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MANUALS

IN ACCORDANCE WITH

THE PROMOTION OF ACCESS TO

INFORMATION ACT (NO. 2 OF 2000)



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science and technology

Department:
Science and Technology
REPUBLIC OF SOUTH AFRICA

Department of Science and Technology
Republic of South Africa

PROMOTION OF ACCESS TO INFORMATION ACT, 2000 MANUAL

AS REQUIRED BY SECTION 14 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT
(PAIA) (Act No 2. Of 2000)

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1. Introduction

This manual ("the Manual") is published in terms of Section 14 of the Promotion of Access to Information Act No. 2 of 2000 (the "Act"). The Act gives effect to the provisions of Section 32 of the Constitution which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.

The purpose of the Act is to foster a culture of transparency and accountability in both the public and private sectors by affording any person the right of access to information to enable them to exercise and protect all of their rights to the full extent required.

The purpose of this Manual is to set out the procedures to be followed and criteria that have to be met for anyone (the "requester") to request access to records in the possession or under the control of the Department of Science and Technology ("the DST").

2. Applicability of the Promotion of Access to Information Act (hereinafter referred to as PAIA)

The Promotion of Access to Information Act (No 2 of 2000) is applicable to the Department as a public body, particularly in respect to its internal records systems.

3. Purpose of the Manual in terms of PAIA

The purpose of this Manual is to identify the structures and functions of the Department and describe its records systems to facilitate the objectives of PAIA.

4. South African Human Rights Commission ("SAHRC") guide to the act

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any rights in terms of this Act.

The guide which is published in all official languages contains particulars of:

- all information offices of public and private bodies;

- the addresses and contact details of such; and
- the types of assistance available from information offices and the South African Human Rights Commission

4.1. Availability and Access to the Guide:

The guide is available for inspection from:

- all public libraries
- the South African Human Rights Commission website – www.sahrc.org.za

Should you have any queries in this regard, please contact the SAHRC directly at:

Post: The South African Human Rights Commission:
Promotion of Access to Information Act Unit;
Research and Documentation Department;
Private Bag 2700,
Houghton, 2041;

Telephone: +27 11 484-8300;

Fax: +27 11 484-0582;

Website: www.sahrc.org.za;

E-mail: paia@sahrc.org.za

5. Contact information for the DST

Name of organisation: Department of Science and Technology

Postal address

Department of Science and Technology
Private Bag X894
Pretoria
0001

Physical address

Building 53 Scientia
Campus
Meiring Naude Road
Brummeria
Pretoria

Tel:

(012) 843 6300

Fax:

(012) 317 4363

Website:

<http://www.dst.gov.za>

Information Officer: **Dr Phil Mjwara**
Tel: (012) 843 6815
Fax: 0866 810006
Email: paia@dst.gov.za

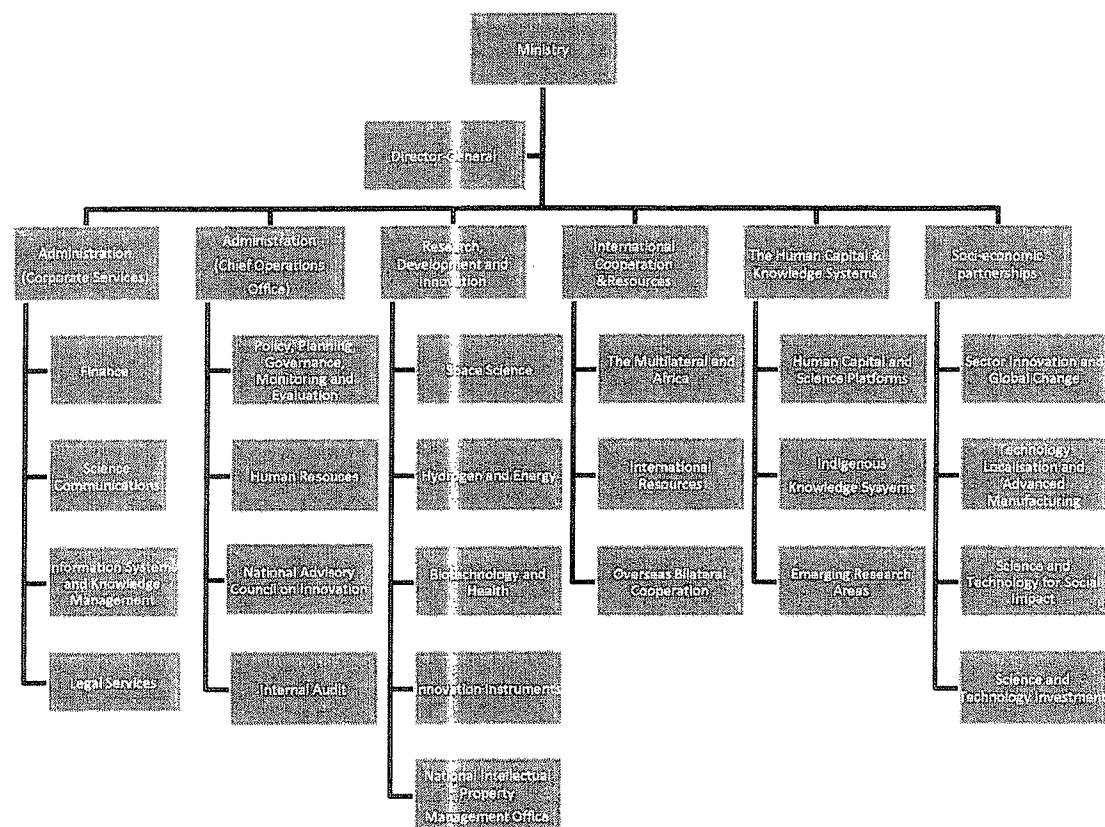
Requesters are required to address all requests to the Information Officer.

Deputy Information Officer: **Ms Nombuyiselo Mokoena**
Tel: (012) 843 6632
Fax: 0865 508 775
e-mail: paia@dst.gov.za

6. Structure and functions

6.1. Structure:

Minister: The Honourable Naledi Pandor
Deputy Minister: The Honourable Derek Hanekom
Director General: Dr Phil Mjwara



For a more comprehensive organisational structure, please consult the DST website: www.dst.gov.za

6.2. Programmes

Programme 1: Administration (Corporate Services and Chief Operations Office)

Responsible for the overall management of the Department and provides centralised support services. It also ensures that funded organisations comply with good corporate governance practices and are aligned with the strategic focus of the National System of Innovation (NSI). It monitors and evaluates the science councils.

6.2.1. Programme 2: Research, Development and Innovation (RDI)

Provides policy leadership in the DST's long-term, cross-cutting RDI efforts in the NSI, and plays a key role in developing strategic new institutional arrangements to drive RDI in South Africa.

6.2.2. Programme 3: International Cooperation and Resources

Develops and services bilateral and multilateral relationships and agreements in S&T to strengthen the NSI and enable a flow of knowledge, capacity and resources into South Africa and Africa.

6.2.3. Programme 4: Human Capital and Knowledge Systems

Develops and implements national programmes to produce knowledge and human capital, as well as the infrastructure, equipment and public research services, required to sustain the NSI.

6.2.4. Programme 5: Socio-Economic Partnerships

Provides policy, strategy and support for R&D-led growth of value-adding industries to enable government, industry and society to understand and deal better with the challenges of global change. It also provides support for evidence-based research on the human and social dynamics of development and for the enhancement of government decision-making on S&T (including R&D) as productive investments.

6.3. Primary Functions:

6.3.1. Historical background of the Department

The Department of Science and Technology (DST) derives its mandate from the 1996 White Paper on Science and Technology. It was initially a part of the Department of

Arts, Culture, Science and Technology, which was established in 1994. It then separated into the Department of Arts and Culture and Department of Science and Technology in 2002. In 2004 the Department became a standalone Ministry. The basic premise is that Science, Technology and Innovation (STI) play a critical role in economic growth and socio-economic development.

6.3.2. Aim of the DST

The DST seeks to realise the full potential of science and technology in social and economic development through the development of human resources, research and innovation.

This includes focused interventions, networking and acting as a catalyst for change in terms of both productive components of our economy, making it competitive in a globally competitive liberalized environment, and also in respect of the huge development backlog existing among the poorest components of our society. The goal of realising this vision is underpinned by development and resourcing strategies for the formation of science, engineering and technology human capital, democratization of state and society, promotion of an information society and ensuring environmental sustainability in development programmes.

6.3.3. Strategic direction

Maintaining an adequate science base and translating it into jobs and growth poses some major challenges. The approach of National System of Innovation (NSI) in recognizing the non-linearity of innovation – where performance is a function not only of the innovation in individual organizations but also of the relationships and networks between institutions – is increasingly driving government towards the role of catalyst, facilitator and strategic investor.

6.3.4. Goals

The DST's five principal goals are to -

- develop the innovation capacity of the National System of Innovation (NSI) and thereby contribute to socioeconomic development;

- enhance South Africa's knowledge-generation capacity in order to produce world-class research papers and turn some advanced findings into innovative products and processes;
- develop appropriate STI human capital to meet the needs of society;
- build world-class STI infrastructure to extend the frontiers of knowledge, train the next generation of researchers, and enable technology development and transfer, as well as knowledge interchange; and
- position South Africa as a strategic international RDI partner and destination through the exchange of knowledge, capacity and resources between South Africa and its regional and other international partners, thereby strengthening the NSI.

6.3.5. Grand Challenges

The success of the DST's Ten Year Innovation Plan (TYIP) depends on the achievement and realisation of the above goals. The Plan sets out core projections, which are summarised as South Africa's grand challenges in science and technology (S&T). The grand challenges are the following:

- **Farmer to Pharma:** Over the next decade South Africa should develop its bio-economy to become a world leader in biotechnology and pharmaceuticals, using the nation's indigenous resources and new developments in genomics.
- **Space S&T:** South Africa will become a key contributor and partner to global space S&T through the National Space Agency, a growing satellite industry and a range of innovations in space science, including earth observation, communication, navigation and engineering.
- **Energy Security:** Safe, clean, affordable and reliable energy supplies are in global demand, and South Africa should meet its medium-term energy supply requirements while innovating for the long term in clean coal technologies, nuclear energy, renewable energy and the promise of the hydrogen economy.
- **Global Change:** South Africa should exploit its geographic position, which enables it to play a leading role in climate change science.
- **Human and Social Dynamics:** As a leading voice among developing countries, South Africa should contribute to a greater global understanding of shifting social dynamics, and the role of science in stimulating growth and development.

7. Public entities reporting to the DST

- Council for Scientific and Industrial Research (CSIR)
- National Research Foundation (NRF)
- Human Sciences Research Council (HSRC)
- Africa Institute of South Africa (AISA)
- Academy of Science of South Africa (ASSAf)
- Technology Innovation Agency (TIA)
- South African National Space Agency (SANSA)
- South African Council for Natural Scientific Professions
- South African National Energy Research Institute

8. Acts administered by the DST

- Scientific Research Council Act 46 of 1988
- South African Space Agency Act 36 of 2008
- Technology Innovation Agency Act 26 of 2008
- Academy of Science of South Africa Act 67 of 2001
- Intellectual Property Rights for Public Financed Research and Development Act 51 of 2008
- Astronomy Geographic Advantage Act 21 of 2007
- Africa Institute of South Africa Act 68 of 2001
- National Research Foundation Act 23 of 1998
- National Scientific Act 106 of 2003
- National Advisory Council on Innovation Act 55 of 1997
- The Natural Scientific Professions Act 27 of 2003

9. Access procedure**9.1. How to Make a Request**

The prescribed request form is available from the DST or from the website <http://www.dst.gov.za>

All queries should be addressed to the Information Officer:

Information Officer: Director General
Tel: (012) 843 6815
Fax: 0866 810 006
e-mail: paia@dst.gov.za

9.2. Subjects and Categories of Records Held by Department of Science and Technology

9.2.1. Automatic disclosure:

The list of categories of records available to persons without having to request access in terms of the Promotion of Access to Information Act is attached as Annexure A. These records are made available on the DST website.

9.2.2. Records available on request:

A list of categories of records which are held by the Department and can be requested in terms of the Promotion of Access to Information Act is attached as Annexure B. Access to these records must be requested from the Information Officer according to the procedure below.

9.3. Completion of the prescribed request forms

The prescribed request forms can be obtained from the Information Officer of the Department of Science and Technology. Completed forms are to be submitted to the Information Officer.

9.4. Payment of the prescribed fees:

As instructed by the Act, an amount of R35.00 must accompany the request for information. This is payable by cheque, cash (if delivered by hand) or deposited into the DST bank account (proof of the deposit must accompany the request form)

Account name: Department of Science and technology
Bank: ABSA Bank
Account Number: 4056183523
Branch Number: 323645

Account Type: Deposit Account

9.5. Validation and acknowledgement of the request

The Information Officer of the DST receives and validates the request to see whether the required information is available in the DST. The request is then accepted, rejected or transferred to the rightful keepers of the required information. An acknowledgement will then be forwarded to the requester to confirm the status of the request.

9.6. Information processing

If the request is accepted, the DST will gather and prepare the information and calculate the relevant cost involved. The cost is calculated in respect of the prescribed fees as detailed in *Table 1: Fees in respect of Public Bodies*

9.7. Final notification

The requester will be informed of the completion of the request as well as the outstanding fees payable to the DST.

9.8. Payment and delivery

Once the payment as stipulated above is received, the information is released to the requester.

The prescribed form must be filled in with enough detail to at least enable the information Officer to identify:

- The record(s) requested.
- The identity of the requester.
- Which form of access is required, if the request is granted;
- The postal address or fax number of the requester.

The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.

The Department will process the request within 30 working days, unless the requester has stated special reasons, which would satisfy the Information Officer that circumstances dictate that the above time periods should not be complied with. The 30 day period may be extended for a further period of 30 days if the request is for a large amount of information, or the request requires a search for information held at another office of the institution and the information cannot be obtained within the original 30 day period. The DST will notify the requester in writing should an extension be sought.

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.

If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally. The requester must pay the prescribed fee, before any further processing can take place.

9.9. Fees

The Act provides for two types of fees:

- A request fee, which will be a standard fee, and an access fee, which is calculated by taking into account reproduction costs, search and preparation time and costs, as well as postal costs.
- When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed fee (if any), before further processing of the request.
- If a search for the record has been made and the preparation of the record for disclosure, (including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the access fee, which would be payable if the request is granted.
- The Information Officer shall withhold a record until the requester has paid the fees as indicated above.

- A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure, including making arrangements to make it available in the requested form.
- If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned will repay the deposit to the requester.

Table 1: Fees in respect of Public Bodies

The following Fees apply:

DESCRIPTION	AMOUNT(R)
The request fee payable by every requester	35.00
Copy of the manual as contemplated in regulation 5(c) (for every photocopy of A4 size page or part thereof)	0.60
The fees for reproduction referred to in regulation 7(1) are as follows:	
1) For every photocopy of an A4 size page or part thereof	0.60
2) For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine	5.00
3) For a copy in a computer-readable form on:	
a) stiffy disc	5.00
b) compact disc (readable form)	40.00
4) For a transaction of visual images:	
a) for an A4 size page or part thereof	22.00
b) for a copy of visual images	60.00
5) For a transaction of an audio record:	
a) for an A4 size page or part thereof	12.00
b) for a copy of an audio record	17.00
The access fees payable by a requester are as follows:	
1) For every photocopy of an A4 size page or part thereof	0.60
2) For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine readable form	0.40
3) For a copy in a computer readable form on:	
a) stiffy disc	5.00
b) compact disc	40.00
4) For a transcription of visual images, for an A4 size page or part thereof	22.00
5) For a copy of visual images	60.00

6) For a transaction of an audio record, a) for an A4 size page or part thereof b) for a copy of audio records	12.00 17.00
To search for and prepare the record for disclosure, R15, 00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
The actual postage is payable when a copy of a record must be posted to a requester. Postage costs are dependent on the relevant tariff in terms of postage destination.	

9.10. Refusal of request and appeal

A requester may lodge an internal appeal against a decision of the information officer of the DST to refuse a request for access in relation to that request with the relevant authority.

A third party may lodge an internal appeal against a decision of the information officer of the DST to grant a request for access.

9.11. Manner of appeal, and appeal fees

An appeal must be lodged in the prescribed form:

- Within 60 working days
- If notice to a third party is required, within 30 days after notice is given to the appellant of the decision appealed against; or
- If notice to the appellant is not required, after the decision was taken it must be delivered or sent to the information officer of the DST;
- Must identify the subject of the appeal and state the reasons for the appeal and may include any other relevant information known to the appellant;
- If, in addition to a written reply, the appellant wishes to be informed of the decision on the internal appeal in any other manner, must state that manner and provide the necessary particulars to be so informed;
- If applicable, must be accompanied by the prescribed fee, and must specify a postal address or fax number.

- If an appeal is lodged after the expiry of the period referred to, the relevant authority must, upon good cause shown, allow the late lodging of the appeal.

If that relevant authority disallows the late lodging of the appeal, he/she must give notice of that decision to the person who lodged the appeal. A requester lodging the appeal against the refusal of his/her request for access must pay the prescribed appeal fee (if any). If the prescribed appeal fee is payable in respect of an appeal, the decision on the appeal may be deferred until the fee is paid. As soon as reasonably possible, but in any event within 10 working days after receipt of an appeal, the information officer of the DST must submit to the relevant authority:

- The appeal together with his/her reasons for the decision concerned;
- And if the appeal is against the refusal or granting of a request for access, the name, postal address, phone and fax number and electronic mail address, whichever is available, of any third party that must be notified of the request

Annexure A: Information generally available through the DST website

- General DST information
 - Organogram
 - Vision & Mission
 - Ministry
- DST Focus Areas
 - Research
 - Research partners
 - Information on research funding
 - Innovation
 - Contact details for funding
 - Youth
 - Fun places to visit
 - Experiments
 - Facts
 - Links to Science and Technology sites
- Science and technology career opportunities
- The R&D Tax Incentive Programme
 - Guides, brochures and forms
 - Acts and other documents relevant to R&D Tax Incentive
 - Frequently Asked Questions
- Media Room
 - Speeches
 - Archived
 - Press Releases
- DST in the news
- Publications, Policies, Strategies & Reports
 - Annual reports
 - Legislation
 - Strategies & Reports
 - DST Corporate Strategy 2010-13

- Foresight Reports
- R&D Reports
- Presentations
 - Presentation of the DST 2006/7 Annual Report to Parliament
 - Presentation on S&T Policy Forum. Japan, June 2005
 - Presentation delivered by Ms Anita Canca.
 - Energy Research Development in SA
 - Science, Technology and Innovation
 - The GEOSS Initiative
 - Interim Assessment of the Impact of the National R&D Strategy
 - Science, Technology and Innovation: Case study of the SA Policy Environment
 - Comparative Advantages and Global Research Infrastructure Partnerships
 - SA Science and Technology System
 - Presentation to the SA National Editors' Forum (SANEF); 22 November 2003
 - Sector-wide Science and Technology Programme Proposal
 - Presentation made on 15 July 2004, in Brussels.
 - Presentation on the Fourth World Congress on Rural Women.pdf
 - OECD Review of the SA National System of Innovation
 - Corporate Strategy 2008
 - National Space Agency bill.PPT
- India-Brazil-SouthAfrica (IBSA)
 - Seminar on Space Science and Astronomy
- Centres of Excellence
 - The Centre of Excellence in Biomedical TB Research
 - The Centre of Excellence in Invasion Biology
 - The Centre of Excellence in Strong Materials
 - The Centre of Excellence in Birds as Keys to Biodiversity Conservation at the Percy FitzPatrick Institute
 - The Centre of Excellence in Catalysis
 - The Centre of Excellence in Tree Health Biotechnology at FABI
 - The Centre of Excellence in Epidemiological Modelling and Analysis
- S&T Landscape

- Space Programme Newsletter
- STAR
 - June 2010 Interview
 - May 2010 Interview - Maropeng
 - April 2010 Interview - Square Kilometre Array (SKA)
 - March 2010 Interview
 - January 2010 Interview
 - December 2009 Interview
 - November 2009 Interview
 - October 2009 Interview
 - September 2009 Interview
 - August 2009 Interview
- Tenders
 - Procurement policy framework
 - Database registration form
 - Current tenders
- NSW10 proposal template FINAL.doc
- Careers
 - Guidelines to register on DST careers
 - Latest Job Opportunities
 - Link to form Z83
 - Benefits working for the DST
- Knowledge Resource Centre
- Links
 - COFISA
 - Presentations
 - Documents
- Square Kilometre Array (SKA)
- Shanghai
 - 2010 Shanghai Expo - Images
 - South Africa at Expo 2010: Image Gallery
- Contact details

10. Annexure B: Subjects and categories of records held by the Department of Science and Technology

Programme/Sub-programme	Records Title
PROGRAMME 1: ADMINISTRATION	
Programme 1A. Corporate Services	
<u>Sub Programme:</u> Chief Financial Officer (CFO)	
Management Accounting	Estimates of National expenditure (ENE) Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE) Early warning reports, expenditure analysis report, cash-flow report,
Financial Accounting	Financial statements, Assets and Liabilities. Statutory reports on National Revenue, Certificates on Compliance in terms of the minimum requirements of financial accounting in the National Government, Interim and Annual Financial Statements and records of all transactions pertaining to Revenue, Expenditure, Assets and Liabilities.
Supply Chain Management	Supply Chain Management Policies and Procedures; Supplier database; Proposals from service providers; Bid documents, including minutes of Bid adjudication; Submissions in relation to Bids; Product specifications and Service terms of reference; Minutes of meeting with service providers; Submissions in relation to assets disposals; Assets register; Minutes of assets disposal committee meetings; Fleet management; Assets and facility management plans; Tender documentation, including awarded tenders.
<u>Sub-Programme:</u> Chief Information Officer	
Information Systems	Disaster Recovery Plan; IT Policies, standards and procedure manuals, Master Services Plan, IT Strategy
Knowledge Information and Records Management	Records Management Strategy and Policy, Knowledge Management Strategy, PAIA Manual
<u>Unit:</u> Security	Security Policies and procedures; Security Transaction reports; Building Video footage

Programme/Sub-programme	Records Title
<u>Sub-Programme:</u> Legal Services	DST Acts and regulations, Contracts, Legal opinions and litigation databases, legal policies, compliance manual.
<u>Sub- Programme:</u> Science Communication	Speeches; Corporate publications; Extracts from research reports; Photographs
Programme 1B. Chief Operations Officer	
Office of the Director General	Ministerial and DG Submissions Risk Management
<u>Sub- Programme:</u> Policy, Planning, Governance Monitoring and Evaluation (PPGM&E)	DST Annual Report, Business plan; Performance information management reports; Institutional and system reviews and supporting documentation; Minutes of meetings, Liaison with DST entities (forum meeting minutes - Chairpersons, CEO and CFO); Progress and Appraisal reports; Frameworks and guidelines; Commissioned Reports
<u>Sub-Programme:</u> Internal Audit	Minutes of Audit Committee Meetings; Internal Audit Reports; Audit Committee Reports, Charters; Memoranda of Agreement
<u>Sub-Programme:</u> Human Resource	
Special Programmes	HR Strategies, Policies, Procedures and Plans; Gender and Disability Mainstreaming Plans(s); Employee Assistance Programmes; Employee Assistance Reports; Batho Pele Principles; Grievance and Disciplinary Procedures; Gift Register
Talent Management and Organisational Development	HR Strategies, Policies, Procedures and Plans; Job evaluation and Work-study Reports;
HR Sourcing and Maintenance;	HR Strategies, Policies, Procedures and Plans; Personnel Files; Leave Register,
PROGRAMME 2: RESEARCH AND DEVELOPMENT INNOVATION	
Office of the Deputy Director General	
<u>Sub-Programme:</u> Biotechnology and Health	Strategies; Centres of Competence; regulations; correspondence, decisions and interactions with Agencies; Farmer to Pharma Grand Challenge; GMO applications (without confidential information)
<u>Sub-Programme:</u> Astronomy Advances	Square Kilometre Array Information; refer to www.SKA.ac.za ; Astronomy legislative process and regulations; Declarations

Programme/Sub-programme	Records Title
PROGRAMME 3: INTERNATIONAL CO-OPERATION AND RESOURCES	
Office of the DDG	
<u>Sub-Programme:</u> Overseas Bilateral Cooperation	MOAs; Strategies; Liaison with science councils and international partners;
<u>Sub-Programme:</u> International Resources	MOAs; Strategies; Liaison with science councils and international partners
<u>Sub-Programme:</u> Multilateral Cooperation	MOAs; Strategies; Liaison with science councils and international partner
PROGRAMME 4: HUMAN CAPITAL & KNOWLEDGE SYSTEMS	
Office of the DDG	
<u>Sub-Programme:</u> Indigenous Knowledge Systems	Knowledge Management; Indigenous Knowledge Systems study documents and reports - refer to www.NIKSO.dst.gov.za ; National Recordal system
<u>Sub-Programme:</u> Emerging Research Areas and Infrastructure	Strategies; Evaluation reports; Terms of reference;
<u>Sub-Programme:</u> Human Capital & Science platforms	Centres of Excellence; Research Chairs; Study reports; Bursary information
PROGRAMME 5: SOCIO-ECONOMIC PARTNERSHIPS	
Office of the Deputy Director General	Grand Challenges, with implementation plans and concept documents; Strategic frameworks
<u>Sub-Programme:</u> Science & Technology Investment	Surveys and statistical reports; Company responses to surveys
<u>Sub-Programme:</u> S&T for Social Impact	Work schedules; Liaison with government departments; Proposals and plans
<u>Sub-Programme:</u> S&T for Economic Impact: Sector Innovation and Global Change	Strategies, Plans and Proposals; Final Research reports;
<u>Sub-Programme:</u> S&T for	

Programme/Sub-programme	Records Title
Economic Impact: Technology Localisation and Advanced Manufacturing	Strategies; Intellectual property and patented information; Technology Localisation Plan; Process Control Manual; Technology Assistance Packages Guidelines;



REPUBLIC OF SOUTH AFRICA

FORM A
REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY
(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 6]

FOR DEPARTMENTAL USE

Reference number:.....

Request received by (state rank,
name and surname of information officer/deputy information officer) on (date)
at (place).

Request fee (if any): R.....

Deposit (if any): R.....

Access fee: R.....

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer:

FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**B. Particulars of person requesting access to the record**

- (a) The particulars of the person who requests access to the record must be given below.
(b) The address and/or fax number in the Republic to which the information is to be sent, must be given.
(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Telephone number: (.....) Fax number: (.....)

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

.....
.....

FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

2. Reference number, if available:

.....

3. Any further particulars of record:

.....

.....

.....

.....

.....

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

.....

.....

.....

.....

.....

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record	<input type="checkbox"/>	
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2. If record consists of visual images -

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the	<input type="checkbox"/>
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FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

					images*	
3. If record consists of recorded words or information which can be reproduced in sound:						
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)			
4. If record is held on computer or in an electronic or machine-readable form:						
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)	

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

YES

NO

Postage is payable.

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record?

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....
...

Signed atthis day of year

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE

FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY



REPUBLIC OF SOUTH AFRICA

FORM B
NOTICE OF INTERNAL APPEAL
(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 8]

STATE YOUR REFERENCE NUMBER:

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of requester/third party who lodges the internal appeal

- (a) The particulars of the person who lodge the internal appeal must be given below.
(b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
(c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.

Full names and surname:

Identity number:

Postal address:

Telephone number: (.....)..... Fax number: (.....)

E-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:

FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

FORM B: NOTICE OF INTERNAL APPEAL

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and
surname: Identity
number:

D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:

	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. Grounds for appeal

If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.

State the grounds on which the internal appeal is based:

.....

State any other information that may be relevant in considering the appeal:

.....

FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

FORM B: NOTICE OF INTERNAL APPEAL

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at this day..... of year

.....

....

SIGNATURE
APPELLANT

OF

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on (date) by

..... (state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on.....(date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/NEW DECISION
SUBSTITUTED

NEW DECISION;.....

DATE RELEVANT AUTHORITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT
AUTHORITY ON (date):



REPUBLIC OF SOUTH AFRICA

FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to information Act, 2000 (Act 2 of 2000))

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(A) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15(1)(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(iii):	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	

[Regulation 5A]