

16. Please classify your R&D activities according to the most appropriate Research Fields (RF) code (please refer to Codes book) and indicate the percentage of R&D expenditure associated with each of these.

- The RF Codes are based on recognised academic disciplines and emerging area of study.
- More than one RF code may be provided, together with an associated percentage split.
- The classification of R&D using RF codes is a generally accepted convention internationally.

RF Codes						Percentage		RF Codes						Percentage	
RF								RF							
RF								RF							
RF								RF							
RF								RF							
RF								RF							

17. Please classify your R&D activities according to Standard Industrial Classification (SIC) codes (please refer to Codes book) and indicate the associated R&D expenditure percentage split.

- The SIC classification provides an indication of the sector of the national economy which will be the main beneficiary of the R&D you are practising
- More than one SIC code may be provided, together with an associated percentage split.
- The classification of R&D using SIC codes is a generally accepted convention internationally.

SIC Codes						Percentage		SIC Codes						Percentage	
SIC								SIC							
SIC								SIC							
SIC								SIC							
SIC								SIC							
SIC								SIC							

18. Please classify your R&D expenditure according to the most appropriate group code of Socio-Economic Objective (SEO) (Please refer to Codes book) and indicate the associated percentage split.

- The SEO classification provides an indication of the sector of the national economy which will be the main beneficiary of the R&D you are practising
- More than one SEO code may be provided, together with an associated percentage split.
- The classification of R&D using SEO codes is a generally accepted convention internationally.

SIC Codes						Percentage		SIC Codes						Percentage	
S								S							
S								S							
S								S							
S								S							
S								S							

19. Please indicate the R&D amounts (in R'000 excl. VAT) that you spent in-house for the year prior to the one being reported on and the amounts you estimate spending in-house for the following two financial years.

In-House R&D (Report in R'000 excluding VAT)			
Previous financial year (actual)	Financial year of survey (actual)	Next financial year (estimate)	Year following next (estimate)

**PART 3: R&D OUTSOURCED / CONTRACTED OUT WITHIN SOUTH AFRICA**  
(Excluding all in-house R&D expenditure)

20. For the financial year did your business fund other businesses/organisations **in South Africa** to perform R&D work on its behalf?

Yes ☐ Please answer Question 21 and onwards  
No ☐ Please proceed to Question 23

21. Please classify your outsourced R&D by Research Field (refer to User Guide) and indicate the % expenditure associated with each field.

RF Codes						Percentage		RF Codes						Percentage	
RF								RF							
RF								RF							
RF								RF							

22. Please state the amount spent on outsourced R&D according to the following entities/sectors.

Outsourced to:	R'000 (excluding VAT)					
Universities/Technikons/Colleges						
Research Institutes (incl. non-profit)						
Science Councils						
Private Companies						
Consultants						
Others (please specify):						
<b>TOTAL</b>						

**PART 4: R&D OUTSOURCED OUTSIDE SOUTH AFRICA IN 2001/2002**

23..For the financial year did your business fund other businesses/organisations **outside South Africa** to perform R&D work on its behalf?

Yes ☐ Please answer Question 24 and onwards  
No ☐ Please proceed to Question 26

24. Please classify your outsourced R&D to the Research Field (refer to User Guide).

RF Codes						Percentage		RF Codes						Percentage	
RF								RF							
RF								RF							
RF								RF							

25. State the amount spent on outsourced R&D according to the following entities/sectors.

Outsourced to:	R'000 (excluding VAT)					
Universities/Technikons/Colleges						
Research Institutes (incl. non-profit)						
Private Companies						
Consultants						
Others (please specify):						
<b>TOTAL</b>						

**PART 5: R&D PERSONNEL (IN-HOUSE ONLY)**

- Please report for all personnel for whom this business pays payroll tax.
- The group classification in the tables below accords with the principles of employment equity legislation.

The following notes should be used to determine the allocation of personnel:

**Researchers**

- Personnel working on the conception and/or creation of new knowledge/products.
- Executives and directors involved in the planning or management of scientific and technical aspects of R&D projects.

**Excluding**

- Managers and directors concerned primarily with budgets and human resources, rather than project content.

**Technicians directly supporting R&D**

- Persons doing technical tasks in support of R&D, normally under the direction and supervision of a researcher.
- Typical activities include preparation for experiments, taking records, preparation of charts and graphs and coding data.

**Other personnel directly supporting R&D**

- Skilled and unskilled craftspersons.
- Secretarial, administrative and clerical personnel working on, or directly associated with, R&D activity.
- Executives and directors concerned primarily with budgets and human resources, rather than project content.
- Personnel working in, or supporting, library and information services.

16. Please report headcount and % time spent on R&D for South Africans involved in R&D for the financial year according to the categories below. This includes personnel born in South Africa, naturalised citizens and those with South African residency status.

**Headcount of South African Personnel**

Qualifications and Personnel Categories	African		Indian		Coloured		White		TOTAL		% time on R&D	
	M	F	M	F	M	F	M	F	M	F	M	F

**Researchers**

Doctoral degree or equivalent												
Masters degree or equivalent												
Honours/Bachelors degree or equivalent												
Diplomas and Higher Diplomas												
Non-degree/Non-formal qualifications												
<b>TOTAL HEADCOUNT AND % TIME SPENT ON R&amp;D</b>												

**Technicians directly supporting R&D**

All degree qualifications												
Higher Diplomas												
Diplomas												
Other qualifications (incl. Non-formal)												
<b>TOTAL HEADCOUNT AND % TIME SPENT ON R&amp;D</b>												

**Other personnel directly supporting R&D**

All degree qualifications												
Diploma/Secondary qualifications												
Other qualifications (incl. Non-formal)												
<b>TOTAL HEADCOUNT AND % TIME SPENT ON R&amp;D</b>												

27. Please report headcount and % time spent on R&D for Non-South Africans involved in R&D for the financial year according to the categories below. This includes personnel with visa status and/or permanent and temporary work permits.

### Headcount of non-South African Personnel

Qualifications and Personnel Categories	African Countries		Europe (incl. UK)		Oceania (Australia, NZ, etc.)		North America (USA, Canada)		Elsewhere (Asia, etc.)		TOTAL		% time on R&D	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F

#### Researchers

Doctoral degree or equivalent														
Masters degree or equivalent														
Honours/Bachelors degree or equivalent														
Diplomas and Higher Diplomas														
Non-degree/Non-formal qualifications														
TOTAL HEADCOUNT AND % TIME SPENT ON R&D														

#### Technicians directly supporting R&D

All degree qualifications														
Higher Diplomas														
Diplomas														
Other qualifications (incl. Non-formal)														
TOTAL HEADCOUNT AND % TIME SPENT ON R&D														

#### Other personnel directly supporting R&D

All degree qualifications														
Diploma/Secondary qualifications														
Other qualifications (incl. Non-formal)														
TOTAL HEADCOUNT AND % TIME SPENT ON R&D														

28. Please provide headcount of **all R&D personnel** according to the categories below. The total personnel for South Africans must be equal to that in Question 26, while the total personnel for non-South Africans must equal that in Question 27.

R&D Personnel Categories	Age Categories						TOTAL
	< 25	25-34	35-44	45-54	55-64	>64	

#### South African R&D Personnel

Researchers							
Technicians directly supporting R&D							
Other personnel directly supporting R&D							

#### Non-South African R&D Personnel

Researchers							
Technicians directly supporting R&D							
Other personnel directly supporting R&D							

**PART 6: R&D STAFF TURNOVER**

- Please provide data for hiring and departure only for the financial year 2001/2002.
- The reference for Questions 29 and 30 are the personnel reported in PART 5 (Question 26 – Question 27).

29. Please indicate the turnover (headcount) of your **South African R&D** personnel in terms of staff appointed and staff who departed the financial year.

South African R&D Staff		
Researchers	New Staff	Staff Who Departed
Doctoral degree		
Masters degree or equivalent		
Honours/Bachelors degree or equivalent		
Diplomas and Higher Diplomas		
Non-degree/Non-formal qualifications		
<b>Technicians directly supporting R&amp;D</b>		
All degree qualifications		
Higher Diplomas		
Diplomas		
Other qualifications (incl. Non-formal)		
<b>Other staff directly supporting R&amp;D</b>		
All degree qualifications		
Diplomas/Secondary qualifications		
Other qualifications (incl. Non-formal)		
<b>TOTAL FOR ALL ABOVE CATEGORIES</b>		

30. Please indicate the turnover (headcount) of your **Non-South African R&D** personnel in terms of staff appointed and staff who departed in the financial year.

Non-South African R&D Staff		
Researchers	New Staff	Staff Who Departed
Doctoral degree		
Masters degree or equivalent		
Honours/Bachelors degree or equivalent		
Diplomas and Higher Diplomas		
Non-degree/Non-formal qualifications		
<b>Technicians directly supporting R&amp;D</b>		
All degree qualifications		
Higher Diplomas		
Diplomas		
Other qualifications (incl. Non-formal)		
<b>Other staff directly supporting R&amp;D</b>		
All degree qualifications		
Diplomas/Secondary qualifications		
Other qualifications (incl. Non-formal)		
<b>TOTAL FOR ALL ABOVE CATEGORIES</b>		



**PART 7: YOUR COMMENTS**

34. Please provide an estimate of the time taken to complete this form.

Hours	Minutes

***Including:***

- Time actually spent reading the instructions, working on the questions and obtaining information.
- Time spent by all employees in collecting and providing this information.

35. Please report in the space below reasons for any significant changes in your business's R&D activity over the previous year.

***Including:***

- Large increases or decreases in annual expenditure.
- Changes in your accounting period and/or company restructuring.

36. Please provide comment...

- on any of the information you have supplied on this form;
- on any question(s) which caused problems;
- if you would like to suggest improvements to this form.

(Kindly attach additional pages should you require further space.)

**THANK YOU FOR YOUR TIME & EFFORT. IT IS SINCERELY APPRECIATED.**  
**Please return the completed form to the HSRC in the enclosed reply-paid envelope.**