

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 805

04 SEPTEMBER 2015

PROMOTION OF ACCESS TO INFORMATION ACT, 2000**DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

As set out in the Schedule



TSHILILO MICHAEL MASUTHA, MP
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES



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 no. 2 of 2000))
 [Regulation 5A]

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)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<p>Department of International Relations and Cooperation (DIRCO):</p> <p><u>Home Page</u></p> <ul style="list-style-type: none"> • Current events • Monthly programme of events • What's new <p><u>About the Department</u></p> <ul style="list-style-type: none"> • Minister/Deputy Ministers/Director-General profiles and speeches • Vision, Mission, Strategic objectives and Values • Strategic plans • Annual reports • Who's Who in the Department • After hours-helpline • Diplomatic Immunities & Privileges (DIAP): <ul style="list-style-type: none"> ○ Diplomatic Accreditation Application forms ○ Diplomatic Vehicle Application forms ○ Customs Clearance Certificate for Duty Free Import ○ Diplomatic Property Audit Form ○ Locally Recruited Personnel Personal Details forms ○ Signature Audit ○ Policy on Management of Diplomatic Immunities Privileges ○ DIAP Service Delivery Charter 	<p><u>Website</u> <u>Home Page</u> www.dirco.gov.za</p> <p><u>Website</u> <u>About the Department</u> www.dirco.gov.za</p>

Promotion of Access to Information

- Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
- Section 14: Manual on the Promotion of Access to Information Act No 2 of 2000
- Imanuali Ngokuqhutshekelwa phambili Komthetho wokufinyeleleka kolwazi Wesi-2 wonyaka we-2000
- Bukanatataiso Ya ntshetsopele Ya molao wa ho fihlella Ditsebisano No 2 wa 2000
- Section 15 list: Automatically available records and access to such records

News and events

- Media statements
- Speeches
- Events calendar
- Parliament questions and replies

Foreign relations

- Bilateral relations
 - SA-EU strategic partnership
- Multilateral relations
- Diplomatic representation
 - South African representation abroad
 - Foreign representation in South Africa
 - South African officials at Head Office

Websites of South African Missions**Consular information**

- What are consular services
- Contact details
- Travelling abroad (current issues)
- Deaths abroad
- Arrested abroad
- Consular Notarial services Legislation of official public documents
- End user certificates
- Service Delivery Charter
- South African representation abroad
- Foreign representation in South Africa
- South African Missions: Commissioner of Oaths
- Registration of South Africans abroad (ROSA)

State Protocol

- General Protocol information:
 - Circular Note Verbales
 - Fact sheet and advice for travelers
 - Executive database: new appointments

Website**About the Department**www.dirco.gov.za**Website****News and events**www.dirco.gov.za**Website****Foreign relations**www.dirco.gov.za**Website****Websites of SA Missions**www.dirco.gov.za**Website****Consular information**www.dirco.gov.za**Website****State Protocol**www.dirco.gov.za

<ul style="list-style-type: none"> ○ Diplomatic representation ○ Practical guide and procedures for the binding of agreements ○ Practical guide and procedures for the conclusion of agreements • <u>Employment information</u> <ul style="list-style-type: none"> ○ Vacancies • <u>Office of the Chief State Law Advisor</u> <ul style="list-style-type: none"> ○ International agreements 	<p><u>Website</u> <u>Employment information</u> www.dirco.gov.za</p> <p><u>Website</u> <u>Home Page</u> www.dirco.gov.za South African Treaty Section</p>
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
No records	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> • <u>Procurement</u> <ul style="list-style-type: none"> ○ Database registration form ○ Awarded bids ○ Received bid proposals ○ Terms of Reference (TOR) ○ Advertised tenders • <u>Office of the Chief State Law Advisor</u> <ul style="list-style-type: none"> ○ International agreements 	<p><u>Website</u> www.dirco.gov.za or <u>Collection at</u> <u>Supply Chain Management</u> OR Tambo Building 460 Soutpansberg Road Rietondale, Pretoria, 0084</p> <p><u>Website</u> <u>Home Page</u> www.dirco.gov.za South African Treaty Section</p>
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<p><u>Publications</u></p> <ul style="list-style-type: none"> • DIRCO Annual report 2002/2003-2013/2014 • African Renaissance Fund and International Cooperation Fund Strategic Plan and Annual Performance Plan 2004/2005-2013/2014 • DIRCO Strategic plan 2005/2008 -2013/2018 • DIRCO Annual Performance Plan (APP) 2012-2013; 2014-2015 • The diplomat • Ubuntu magazine • ROSA booklets • Measures and guidelines for the enhanced coordination of South Africa's International engagement • Career brochures 	<p><u>Website</u> www.dirco.gov.za or <u>Collection at</u> <u>Main Library/Public Diplomacy</u> OR Tambo Building 460 Soutpansberg Road Rietondale, Pretoria, 0084</p>