

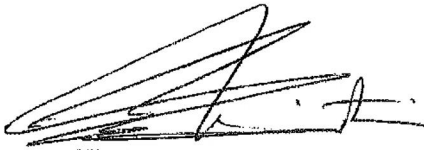
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

NO. R. 1140

27 OCTOBER 2017

**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**

DATE: 30/03/2017

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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 –

“**Committee**” means the Committee for Spatial Information established by section 5 of the Act;

“**Data Collection Project Register**” means a technical system provided by the Department;

“**Department**” means the Department of Rural Development and Land Reform;

“**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 user of spatial information must adhere to standards and prescriptions as determined by the Minister from time to time.

Identification and publication of standards

3. (1) 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 Committee must regularly but at least once a year, prepare a list of all identified standards contemplated in subregulation (1) or any amendment of such standards and must communicate such list to all data custodians and all data vendors in any manner the Committee 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 Committee, including information on how the standards can be accessed.

Determining standards

4. (1) The Minister 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 subregulations 3(2) and (3) apply in respect of the standards contemplated in these Regulations.

SPATIAL DATA AND SPATIAL INFORMATION

Capturing and publishing of metadata and data capture projects

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 in the electronic metadata catalogue referred to in section 4(1)(d) of the Act.

(b) The metadata captured should contain at least the required core metadata elements as identified in an approved national standards.

(c) 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 and included as provisional metadata in the electronic metadata catalogue within 10 working days.

(2) An organ of state:

(a) identified as a data custodian must, prior to embarking on any exercise to capture spatial data or spatial 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.

(b) 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, scale of capture 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 ten 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 period 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 that feels aggrieved by –

- (a) a recommendation made in terms of subregulation (5)(b);
- (b) any condition imposed in terms of subregulation (5)(c); or
- (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 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, from the provisions of subregulation (2), and impose any condition he or she may consider necessary.

Supply and accountability for spatial information

6. (1) A data custodian and a data vendor may enter into an agreement in order:

- (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.

(2) All data products supplied by a data vendor shall be accompanied by metadata.

(3) Data vendor must ensure that the spatial data and spatial information they distribute are current and comply 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, data custodian are required to update their data set within a reasonable period agreed upon by both parties.

(b) The parties entering into a collaborative maintenance agreement must, in the said agreement, determine the period within which the data custodian 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 to 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 period referred to in subregulation (3), such data 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 to be unreasonable, the user or data vendor may report the grievance 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.

User needs

9. Users of spatial information, who have specific spatial data requirements that are not currently met, 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 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, by notice published in the *Gazette* and in at least one national newspaper and any other printed media as he or she may consider appropriate, invite nominations for candidates for appointment as members of the Committee.

(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 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 –

- (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 consultation 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 on the National Qualifications Framework by the South African Qualifications Authority in accordance with the provisions of that Act; and
 - (ii) have at least five years of practical experience in the geospatial information management, and such a member should be serving in the senior management position in a department or institution that uses geospatial information on a regular basis.
 - (iii) should have knowledge of operational geospatial information management, project management and GIS implementation.

(5) 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.

(6) 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 reasonable 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;

- (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).
- (d) failed to attend the meetings of the Committee as contemplated in section 8(2)(b) of the Act.

(7) 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 Committee 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.

(8) The Minister may 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.

(9) Before the Minister appoints the members of the Committee contemplated in section 5(2)(d) and (e), must be satisfied by the provincial government and South African Local Government Associations (SALGA) that the provincial departments and municipalities were consulted for their views to nominate a member to represent their interests.

Powers and functions of the Committee

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

- (a) consider and review any matter associated with the use and dissemination of spatial data and spatial information, and make recommendations to the Minister;

- (b) 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) on its own initiative or on receipt of a complaint or request relating to the operation or administration of the Act or these 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) in order to ensure uniformity, develop guidelines, specifications or prescriptions in respect of the standard and minimum requirements with regard to data capture projects as well as procedures for access to such spatial data or spatial information that are consistent with the Promotion of Access to Information Act, 2000 (Act 2 of 2000) and, where relevant, the Protection of Personal Information Act, 2013 (Act 4 of 2013).
- (e) 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.
- (f) establish subcommittees as contemplated in section 10 of the Act to assist in the effective performance of its functions.
- (i) Nominations of subcommittee members must be done by the completion and submission of **Form B1** to these Regulations, within 20 working days from the date of call for nominations.

- (ii) All nominated persons referred to in subregulations 12(f)(i) 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 B1** as referred to in subregulation (12(f)(j)

Code of Conduct

13. (1) The Committee must within 80 working days from the date of commencement of these Regulations, publish 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.

(2) The Code of Conduct or any amendment to 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 draft and 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

14. (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 the Committee meetings, submit such minutes to the chairperson of the Committee for approval by the Committee members, in any manner deemed appropriate by the chairperson, within 10

working days from the date of the meeting and upon approval, submit the copies of the minutes to the Director-General within 10 working days from the date of approval.

Decisions and measures

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

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

Keeping of records

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

(2) Records kept and maintained by the Committee or the subcommittee must be made available to the public upon request 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

18. (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
- (c) any matter of an administrative nature related to the work of the Committee or the subcommittee:

(2) The policy, manual or guideline prepared by the Committee must not be inconsistent with the provisions of the Act, and any other pieces of legislation.

(3) The Committee may adopt any procedure it deems appropriate in preparation of any policy, manual and guideline.

(4) A draft policy, manual and guidelines 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.

(5) Comments must be submitted to the Committee within 30 days from the date of publication or referral of a draft policy, manual and guidelines.

(6) The Committee must within 25 working days from the closing date of submission of the comments by the public, revise the draft policy, manual or guideline if necessary, and refer the document to the Minister for consideration and upon the Minister's approval, publish it in the *Gazette*.

(7) The Committee must at least every three years review any approved policy, manual or guidelines in line with Section 20(2) of the Act.

(8) 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

19. (1) 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.

(2) The Department shall make necessary budget allocations in order to compensate the services of the members of the Committee and subcommittee, as determined by the Minister in concurrence with the Minister of Finance

(3) Organs of state whose employees are appointed in terms of section 5 and section 10 of the Act to participate to the Committee and subcommittees shall compensate their travel and subsistence allowances.

Financial year

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

Short title and commencement of Regulations

21. (1) These Regulations are known as the Spatial Data Infrastructure Regulations, 2017, and come into operation 30 days after the date of publication thereof in the Gazette.

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:

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Minister's Response:

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

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Minister's Signature: _____

Place: _____

Date: _____

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 Position: _____

Work Number: _____

Cellphone Number: _____

Email Address: _____

Qualifications:

Membership to professional bodies: (e.g. SAGC)

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, email address: nsif@drdlr.gov.za

FORM B1: NOMINATION FOR MEMBERSHIP OF A SUBCOMMITTEE OF THE COMMITTEE FOR SPATIAL INFORMATION

I, _____ in my capacity as _____, hereby nominate _____ in terms of Section 10(a) of the Spatial Data Infrastructure Act, 2003, to be considered for appointment as a member of the following Committee for Spatial Information's Subcommittee:

I, _____, ID. No _____, hereby declare that I am not disqualified in terms of section 8 of the Spatial Data Infrastructure Act, 2003 (Act No 54 of 2003) to serve on the Committee for Spatial Information's Subcommittee and I authorise the Minister of Rural Development and Land Reform to investigate any record in relation to such disqualification or requirement.

Surname: _____

Full names: _____

Gender: _____ Race: _____

Citizenship: _____

Telephone (W): _____ Telephone (C): _____

Email Address: _____

Disability: _____

Qualifications: _____

Experience: _____

Skills: _____

Membership of professional bodies: (e.g SAGC): _____

I hereby accept the nomination and certify that my personal information is correct.

Signature of the Nominee:

Signature of the Nominator

Date:

Date:

Original nomination forms must be sent to: The Director General, Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001, marked for the attention: NSIF
Scanned copies can be emailed to: nsif@drdlr.gov.za

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

To be completed by a data user or data vendor on discovering any error or deficiency in the quality of spatial information						
Ref. No. (for office use only)				CSI Task No. (for office use only)		
Complainant name: _____				Date of deficiency discovery: _____		
Level of organisation (mark with X)						
National	<input type="checkbox"/>	Provincial	<input type="checkbox"/>	Municipal	<input type="checkbox"/>	Private
					other	<input type="checkbox"/>
						Details if 'other' is selected: _____
Data set details						
Data set title: _____						
Data set reference number: _____				Data set publication date: _____		
Organisation contact details						
Organisation name: _____						
Organisation address: _____				Contact person name: _____		
_____				Contact person designation: _____		
_____				Contact telephone number: _____		
_____				Contact fax number: _____		
_____				Contact email address: _____		
Format of data set with perceived deficiency (mark with X)						
Hardcopy map			<input type="checkbox"/>	Digital data		<input type="checkbox"/>
Type of perceived deficiency (mark with X)						
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)						
Problem description						
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	High
		Medium	
		Data usage restrictions (mark with X)	
		Yes	Not applicable
		No	
Level of organisation (mark with X)		Proposed dataset title: _____	
National			
Municipal			
Provincial			
Organisation address: _____ _____ _____		Proposed project name: _____ _____ _____	
Contact person name: _____		Purpose of dataset: _____ _____ _____	
Designation: _____			
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			
Municipal			
Ward boundaries			
Land parcels			
Other:			
Data Type (mark with X)		Proposed Abstract describing the envisaged dataset: _____ _____ _____	
Vector		Raster	
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)
Associated attributes: _____ _____ _____		Digitising	Scanning & vectorising
		GPS coordinate capture	Other
		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 <input type="checkbox"/>	High <input type="checkbox"/>
		Medium <input type="checkbox"/>	
Level of organisation (mark with X)		Data usage restrictions (mark with X)	
National <input type="checkbox"/>		Yes <input type="checkbox"/>	
Provincial <input type="checkbox"/>		No <input type="checkbox"/>	
Municipal <input type="checkbox"/>		Not applicable <input type="checkbox"/>	
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 <input type="checkbox"/>			
Provincial <input type="checkbox"/>			
Magisterial district <input type="checkbox"/>			
Municipal <input type="checkbox"/>			
Tribal authority <input type="checkbox"/>			
Voting District <input type="checkbox"/>			
Ward boundaries <input type="checkbox"/>			
Enumerator areas <input type="checkbox"/>			
Land parcels <input type="checkbox"/>			
Other: _____			
Data Type (mark with X)		Proposed Abstract describing the envisaged dataset: _____ _____	
Vector		Raster	
Point <input type="checkbox"/>		Satellite imagery <input type="checkbox"/>	
Network <input type="checkbox"/>		Radar <input type="checkbox"/>	
Line <input type="checkbox"/>		Aerial photography <input type="checkbox"/>	
Polygon <input type="checkbox"/>		Other imagery <input type="checkbox"/>	
Proposed spatial resolution or scale of capture: _____ _____		Method of capture (mark with X)	
		Aerial photography <input type="checkbox"/>	
		Survey (cadastral) <input type="checkbox"/>	
		Survey (questionnaire) <input type="checkbox"/>	
		Digitising <input type="checkbox"/>	
		Scanning & vectorising <input type="checkbox"/>	
		GPS coordinate capture <input type="checkbox"/>	
		Other <input type="checkbox"/>	
Associated attributes: _____ _____ _____		Detail method of capture: _____ _____	
Request submitted by: _____		Designation: _____	
Signature of applicant: _____		Date: _____	

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: _____ _____	
Email: _____	Data category
Address: _____ _____	Elevation <input type="checkbox"/>
URL: _____	Land cover <input type="checkbox"/>
Purpose of dataset: _____ _____ _____	Satellite imagery <input type="checkbox"/>
	Aerial photography <input type="checkbox"/>
	Transportation <input type="checkbox"/>
	Utility <input type="checkbox"/>
	Communication <input type="checkbox"/>
	Demographic Datasets <input type="checkbox"/>
	Other <input type="checkbox"/>
Data / Information product specification (mark with X)	Spatial Reference for area of interest
Aerial <input type="checkbox"/> Satellite <input type="checkbox"/> Orthophoto <input type="checkbox"/>	Longitude: _____
Vector <input type="checkbox"/> Attribute <input type="checkbox"/>	Latitude: _____
Other: _____	Map Sheet Reference : _____
Feature type: _____	Geographic extent: _____
Resolution / Scale: _____	
	Vector data
	Scale <input type="text"/>
	Delivery format <input type="text"/> eg Shape file
	Quality statement <input type="checkbox"/> Accuracy
	<input type="checkbox"/> Completeness and thematic accuracy