

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 852

22 JULY 2016

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)) |
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| FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i): | |
| Department of International Relations and Cooperation (DIRCO): <u>Home Page</u> <ul style="list-style-type: none"> Current events/Monthly programme of events/What's new <u>About the Department</u> <ul style="list-style-type: none"> Minister/Deputy Ministers/Director-General profiles and speeches Vision, Mission, Strategic priorities and Values Strategic plans/Annual reports Contact information/After hours-helpline <u>Diplomatic Immunities & Privileges (DIAP):</u> <ul style="list-style-type: none"> Diplomatic Accreditation and Vehicle Application forms Customs Clearance Certificate for Duty Free Import Diplomatic Property Audit Form Locally Recruited Personnel Personal Details form Signature Audit Policy on Management of Diplomatic Immunities Privileges DIAP Service Delivery Charter Temporary Residence Visa Circular Note 09 of 2014 – Commencement of Immigration Amendment Act, 2007 (Act 3 of 2007) Diplomatic Vehicles Audit Form Mission Contact Detail Audit <u>Promotion of Access to Information</u> <ul style="list-style-type: none"> 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 Imanali Ngokuqhutshekelwa phambili Komthetho wokufinyeleleka kolwazi Wesi-2 wonyaka we-2000 Bukanatataiso Ya ntshetsopete Ya molao wa ho fihlella Ditsebiso No 2 wa 2000 Section 15: Automatic available records and access to such records <u>News and events</u> <ul style="list-style-type: none"> Media statements and Speeches/ Events calendar/ Parliament questions and replies <u>Foreign relations</u> <ul style="list-style-type: none"> Bilateral relations <ul style="list-style-type: none"> SA-EU strategic partnership Multilateral relations Diplomatic representation | <u>Website</u> <u>Home Page</u> www.dirco.gov.za <u>Website</u> <u>About the Department</u> www.dirco.gov.za <u>Website</u> <u>News and events</u> www.dirco.gov.za <u>Website</u> <u>Foreign relations</u> www.dirco.gov.za |

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| <ul style="list-style-type: none"> ○ SA representation abroad/Foreign representation in SA South African officials at Head Office <p>Websites of South African Missions</p> <p><u>Consular information</u></p> <ul style="list-style-type: none"> • What are consular services and Contact details • Travelling abroad/Deaths abroad/Arrested abroad • Consular Notarial Services (Legislation of Official (Public) documents) • End User Certificates • Service Delivery Charter • SA representation abroad/Foreign representation in SA • South African Missions: Commissioner of Oaths • Registration of South Africans abroad (ROSA) <p><u>State Protocol</u></p> <ul style="list-style-type: none"> • General Protocol information: <ul style="list-style-type: none"> ○ Circular Note Verbales ○ Service Delivery Charter ○ Fact sheet and advice for travelers ○ Executive Database ○ Diplomatic representation ○ Practical guide and procedures for the binding of agreements ○ Practical guide and procedures for the conclusion of agreements ○ Instructions regarding the flying of the South African flag • <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>Websites of SA Missions</u> www.dirco.gov.za</p> <p><u>Website</u> <u>Consular information</u> www.dirco.gov.za</p> <p><u>Website</u> <u>State Protocol</u> www.dirco.gov.za</p> <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> |
| <p align="center">FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</p> | |
| <p>No records</p> | |
| <p align="center">FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</p> | |
| <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</p> <p><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> |
| <p align="center">AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</p> | |
| <p><u>Publications</u></p> <ul style="list-style-type: none"> • Annual reports/Strategic plans/Annual Performance Plans (APP) • African Renaissance Fund (ARF) Strategic plan • The diplomat/Ubuntu magazine/ROSA booklets • Measures and guidelines for the enhanced coordination of South Africa's International engagement • Career brochures/Diplomacy for democracy/SA good news (AU booklets) | <p><u>Website</u> www.dirco.gov.za or</p> <p><u>Collection at</u> <u>Main Library/Public Diplomacy</u> OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria, 0084</p> |