

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
NOTICE 414 OF 2018**

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 (ADV)
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): <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 priorities and Values • Strategic plans/Annual reports/Annual Performance Plans/Budget Votes • African Renaissance and International Cooperation Fund (ARF) Strategic Plans and annual performance plans • Technical Indicator Descriptors for the Annual Performance Plans • Technical Indicator Descriptors for the Strategic Plans • Contact information- Who's who in the Department/After hours-helpline • Section 14 Manual <p>Diplomatic Immunities & Privileges (DIAP):</p> <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 the Management of Diplomatic Immunities and Privileges ○ DIAP Service Delivery Charter ○ Temporary Residence Visa Circular Note ○ Diplomatic Vehicles Audit Form ○ Mission Contact Detail Audit ○ Mission Vehicle application form <p>Promotion of Access to Information</p> <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 • Imanuali Ngokuhutshekiselwa phambili Komthetho wokufinyeleleka kolwazi Wesi-2 wonyaka we-2000 • Bukanataiso Ya ntshetsopele Ya molao wa ho fihlella Ditsebisano No 2 wa 2000 • Section 15: Automatic available records and access to such records 	<p><u>Website</u> <u>Home Page</u> www.dirco.gov.za <u>Website</u> <u>About the Department</u> www.dirco.gov.za</p>

<p><u>News and events</u></p> <ul style="list-style-type: none"> Media statements and Speeches/ Events calendar/ Parliament questions and replies <p><u>Foreign relations</u></p> <ul style="list-style-type: none"> Bilateral relations SA-EU strategic partnership Multilateral relations Diplomatic representation SA representation abroad/Foreign representation in SA <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 <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 Instructions regarding the flying of the South African flag Diplomatic representation South African Representation Abroad Foreign relations in SA <p><u>Employment Information</u></p> <ul style="list-style-type: none"> Employment Opportunities Z.83 Form 	<p><u>Website</u> <u>News and events</u> www.dirco.gov.za</p> <p><u>Website</u> <u>Foreign relations</u> www.dirco.gov.za</p> <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 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>	
<p><u>Procurement</u></p> <ul style="list-style-type: none"> National Treasury Central Supplier Database registration Supplier Leaflet Treasury Central Supplier Database for Government Database Registration form Awarded bids Received bid proposals Terms of Reference (advertised tenders) <p><u>Office of the Chief State Law Advisor</u></p> <ul style="list-style-type: none"> International law and treaties 	<p><u>Website</u> <u>Home</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>Foreign Relations</u> www.dirco.gov.za International law and treaties</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/African Renaissance Fund (ARF) Strategic plan Ubuntu magazine/ It's your voice – Ubuntu Diplomat Measures and guidelines for the enhanced coordination of South Africa's International engagement 	<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>