

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

NO. 698

10 JUNE 2016

**SPATIAL DATA INFRASTRUCTURE ACT, 2003  
(Act 54 of 2003)****PUBLICATION OF AN INVITATION TO COMMENT ON THE  
DRAFT SPATIAL DATA INFRASTRUCTURE REGULATIONS**

I, Honourable GE Nkwinti (MP), Minister of Rural Development and Land Reform, hereby publish the Draft Spatial Data Infrastructure Regulations expedient for the implementation of the Spatial Data Infrastructure Act, 2003.

This notice is hereby published for comments. All interested persons and organizations are invited to comment in writing, and to direct their comments within 30 days of publication of this notice to- The Director General, Department of Rural Development and Land Reform, Private Bag X 833, PRETORIA, 0001 for attention of Ms. Maroale Chauke, Fax. (012) 326 5640.  
Email: [maroale.chauke@drdlr.gov.za](mailto:maroale.chauke@drdlr.gov.za)



Nkwinti, GE

Minister of Rural Development and Land Reform

Date: 02/04/2016

**GOVERNMENT NOTICE****DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM**

No. R.

**(Month) 2016****REGULATIONS MADE IN TERMS OF THE SPATIAL DATA INFRASTRUCTURE ACT, 2003  
(ACT No. 54 OF 2003)**

I, Gugile Ernest Nkwinti, Minister of Rural Development and Land Reform, hereby, under section 20 of the Spatial Data Infrastructure Act, 2003 (Act No. 54 of 2003), make the regulations as set out in the Schedule hereto.

**MR G E NKWINTI, MP  
MINISTER OF RURAL DEVELOPMENT AND LAND REFORM**

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## INTERPRETATION

### Definitions

1. In these Regulations, any expression, word or phrase to which a meaning has been assigned in the Spatial Data Infrastructure Act, 2003 (Act No. 54 of 2003)(hereinafter referred to as "the Act"), bears the same meaning and, unless the context indicates otherwise -

**"geographical information"** or **"geo-spatial information"** means spatial information as defined in section 1 of the Act;

**"GIS"** means geographical information systems;

**"SABS"** means the South African Bureau of Standards referred to in section 3 of the Standards Act, 2008 (Act No. 8 of 2008), responsible for the development, promotion and maintenance of South African National Standards, the promotion of quality in connection with commodities, products and services, and the rendering of conformity assessment services and matters connected therewith;

**"spatial data"** means any data in respect of a specific location or geographic area;

**"subcommittee"** means a subcommittee established in terms of section 10 of the Act.

## STANDARDS

### Adherence to standards and prescriptions

2. Organs of state and any other person or body holding, using or distributing spatial information, as well as members of the Committee for Spatial Information (hereinafter referred to as the Committee), and any other relevant person or body, must adhere to standards and prescriptions as determined by the Minister.

### **Identification and publication of standards**

3. (1) The Department of Rural Development and Land Reform (hereinafter referred to as the Department) and the Committee must regularly but at least annually, identify relevant national and international standards for spatial information, including any standards determined by the SABS.

(2) The Department must regularly but at least annually, prepare a list of all identified standards contemplated in subregulation (1) or any amendment of such standards and must communicate such list to the Committee, all data custodians and all data vendors in any manner the Department deems appropriate, and must also publish such a list in the *Gazette*.

(3) The list referred to in subregulation (2) must contain any explanatory information deemed relevant by the Department, including information on how the standards can be accessed.

### **Determining standards**

4. (1) The SABS or the Department in consultation with the SABS may determine standards for spatial information and must publish such standards in the *Gazette*.

(2) The standards referred to in subregulation (1) must be reviewed regularly in line with the SABS programme of work and a revised list of standards, if applicable, must be published in the *Gazette*.

(3) The provisions of regulation 3(2) and (3) apply in respect of the standards contemplated in this regulation.

## SPATIAL DATA AND SPATIAL INFORMATION

### Capturing and publishing of metadata

5. (1) (a) A data custodian must make its metadata available to the Department, as contemplated in section 12(2)(a) of the Act, by capturing metadata for their data holdings in the electronic metadata catalogue referred to in section 4(1)(d) of the Act. The metadata captured should contain at least the required core metadata elements as identified in approved national standards, as published by the Department or the SABS

(b) A request to embark on an exercise to capture spatial data or spatial information contemplated in subregulation (2) and a request approved or refused in terms of subregulation (5), must be registered in the Data Capture Project Register (DCPR) and also included as provisional metadata in the electronic metadata catalogue within 10 working days from the date on which the Committee informed the Department that such a request was received and approved.

(2) An organ of state:

(a) other than a data custodian must, prior to embarking on any exercise to capture spatial data or spatial information, request the Committee through the completion and submission of **Form E1** to these Regulations, for approval to capture such spatial data or spatial information and approval of the specifications for the exercise, including its purpose, extent and intended duration.

(b) identified as a data custodian must, prior to embarking on any exercise to capture spatial data or information of which it is the custodian, notify the Committee through the completion and submission of **Form E2** to these Regulations, of the intention to capture such spatial data or spatial information, together with the specifications for the exercise, including its purpose, extent and intended duration.

(3) The Committee may refer the request referred to in subregulation (2)(a), or notification referred to in subregulation (2)(b), to a subcommittee for advice and recommendations on any matter relating to the intended capturing of spatial data or spatial information.

(4) The Committee must acknowledge receipt of any request referred to in subregulation (2)(a), or (2)(b) within five working days from the date of receipt thereof and inform the relevant organ of state that the request is referred to a subcommittee for advice and recommendations, if the Committee decides to do so in terms of subregulation (3).

(5) The Committee must, within 20 working days after receipt of a request referred to in subregulation (2)(a) and after considering the advice and recommendations made by the subcommittee as contemplated in subregulation (3), if applicable, in writing -

- (a) provide the organ of state with information in respect of existing spatial information or any existing or anticipated exercise to capture such information which could render the whole or part of the intended capturing exercise unnecessary;
- (b) recommend possible modifications to the original specifications of the capturing exercise;
- (c) grant the request subject to such conditions the Committee may consider necessary; or
- (d) refuse the request and inform the organ of state of the reasons for the refusal in writing,

(6) If the organ of state does not receive any response from the Committee within the 20 working days contemplated in subregulation (5), it may assume that the intended spatial data or spatial information capturing exercise is supported by the Committee and may proceed with the spatial data or spatial information collection in accordance with the published specifications, if any.

(7) An organ of state who feels aggrieved by -

- (a) a recommendation made in terms of subregulation (5)(b);
- (b) any condition imposed in terms of subregulation (5)(c); or

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(c) a refusal in terms of subregulation (5)(d),

may request the Committee in writing within 20 working days from the date of receipt of the Committee's decision, to reconsider its decision in view of the motivation supplied by the organ of state for such reconsideration.

(8) The Committee must reconsider the request contemplated by subregulation (7), together with the motivation received, and may in writing -

- (a) withdraw or change any recommendation made;
- (b) withdraw or change any condition imposed;
- (c) grant the request subject to such conditions the Committee may consider necessary; or
- (d) refuse the request and inform the organ of state of the reasons for such refusal.

(9) An organ of state other than a data custodian, whose request has been refused by the Committee in terms of subregulation (8)(d) or who feels aggrieved by a condition imposed in terms of subregulation (8)(c), may appeal in writing to the Minister within 25 working days from the date of being informed by the Committee of its decision contemplated in subregulation (8).

(10) In considering an appeal lodged in terms of subregulation (9), the Minister may confirm, amend or set aside the decision of the Committee and must inform the organ of state in writing of his or her decision and if the appeal has been dismissed, of the reason(s) for such dismissal.

(11) The Minister may, from time to time by notice in the *Gazette*, exempt an organ of state other than a data custodian, either in a particular instance or in general, from the provisions of subregulation (2), and impose any condition or conditions he or she may consider necessary with regard to the exemption.

**Supply and accountability for spatial information**

6. (1) A data custodian and a data vendor may enter into an agreement -
- (a) to supply unmodified data if the vendor is able to do so more cost-effectively than the custodian; or
  - (b) to supply value-added data products derived from the custodian's data set or sets.
- (2) All data products supplied by a data vendor shall be accompanied by metadata.
- (3) Data vendors must ensure that the spatial data and spatial information they distribute are current and complies with any standards and prescriptions referred to in section 11 of the Act.

**Maintenance of data sets**

7. (1) (a) In instances where collaborative maintenance agreements exist, custodians of data sets which are derived from other data sets and which require updating when the base data set is updated, must update their data sets within a reasonable period agreed upon by both parties, to avoid any possible ambiguity.
- (b) The parties to a collaborative maintenance agreement must, in the said agreement, determine the period within which the custodian of the base data set must make available the updated base data set.
- (2) The custodian of a base data set must take reasonable measures to support the custodian of a derived data set to take any steps to update the derived data set as easily as possible.

### Data quality

8. (1) Any error or perceived deficiency in the quality of spatial data or spatial information must be reported by the relevant user or data vendor to the relevant data custodian or data vendor, as the case may be, by the completion and submission of *Form D* to these Regulations.

(2) Where possible, a user or data vendor, as the case may be, should indicate what the corrections to the spatial data or spatial information should be.

(3) A data custodian or data vendor, as the case may be, must respond in writing and at no charge, to the user or data vendor who reported the error or deficiency, within 20 working days from the date on which the error or deficiency was reported unless a shorter period has been agreed on in any agreement contemplated in the Act or these Regulations and –

(a) must provide the user or data vendor with an assurance that the purported error or deficiency is not an error or deficiency; or

(b) must supply the user or data vendor with the corrected spatial data or spatial information.

(4) If the data custodian is unable to respond or to provide the corrected spatial data or spatial information within the 20 working days referred to in subregulation (3), such custodian must within that period inform the user or data vendor of the period within which a comprehensive response or the corrected spatial data or spatial information will be provided.

(5) If the user or data vendor does not receive a response within any of the periods referred to in subregulations (3) and (4) or if the extended period contemplated in subregulation (4) appears unreasonable, the user or data vendor may report this to the Committee and provide the Committee with a copy of *Form D* as submitted in accordance with subregulation (1).

(6) The Committee must inform the data custodian of the complaint and if the Committee considers the period contemplated in subregulation (4) to be unreasonable, taking into account the amount of work entailed in correcting the error or deficiency and the impact the error or deficiency may have on the user or data vendor, the Committee must request the data custodian to provide a response to the Committee and complainant within 20 working days.

(7) Should the data custodian not respond within the period requested by the Committee, the custodian shall be deemed to be concealing records and the provisions of section 90(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), shall apply in such cases.

#### **User needs**

9. Users of spatial information may submit their spatial data capture needs in writing to the Committee, by the completion and submission to the Committee, of *Form F* to these Regulations.

#### **Security of spatial information**

10. A data custodian must take all reasonable steps to protect any spatial information in its custody, including but not limited to, -

- (a) the encryption of hardware and spatial information;
- (b) the implementation of relevant access levels including usernames and passwords;
- (c) the reliable backup of the data in its custody at least every seven days;
- (d) the implementation of network security measures such as firewalls; and
- (e) the regular duplication of its database(s) and safekeeping thereof, to any other appropriate source other than the source in daily use.

## COMMITTEE FOR SPATIAL INFORMATION

### Members of Committee

11. (1) (a) The Minister must call for the nomination of persons to be considered for appointment as members of the Committee by publishing a notice in the *Gazette* and at least one national newspaper and any other appropriate media, inviting interested persons, associations, institutions, organisations and bodies to submit nominations.

(b) The notice referred to in subregulation (1)(a) must indicate the categories of members of the Committee referred to in section 5(2) of the Act, in respect of which nominations are required, the number of members to be appointed in each such category and the persons, associations, institutions, organisations or bodies entitled to nominate persons in specific categories.

(2) (a) Nominations must be done by the completion and submission of **Form B** to these Regulations, within 25 working days from the date of publication of the notice referred to in subregulation (1)(a) and with due regard to the provisions of subregulation (4).

(b) All nominated persons must complete **Form C** to these Regulations and disclose any relevant information related to their mental state, state of solvency and any criminal record and must be accompanied by any supporting documentation, including a court order in respect of insolvency where relevant, and must be submitted together with **Form B** as referred to in subregulation (2)(a).

(3) In considering the persons nominated for possible appointment as members of the Committee, the Minister must take into consideration affirmative action measures as referred to in section 15(1) of the Employment Equity Act, 1998 (Act No. 55 of 1998).

(4) A member of the Committee -

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- (a) must be a South African citizen;
- (b) must, with the exception of members referred to in section 5(2)(f) of the Act, -
  - (i) have a qualification in geomatics or any related field, as determined or recognised by the relevant professional body in liaison with the relevant quality council referred to in Chapter 5 of the National Qualifications Framework Act, 2008 (Act No. 67 of 2008), and as contemplated in section 28 of that Act, which qualification must be registered or is to be registered on the National Qualifications Framework by the South African Qualifications Authority in accordance with the provisions of that Act; and
  - (ii) have at least 10 years practical experience in the GIS field, with no less than five years in a senior management position in a department or institution that uses GIS on a regular basis; and
  - (iii) have GIS management skills at both operational and strategic level; and
- (c) should have knowledge of operational GIS, project management, GIS implementation and GIS software:

Provided that the provisions of subregulation (4)(b) and (c) shall not apply to any person who is a member of the Committee at the time of the commencement of these Regulations.

(5) A member of the Committee must vacate his or her office, if he or she has engaged in any activity that, in the Minister's opinion, has brought or may bring the Committee into disrepute, which activities may include -

- (a) participation in any investigation, hearing or decision of the Committee or a subcommittee thereof concerning a matter in respect of which that member has a financial or personal interest;

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- (b) making private use of, or profiting from, any confidential information obtained as a result of performing his or her functions as a member of the Committee;
- (c) divulging any information referred to in subregulation (1)(b) to any third party, except as required by or under this Act or the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

(6) Whenever a member of the Committee has to vacate his or her office due to a disqualification referred to in section 8(2)(d) of the Act, the head of the relevant body or department must inform the Minister and the CSI in writing of such disqualification within 30 working days from the date on which the member has been recalled by or ceased to be associated with the relevant body or ceased to be an official of the relevant department.

(7) The Minister must fill any vacancy referred to in section 5(7) of the Act within 60 working days from the date on which the Minister was informed of the vacancy and with due regard to the provisions of section 5(2) and (3) of the Act.

### **Powers and functions of Committee**

12. The Committee, in the interests of all users of spatial information, -

- (a) may consider and review any matter associated with the use and dissemination of spatial data and spatial information, and make recommendations to the Minister;
- (b) may, from time to time, investigate and make recommendations to the Minister regarding standards, prescriptions and requirements for spatial data and spatial information formats, as well as procedures for access to such data or information;
- (c) may, on its own initiative or on receipt of a complaint or request relating to the operation or administration of the Act or these

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Regulations, resolve any dispute arising from the implementation of the Act or Regulations by -

- (i) mediation, conciliation or negotiation;
  - (ii) advising, where necessary, on any complainant regarding appropriate remedies; or
  - (iii) making use of any other appropriate remedy necessary to give effect to the objects of the Act;
- (d) may, to ensure uniformity, develop guidelines, specifications or prescriptions in respect of the standard and minimum requirements with regard to data capture projects; and
- (e) may investigate the possibility of collective procurement of spatial data and spatial information by organs of state and make recommendations to the Minister in this regard.

### **Code of Conduct**

**14. (1)** The Committee must within 80 working days from the date of commencement of these Regulations, draft a Code of Conduct to identify conduct that is ethical, acceptable or unacceptable for the Committee or members of the Committee in exercising their functions, duties and responsibilities referred to in the Act or these Regulations or to achieve the objectives of the SASDI established by section 3 of the Act.

(2) The draft Code of Conduct or any amendment of the approved Code of Conduct as referred to in subregulation (3), must be considered at a meeting of the Committee and upon approval be submitted to the Minister and Director-General for their information.

(3) The Committee must review the Code of Conduct whenever a need for such a review is identified by the Committee or upon request of the Minister, Director-General or any other interested person or body.

### **Meetings of Committee**

15. (1) If the Committee is unable to hold any meeting referred to in section 9(1), (2) or (3) of the Act, the chairperson of the Committee must in writing submit the reason or reasons for such failure to the Director-General within 15 working days from the date of the scheduled meeting.

(2) The Secretariat of the Committee must keep minutes of all Committee meetings, submit such minutes to the chairperson of the Committee for approval by the Committee, in any manner deemed appropriate by the chairperson, within 10 working days from the date of the meeting and upon approval, submit copies of the minutes to the Director-General within 10 working days from the date of approval.

### **Decisions and measures**

16. (1) The Committee must inform the Minister of any decision made or measure taken in respect of the capturing, maintenance and integration of spatial data or spatial information, within 30 working days from making such decision or taking such measure.

(2) The Minister may, in accordance with section 4(3) of the Act, in writing suspend or revoke a decision made or measure taken by the Committee, within 30 working days from the date of receipt of such a decision or measure or having been made aware of such a decision or measure, and must inform the Committee of his or her decision and the reason or reasons for such suspension or revocation by the completion and submission to the Committee, of *Form A* to these Regulations.

(3) The chairperson of the Committee must communicate the Minister's decision to members of the Committee and may, if deemed necessary by the

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chairperson, call for a special meeting of the Committee within 15 working days of receiving the Minister's decision.

(4) The Committee must respond to the Minister's decision within 30 working days of being informed of the decision.

(5) The Minister must take a final decision in respect of the suspension or revocation of a decision made or measure taken by the Committee, within 30 working days from receipt of the Committee's response referred to in subregulation (3).

#### **Support to Committee**

17. Administrative and Secretariat support to the Committee will be provided by officials of the Department designated by the Director-General.

#### **Keeping of records**

18. (1) The Committee and any subcommittee must keep records of all their proceedings.

(2) Records kept and maintained by the Committee or a subcommittee must be made available to the public in accordance with and subject to the provisions of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

#### **Policies, manuals and guidelines**

19. (1) The Committee may prepare policies, manuals and guidelines in accordance with the provisions of section 6(2)(g) of the Act, in respect of -

- (a) any matter referred to in section 6 of the Act;
- (b) any matter related to the implementation of these Regulations; and

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- (c) any matter of an administrative nature related to the work of the Committee or a subcommittee:

Provided that any such policy, manual or guideline is not be inconsistent with the provisions of the Act or these Regulations.

(2) For the purposes of preparing any manual or guidelines, the Committee may adopt any procedure it deems appropriate.

(3) A draft policy must be published for comment in the *Gazette* and in any other manner the Committee deems appropriate, including but not limited to referring the draft policy to specific persons or bodies.

(4) Comments must be submitted to the Committee within 30 days from the date of publication or referral of a draft policy.

(5) The Committee must within 25 working days from the closing date for comments, revise the draft policy if necessary, refer it to the Minister for consideration and upon the Minister's approval, publish it in the *Gazette*.

(6) The Committee must at least every three years review any approved policy, manual or guidelines and the provisions of this regulation are applicable to any amendment.

(7) The Committee, data custodians, data vendors and any other relevant person or body must adhere to any approved policy, manual or guidelines.

## GENERAL PROVISIONS

### Remuneration of members of Committee and subcommittees

**20.** Members of the Committee and any subcommittee, excluding a member who is in the full-time service of the State, must out of the funds of the Department be paid such remuneration and allowances as the Minister, with the concurrence of the Minister of Finance, may determine from time to time.

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### **Financial year**

**21.** The financial year of the Committee shall be any year ending on 31 March.

### **Short title and commencement of Regulations**

**22.** These Regulations are known as the Spatial Data Infrastructure Regulations, 2016, and come into operation 30 days after the date of publication thereof in the *Gazette*.

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**FORM A: MINISTER'S RESPONSE TO A DECISION OF THE COMMITTEE FOR SPATIAL INFORMATION**

I, \_\_\_\_\_, in my capacity as Minister of Rural Development and Land Reform, hereby make the following decree based on the Committee's decision:

Committee decision:

Minister's Response:

Uphold the decision		Decision suspended		Decision revoked	
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Reason(s) for revoking/suspending the Committee's decision:

Minister's Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

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## FORM B: NOMINATION FORM FOR MEMBERSHIP OF THE COMMITTEE FOR SPATIAL INFORMATION

I, \_\_\_\_\_ in my capacity as \_\_\_\_\_ hereby nominate \_\_\_\_\_ for the purposes of section \_\_\_\_\_ of the Spatial Data Infrastructure Act, 2003, to be considered for appointment to the Committee for Spatial Information.

I, \_\_\_\_\_ (name), hereby declare that I am not disqualified in terms of section 8 of the Spatial Data Infrastructure Act, 2003, to serve on the Committee for Spatial Information and I authorise the Minister of Rural Development and Land Reform to investigate any record in relation to a possible disqualification or requirement.

Surname:

Full names:

ID Number:

Gender: \_\_\_\_\_ Race: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Work Number: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Qualifications:

Membership to professional bodies: (e.g. GISSA, PLATO, SACNASP)

Skills:

Disability: \_\_\_\_\_

Experience:

I, \_\_\_\_\_, hereby accept the nomination and further certify that the provided information is correct.

Signature of the Nominee:

Signature of the Nominator:

**Nominations must be sent to:** The Director-General, Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001

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**FORM C: DECLARATION BY PERSONS NOMINATED FOR CONSIDERATION AS MEMBERS OF THE COMMITTEE FOR SPATIAL INFORMATION**

I, \_\_\_\_\_ (name), ID No \_\_\_\_\_, hereby declare that I am not mentally ill or mentally incapacitated, am not an unrehabilitated insolvent and does not have a criminal record as contemplated in section 8(1)(a), (b) and (c) of the Spatial Data Infrastructure Act, 2003, and I authorise the Minister of Rural Development and Land Reform to investigate any record in relation to any possible disqualification or requirement.

Surname:

Full names:

ID Number:

Gender: \_\_\_\_\_ Race: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Organisation: \_\_\_\_\_

Work Number: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Committee Member: \_\_\_\_\_

Date: \_\_\_\_\_

Witness 1: Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness 2: Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***(By signing this declaration form, the signee understands that any false declaration may lead to immediate suspension from the Committee and the signee may be held accountable)***

### FORM D: REPORT REGARDING ERROR OR PERCEIVED DEFICIENCY IN THE QUALITY OF SPATIAL INFORMATION

<b>To be completed by a data user or data vendor on discovering any error or deficiency in the quality of spatial information</b>						
						CSI Tool No (for office use only): _____
Complainant name: _____				Date of deficiency discovery: _____		
<b>Level of organisation (mark with X)</b>						
National	Provincial	Municipal	Private	other	Details if 'other' is selected: _____	
<b>Data set details</b>						
Data set title: _____						
Data set reference number: _____				Data set publication date: _____		
<b>Organisation contact details</b>						
Organisation name: _____						
Organisation address: _____ _____ _____				Contact person name: _____		
				Contact person designation: _____		
				Contact telephone number: _____		
				Contact fax number: _____		
				Contact email address: _____		
<b>Format of data set with perceived deficiency (mark with X)</b>						
Hardcopy map				Digital data		
<b>Type of perceived deficiency (mark with X)</b>						
Misclassification (e.g. river classified as a road)						
Positional accuracy (e.g. latitude/longitude coordinates wrong)						
Completeness (e.g. land parcels omitted from the cadastre layer)						
Precision (e.g. data captured in single precision that should be double precision)						
Reclassification (e.g. 4 classes that should actually be 5 classes for the same data)						
Consistency (e.g. features with wrong attribute types within a selected feature class)						
Duplication (e.g. more than one feature lying on top of each other at a specific location)						
Generalisation (e.g. rivers that should have more line segments than indicated)						
Inconsistency (e.g. gaps in the data where there should be none)						
Other (not covered by any of the above)						
<b>Problem description</b>						
Description of problem: _____ _____ _____ _____ _____						
Suggested solution: _____ _____ _____ _____ _____						

## FORM E1: REQUEST APPROVAL FROM COMMITTEE FOR SPATIAL INFORMATION TO CAPTURE SPATIAL DATA

Non-custodian application to capture spatial data

To be completed by non-custodians to request approval from CSI to capture spatial data			
Name of organisation: _____		CSI reference number (for office use only): _____	
Urgency (mark with X)			
Low		Medium	High
Data usage restrictions (mark with X)			
Yes		No	Not applicable
Level of organisation (mark with X)			
National	Provincial		
Municipal	Tribal Authority		
Organisation address: _____ _____ _____		Proposed dataset title: _____ _____	
Contact person name: _____		Proposed project name: _____ _____	
Designation: _____		Purpose of dataset: _____ _____	
Phone Number: _____		Lineage statement (optional if existing dataset is used as part of capture process): _____ _____	
Fax Number: _____			
Email Address: _____			
Proposed capture start date: _____		Feature description (short summary of features that are to be collected): _____ _____	
Proposed capture end date: _____			
Estimated cost in SA Rand: _____			
Geographic extent (mark with X)			
National	Provincial	Magisterial district	
Municipal	Tribal authority	Voting District	
Ward boundaries	Enumerator areas		
Land parcels	Other:		
Data Type (mark with X)			
<b>Vector</b>		<b>Raster</b>	
Point	Satellite imagery		
Network	Radar		
Line	Aerial photography		
Polygon	Other imagery		
Proposed spatial resolution or scale of capture: _____		Method of capture (mark with X)	
Aerial photography	Survey (cadastral)		
Remote sensing	Survey (questionnaire)		
Digitizing	Scanning & vectorising		
GPS coordinate capture	Other		
Associated attributes: _____ _____ _____		Detail method of capture: _____ _____	
Request submitted by: _____		Designation: _____	
Signature of applicant: _____		Date: _____	

## FORM E2: INFORM COMMITTEE FOR SPATIAL INFORMATION OF THE INTENTION TO CAPTURE SPATIAL DATA

### Base Dataset Custodian Notification

To be completed by Base Dataset Custodians to inform CSI of intention to capture spatial data			
Name of organisation: _____		CSI reference number (for office use only): _____	
		Urgency (mark with X)	
		Low	Medium
		High	
Level of organisation (mark with X)		Data usage restrictions (mark with X)	
National		Yes	
Provincial		No	
Municipal		Not applicable	
Tribal Authority			
Organisation address: _____ _____ _____		Proposed dataset title: _____ _____	
Contact person name: _____		Proposed project name: _____ _____	
Designation: _____		Purpose of dataset: _____ _____	
Phone Number: _____			
Fax Number: _____			
Email Address: _____		Lineage statement (optional if existing dataset is used as part of capture process): _____ _____	
Proposed capture start date: _____			
Proposed capture end date: _____			
Estimated cost in SA Rand: _____			
Geographic extent (mark with X)		Feature description (short summary of features that are to be collected): _____ _____	
National			
Provincial			
Magisterial district			
Municipal			
Tribal authority			
Voting District			
Ward boundaries			
Enumerator areas			
Land parcels			
Other:			
Data Type (mark with X)		Proposed Abstract describing the envisaged dataset: _____ _____	
<b>Vector</b>		<b>Raster</b>	
Point		Satellite imagery	
Network		Radar	
Line		Aerial photography	
Polygon		Other imagery	
Proposed spatial resolution or scale of capture: _____ _____		Method of capture (mark with X)	
		Aerial photography	
		Survey (cadastral)	
		Survey (questionnaire)	
		Remote sensing	
		Digitizing	
		Scanning & vektorsing	
		GPS coordinate capture	
		Other	
Associated attributes: _____ _____ _____		Detail method of capture: _____ _____	
Request submitted by: _____		Designation: _____	
Signature of applicant: _____		Date: _____	

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Organisational Details							
Field Name	Field Type	Mandatory Indicator (Yes / No)	Data (Values)	Type	Validation	Length	Comments
Name of organisation	Textbox	Yes	Free Text		none	100	
Level of Organisation	Checkbox	Yes	<b>Checkbox list:</b> - National - Provincial - Municipal - Tribal Authority		none		
Organisation address	Textbox		Free Text		none	100	
Contact person name							
Designation							
Phone Number							
Fax Number							
Email Address							
Proposed capture start date							
Proposed capture end date							
Estimated cost in SA Rand							
Geographic extent			<b>Checkbox list:</b> - National - Provincial - Magisterial district - Municipal - Tribal Authority - Voting District - Ward boundary - Enumerator area - Land parcel - Other				
Other							Add this field
Data Type			<b>Checkbox list:</b> <b>Vector</b> - Point - Network - Line - Polygon <b>Raster</b> - Satellite imagery - Radar - Aerial photography - Other imagery - Other				
Other							Add this field
Proposed spatial resolution or scale of capture							
Associated attributes							
CSI reference number (For office use only)							
Urgency			<b>Checkbox list:</b> - Low - Medium - High				
Data usage restrictions			<b>Checkbox list:</b> - Yes - No				

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			- Not applicable			
Proposed project name						
Proposed project Description/purpose						Add this field
Proposed dataset title						
Purpose of dataset						
Lineage statement ( <i>optional if existing dataset is used as part of capture process</i> )						
Feature description ( <i>short summary of features that are to be collected</i> )						
Proposed Abstract describing the envisaged dataset						
Method of capture			<b>Checkbox list:</b> - Aerial photography - Remote sensing - Survey (cadastral) - Survey (questionnaire) - Digitizing - Scanning & vectorising - GPS coordinate capture - Other			
Other						Add this field
Detail method of capture						
Request submitted by						
Designation						
Signature of applicant						Remove from digital (on-line) Form
Date						

**Field Types** = (Textbox, dropdown list, Radio button, check box, button)

**Data type** = (Free text, numeric, alphanumeric, special character, special type (based on business need))

**FORM F: USER SUBMISSION OF SPATIAL DATA CAPTURE NEEDS**

**(To be completed by user to specify data capture needs)**

Requester Information			Custodian detail																						
Name of Organisation: _____			Name of Organisation: _____																						
Tel Number: _____			Tel Number: _____																						
Fax Number: _____			Contact Person: _____																						
Designation: _____			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #cccccc;">Data category</th> </tr> </thead> <tbody> <tr><td>Elevation</td><td style="width: 20px;"></td></tr> <tr><td>Land cover</td><td></td></tr> <tr><td>Satellite imagery</td><td></td></tr> <tr><td>Aerial photography</td><td></td></tr> <tr><td>Transportation</td><td></td></tr> <tr><td>Utility</td><td></td></tr> <tr><td>Communication</td><td></td></tr> <tr><td>Demographic Datasets</td><td></td></tr> <tr><td>Other</td><td></td></tr> </tbody> </table>			Data category		Elevation		Land cover		Satellite imagery		Aerial photography		Transportation		Utility		Communication		Demographic Datasets		Other	
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Communication																									
Demographic Datasets																									
Other																									
Email: _____																									
Address: _____																									
URL: _____																									
Purpose of dataset: _____																									
Data / Information product specification (mark with X)			Spatial Reference system / Coordinates																						
Aerial	Satellite Image	Orthophoto	Longitude: _____																						
Vector	Attribute		Latitude: _____																						
Other: _____			Map layer: _____																						
Feature type: _____			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #cccccc;">Vector data</th> </tr> </thead> <tbody> <tr> <td>Scale</td> <td>_____</td> </tr> <tr> <td>Delivery format</td> <td>_____</td> </tr> <tr> <td>Quality statement</td> <td> <input type="checkbox"/> Accuracy  <input type="checkbox"/> Completeness and thematic accuracy                 </td> </tr> </tbody> </table>			Vector data		Scale	_____	Delivery format	_____	Quality statement	<input type="checkbox"/> Accuracy <input type="checkbox"/> Completeness and thematic accuracy												
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Resolution / Scale: _____																									