of regional research funds
- iii. To develop platform for revenue generation, supported by outputs of R&D in the region;
- iv. To organize skills development training in resource mobilization and planning for researchers in the region;
- v. To ensure equitable utilization of regional research fund for effective development and production of R&D in the region





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