



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA

**Department of Science and Innovation
Republic of South Africa**

PROMOTION OF ACCESS TO INFORMATION ACT, 2000 MANUAL

**AS REQUIRED BY SECTION 14 (2) OF THE PROMOTION
OF ACCESS TO INFORMATION ACT
(PAIA) (Act No 2. Of 2000)**

Latest Revision 2019

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1. Introduction

This manual (“the Manual”) is published in terms of Section 14 (2) of the Promotion of Access to Information Act No. 2 of 2000 (the “Act”). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.

The purpose of the Act is to foster a culture of transparency and accountability in both the public and private sectors by affording any person the right of access to information to enable them to exercise and protect all of their rights to the full extent required.

The purpose of this Manual is to set out the procedures to be followed and criteria that have to be met for anyone (the “requester”) to request access to records in the possession or under the control of the Department of Science and Innovation (“the DSI”).

2. Applicability of the Promotion of Access to Information Act (hereinafter referred to as PAIA)

The Promotion of Access to Information Act (No 2 of 2000) is applicable to the Department as a public body, particularly in respect to its internal records systems.

3. Purpose of the Manual in terms of PAIA

The purpose of this Manual is to identify the structures and functions of the Department and describe its records systems to facilitate the objectives of PAIA.

4. South African Human Rights Commission (“SAHRC”) guide to the act

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a guide containing information reasonably required by a person wishing to exercise or protect any rights in terms of this Act.

The guide, which is published in all official languages, contains particulars of:

- all information offices of public and private bodies;
- the addresses and contact details of such; and
- the types of assistance available from information offices and the South African Human Rights Commission.

4.1. Availability and Access to the Guide:

The guide is available for inspection from:

- all public libraries; and
- the South African Human Rights Commission website – www.sahrc.org.za

Should you have any queries in this regard, please contact the SAHRC directly at:

Postal address: The South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton, 2041

Telephone: +27 011 877 3803

Fax: +27 011 403 0625

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

5. Contact information for the DSI

Name of organisation: Department of Science and Innovation

Postal address

Department of Science and Innovation
Private Bag X894
Pretoria
0001

Physical address

Building 53 Scientia
Campus
Meiring Naude Road
Brummeria
Pretoria
0184

Tel: (012) 843 6300

Fax: (012) 317 4363

Website: <http://www.dst.gov.za>

Information Officer: The Director-General
Tel: (012) 843 6815
Fax: 0866 810006
Email: paia@dst.gov.za

Requesters are required to address all requests to the Information Officer.

Deputy Information Officer: Deputy Director-General: Corporate Services
Tel: (012) 843 6632
Fax: 0865 508 775
E-mail: paia@dst.gov.za

6. Programmes and functions

Minister: Dr Bonginkosi Emmanuel Nzimande
Deputy Minister: Mr Buti Kgwaridi Manamela
Director-General: Dr Phil Mjwara

6.1. Programmes

6.1.1. Programme 1: Corporate services, institutional support and planning

To provide strategic policy and planning alignment, ensure effective governance, risk management, monitoring and evaluation, and provide strategic science communication with stakeholders about the activities of the DSI and the national system of innovation.

6.1.2. Programme 2: Technology Innovation

To drive strategic research, development and innovation (RDI) in space science and technology, energy, the bioeconomy, and the emerging and converging areas of nanotechnology, robotics, photonics and indigenous knowledge systems (IKS), and to promote the realization of commercial products, processes and services from these RDI initiatives. In addition, through the implementation of enabling policies and interventions along the entire innovation value chain, to promote the protection and utilization of the intellectual property (IP), technology transfer and technology commercialization.

6.1.3. Programme 3: International Cooperation and Resources

To strategically develop, promote and manage international partnerships and strengthen the NSI and enable an exchange of knowledge, capacity and resources between South Africa and its international partners, with a focus on supporting STI capacity-building in Africa, and to support South African foreign policy through science and diplomacy.

6.1.4. Programme 4: Research Development and Support

To provide an enabling environment for research and knowledge production that promotes the strategic development of basic sciences and priority science areas, through science promotion, HCD, and the provision of research infrastructure and relevant research support, in pursuit of South Africa's transition to a knowledge economy.

6.1.5. Programme 5: Socio-Economic Innovation Partnerships

To enhance the growth and development priorities of government through targeted S&T-based innovation interventions and the development of strategic partnerships with other government departments, industry, research institutions and communities.

6.2. Primary Functions

6.2.1. Historical background of the Department

The Department of Science and Innovation (DSI) derives its mandate from the 1996 White Paper on Science and Technology, which introduced the concept of the national system of innovation (NSI) a set of interacting organisations and policies through which a country creates, acquires, diffuses and puts into practice new knowledge to help achieve individual and collective goals. A coordinated and efficient NSI will help the country achieve its national development priorities by promoting change through innovation, enabling all South Africans to enjoy the economic, socio-political and intellectual benefits of science, technology and innovation (STI).

6.2.2 Vision of the DSI

Increased well-being and prosperity through science, technology and innovation.

6.2.3 Mission of the DSI

To provide leadership, an enabling environment, and resources for science, technology and innovation in support of South Africa's development.

6.2.4. Strategic direction

Maintaining an adequate science base and translating it into jobs and growth poses some major challenges. The approach of National System of Innovation (NSI) in recognizing the non-linearity of innovation – where performance is a function not only of the innovation in individual organizations but also of the relationships and networks between institutions – is increasingly driving government towards the role of catalyst, facilitator and strategic investor.

6.2.5. Goals

The DSI five Strategic outcome-oriented goals

- A responsive, coordinated and efficient National System of Innovation (NSI);
- Increased knowledge generation;
- Human capital development;
- Knowledge utilisation for economic development
- Knowledge utilisation for inclusive development.

7. Public entities reporting to the DSI

- National Research Foundation (NRF).
- Technology Innovation Agency (TIA).
- Council for Scientific and Industrial Research (CSIR).
- Human Sciences Research Council (HSRC).
- The National Advisory Council on Innovation (NACI).
- South African National Space Agency (SANSA).
- Academy of Science of South Africa (ASSAf).
- The South African Council for Natural Scientific Professions (SACNASP).

8. Acts administered by the DSI

- Academy of Science of South Africa Act 67 of 2001
- Astronomy Geographic Advantage Act 21 of 2007
- Human Sciences Research Council Act 23 of 1968
- Income Tax Act 58 of 1962
- Intellectual Property Rights from Publicly Financed Research and Development Act 51 of 2008
- National Advisory Council on Innovation Act 55 of 1997
- National Research Foundation Act 23 of 1998
- Natural Scientific Professions Act 27 of 2003
- Scientific Research Council Act 46 of 1988
- South African National Space Agency Act 36 of 2008
- Technology Innovation Act 26 of 2008

9. Access procedure

9.1. How to Make a Request

Fill in the prescribed request form available from the DSI. To request the form, send an email to paia@dst.gov.za. The form is available in the following languages:

- English
- IsiZulu
- Sepedi.

All queries should be addressed to the Information Officer:

Information Officer: Director-General

BY POST	BY HAND	BY TELEPHONE	BY E-MAIL	BY FAX
Private Bag X 894 Pretoria 0001	Building (53) CSIR (Scientia Campus) Meiring Nau'de Road Brumeria Pretoria	(012) 843 6815	paia@dst.gov.za	0866 810 006

Currently the DSI has forms available in these three languages. Requests in other languages can also be accommodated.

9.2. Subjects and Categories of Records Held by Department of Science and Innovation

9.2.1. Automatic disclosure:

The list of categories of records available to persons without having to request access in terms of the Promotion of Access to Information Act is attached as Annexure A. These records are made available on the DSI website.

9.2.2. Records available on request:

A list of categories of records, which are held by the Department and can be requested in terms of the Promotion of Access to Information Act is attached as Annexure B. Access to these records must be requested from the Information Officer according to the procedure below.

9.3. Payment of the prescribed fees:

As instructed by the Act, an amount of R35.00 must accompany the request for information. This is payable by cheque, cash (if delivered by hand) or deposited into the DSI bank account (proof of the deposit must accompany the request form)

Account name:	Department of Science and technology
Bank:	ABSA Bank
Account Number:	4056183523
Branch Number:	323645
Account Type:	Deposit Account

9.4. Validation and acknowledgement of the request

The Information Officer of the DSI receives and validates the request to see whether the required information is available in the DSI. The request is then accepted, rejected or transferred to the rightful keepers of the required information. An acknowledgement will then be forwarded to the requester to confirm the status of the request.

9.5. Information processing

If the request is accepted, the DSI will gather and prepare the information and calculate the relevant cost involved. The cost is calculated in respect of the prescribed fees as detailed in Table 1: Fees in respect of Public Bodies.

9.6. Final notification

The requester will be informed of the completion of the request as well as the outstanding fees payable to the DSI.

9.7. Payment and delivery

Once the payment as stipulated above is received, the information is released to the requester. The prescribed form must be filled in with enough details to at least enable the information Officer to identify:

- The records requested;
- The identity of the requester;
- Which form of access is required, if the request is granted;
- The postal address or email address or fax number of the requester.

The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.

The Department will process the request within 30 working days, unless the requester has stated special reasons, which would satisfy the Information Officer that circumstances dictate that the above time periods should not be complied with. The 30-day period may be extended for a further period of 30 days if the request is for a large amount of information, or the request requires a search for information held at another office of the institution and the information cannot be obtained within the original 30-day period. The DSI will notify the requester in writing should an extension be sought.

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.

If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally. The requester must pay the prescribed fee, before any further processing can take place.

9.8. Fees

The Act provides for two types of fees:

- A request fee, which will be a standard fee, and
- An access fee, which is calculated by taking into account reproduction costs, search and preparation time and costs, as well as postal costs.

Fees in respect of public bodies

For purposes of section 22(2) of the Act, the following applies:

DESCRIPTION	AMOUNT (R)
The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2)	35,00
Copy of the manual as contemplated in regulation 5(c) (for every photocopy of an A4-size page or part thereof)	0,60
The fees for reproduction referred to in regulation 7(1) are as follows:	
1) For every photocopy of an A4-size page or part thereof	0,60
2) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine	0,40
3) For a copy in a computer-readable form on <ul style="list-style-type: none"> a) stiffy disc b) compact disc (readable form) 	5,00 40,00
4) For a transcription of visual images <ul style="list-style-type: none"> a) for an A4-size page or part thereof b) For a copy of visual images 	22,00 60,00
5) For a transcription of an audio record <ul style="list-style-type: none"> a) For an A4-size page or part thereof b) For a copy of an audio record 	12,00 17,00
The access fees payable by a requester referred to in regulation 7(3) are as follows:	
1) For every photocopy of an A4-size page or part thereof	0,60
2) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40

3) For a copy in a computer-readable form on a) Stiffy disc b) Compact disc	5,00 40,00
4) For a transcription of visual images, for an A4-size page or part thereof	22,00
5) For a copy of visual images	60,00
6) For a transcription of an audio record, a) For an A4-size page or part thereof b) For a copy of an audio record	12,00 17,00
To search for and prepare the record for disclosure, R15,00.00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
The actual postage is payable when a copy of a record must be posted to a requester. Postage cost is dependent on the relevant tariff in terms of postage destination.	

9.9. Refusal of request and appeal

- A requestor should take note of section 7(1) of the PAIA which states the following:

“This Act does not apply to a record of a public body or a private body if:

- (a) that record is requested for the purpose of criminal or civil proceedings;
- (b) requested after the commencement of such criminal or civil proceedings, as the case may be; and
- (c) the production of or access to that record for the purpose referred to in paragraph (a) is provided for in any other law.
- (d) requests for information that are, in DSI’s reasonable opinion, manifestly frivolous or vexatious or which involve an unreasonable diversion of resources.”

If section 7(1) applies, you may not bring a request in terms Promotion of Access

to Information Act.

- The grounds of refusal outlined in Part 2 of Chapter 4 and Part 3 Chapter 4 of the Promotion of Access to Information Act should therefore be observed when making requests.
- A requester may lodge an internal appeal against a decision of the information officer of the DSI to refuse a request for access in relation to that request with the relevant authority.
- A third party may lodge an internal appeal against a decision of the information officer of the DSI to grant a request for access.

9.10. Manner of appeal, and appeal fees

An appeal must be lodged in the prescribed form:

- Within 60 working days;
- If notice to a third party is required, within 30 days after notice is given to the appellant of the decision appealed against; or
- If notice to the appellant is not required, after the decision was taken it must be delivered or sent to the information officer of the DSI;
- Must identify the subject of the appeal and state the reasons for the appeal and may include any other relevant information known to the appellant;
- If, in addition to a written reply, the appellant wishes to be informed of the decision on the internal appeal in any other manner, must state that manner and provide the necessary particulars to be so informed;
- If applicable, must be accompanied by the prescribed fee, and must specify a postal address or fax number; and
- If an appeal is lodged after the expiry of the period referred to, the relevant authority must, upon good cause shown, allow the late lodging of the appeal.

If that relevant authority disallows the late lodging of the appeal, he/she must give notice of that decision to the person who lodged the appeal. A requester lodging the appeal against the refusal of his/her request for access must pay the prescribed appeal fee (if

any). If the prescribed appeal fee is payable in respect of an appeal, the decision on the appeal may be deferred until the fee is paid. As soon as reasonably possible, but in any event within 10 working days after receipt of an appeal, the information officer of the DSI must submit to the relevant authority:

- The appeal together with his/her reasons for the decision concerned; and
- If the appeal is against the refusal or granting of a request for access, the name, postal address, email address phone and fax numbers, whichever is available, of any third party that must be notified of the request.

9.11 Granting of access to records

Subject to the provisions of the PAIA, access to records requested from DSI will only be granted if:

- All the procedural requirements set out in the PAIA relating to a request are met; and
- Access to the requested record/s is not refused in terms of any ground for refusal set out in PAIA.
- The grounds of refusal are outlined in Part 2 of Chapter 4 and Part 3 Chapter 4 of Promotion of Access to Information Act and includes mandatory protection of-
 - (a) commercial information of third party;
 - (b) certain confidential information;
 - (c) safety of individuals, and protection of property;
 - (d) records privileged from production in legal proceedings;
 - (e) economic interests and financial welfare of Republic and commercial

- activities of public bodies;
- (f) research information of third party, and protection of research information of public body; or
- (g) certain information regarding the operations of public bodies.

10. Annexure A: Information generally available through the DSI website

10.1 Home

10.2 About DSI

10.3 Programmes

- a) Corporate Service and Institutional Planning and Support
- b) Technology Innovation
- c) International Corporation and Resources
- d) Research Development and Support
- e) Socio Economic Innovation Partnerships

10.4 Legislations

- (a) Promotion of Access to Information Manual
- (b) Acts
- (c) Bills
- (d) Terms and Conditions of Use
- (e) Privacy Policy
- (f) White Papers
- (g) Disclaimers
- (h) Deeds and Trust
- (i) Policies
- (j) Regulations

10.5 R&D Tax Incentive

- (a) About Incentives
- (b) Legislation

- (c) Guidelines
- (d) Submit Applications
- (e) Reports
- (f) Feedback and Contact Information

10.6 Resource Centre

- (a) Annual Reports
- (b) Strategies and Reports
- (c) Strategies and reports
- (d) Foresight Reports
- (e) Project reports
- (f) Newsletters
- (g) Ministerial Review Report

10.7 News Room

- (a) Latest News
- (b) Speeches
- (c) Presentations
- (d) Events Calendar
- (e) DSI Newsletters
- (f) SKAO Monthly Bulletin
- (g) Cabinet Statements
- (h) Opinion Pieces

10.8 Tenders

10.9 Services

- (a) Centres of Excellence
 - a) Knowledge Resource Centre
 - b) Square Kilometer Array
 - c) SAFIPA

- d) Global Change Conference
- e) PRIAP
- f) PIMS
- g) Climate Technology Centre & Network
- h) Innovation Partnership for Rural Development Programme – IPRDP

10.10 NIPMO

- a) News
- b) Events
- c) Impact
- d) Training
- e) Funding Opportunities
- f) Resources
- g) About Us
- h) Contact

11. Annexure B: Subjects and categories of records held by the Department of Science and Innovation

PROGRAMME/SUB-PROGRAMME	RECORDS TITLE
PROGRAMME 1: CORPORATE SERVICES, INSTITUTIONAL PLANNING AND SUPPORT	
Programme 1B. Corporate Services	
<u>Chief Directorate:</u> Chief Financial Officer (CFO)	
Finance	Ensures the effective, efficient and economical use of financial resources in line with financial prescripts, through the development and implementation of financial systems, policies, frameworks and procedures. This includes budget planning and expenditure monitoring, and the management of procurement, acquisition, logistics, assets and financial transaction.
<u>Chief Directorate:</u> Chief Information Officer (CIO)	
Information Systems and Knowledge Management (ISKM)	Responsible for the delivery of services that supports the Department's strategic plan and individual units' objectives successfully through the effective use of information technology, institutionalisation of KM and preservation of the DSI's institutional memory. Its purpose is to align the ISKM strategy with the business strategy to ensure that the Department achieves optimum use of its resources.
<u>Directorate:</u> Auxiliary Services	
Auxiliary Services	Responsible for the maintenance and service security operation systems within the Department's premises by effectively and efficiently leveraging security measures. This involves proactively implementing layers of defence and mitigating physical security threats and risks. Risks associated with managing and handling assets, documents and information are reduced by conducting security audits and identifying deficiencies.

<u>Chief Directorate: Legal Services</u>	
Legal Services	Responsible for ensuring that the interests of the Department are protected against any legal risk. The component ensures that the Department complies with all relevant legislation, and takes a protective approach to dealing with matters that have the potential to give rise to conflict or legal challenges.
<u>Chief Directorate: Human Resources</u>	
Human Resource	<p>Ensures that the Department is able to</p> <ul style="list-style-type: none"> (a) Provide a professional service through accurate, consistent and best employment practices in all its activities; (b) Attract, retain and motivate employees who share the organizational vision; (c) Champion change and transition, of people and the organization to embrace and implement change; (d) Set performance standards and manage performance against them; (e) Promote an environment that supports the personal and career development of all employees so that they can reach their full potential and contribute better to the achievement of the Department's strategic objectives; (f) Instill a culture of service excellence; and (g) Provide an environment that promotes health, wellness and safety, and embraces the value of diversity.

PROGRAMME/SUB-PROGRAMME	RECORDS TITLE
Programme 1A. Institutional Planning and Support	
<u>Office of the Director-General</u>	
Office of the Director-General	Supports the Minister, Deputy-Minister and Director General by providing professional and executive support.
<u>Chief Directorate: Policy Planning, Governance Monitoring and Evaluation (PPGM&E)</u>	
Policy Planning, Governance Monitoring and Evaluation (PPGM&E)	Supports the DST leadership in steering the NSI by facilitating the coordination of selected cross-cutting issues in the Department, strategic and operational planning, monitoring and evaluation for the Department and its public entities, and governance of the public entities, in order to assist the Department and its entities to contribute to the realisation of departmental and national priorities.
<u>Chief Directorate: Internal Audit</u>	
Internal Audit	Serves as the primary tool for improving the Department's governance, risk management controls by providing insights and recommendations based on the analysis and assessment of data and business processes.
<u>Chief Directorate: Science Communication</u>	
Science Communication	Provides strategic communication support to raise local and international awareness of the objectives and activities of the Department, its entities and the NSI, as well as to ensure effective communication among DSI and NSI stakeholders.
<u>Directorate: Enterprise Risk Management</u>	
Enterprise Risk Management	Provides and drives an enabling environment in support of the identification, management and oversight of risks across strategic tactical operational levels in the Department.
<u>Chief Directorate: National Advisory Council on Innovation (NACI)</u>	
National Advisory Council on Innovation (NACI)	Advise the Minister and the Cabinet, on the role and contribution of science, mathematics, innovation and technology, including indigenous technologies, in promoting and achieving national objectives.

PROGRAMME/SUB-PROGRAMME	RECORDS TITLE
PROGRAMME 2: TECHNOLOGY INNOVATION	
<u>Chief Directorate:</u> Bio-innovation	
Bio-innovation	Leads the implementation of the National Bio-economy Strategy, which was approved by Cabinet in 2013 and is intended to ensure that the bioeconomy makes a significant contribution to the South African economy.
<u>Chief Directorate:</u> Hydrogen and Energy	
Hydrogen and Energy	Develops a portfolio of technologies to contribute towards resolving the energy security challenge, increasing local mineral beneficiation, and facilitating South Africa's transition towards knowledge-driven economy
<u>Chief Directorate:</u> Space Science and Technology	
Space Science and Technology	Deliver on wide spectrum of South Africa national priorities, creating jobs and reducing poverty and inequality through natural resource management, urban and rural development planning and infrastructure M&E.
<u>Chief Directorate:</u> Innovation Priorities and Instruments	
Innovation Priorities and Instruments	Supports and strengthens the innovation policy package (and related interventions) aimed at creating and sustaining an enabling environment for innovation, technology development, and commercialisation of publicly funded R&D initiatives.
<u>Chief Directorate:</u> National Intellectual Property Management Office	
National Intellectual Property Management Office	Responsible for implementing the Intellectual Property Rights from Publicly Financed Research and Development Act (No. 51 of 2008) which makes provision that intellectual property emanating from publicly financed research and development is identified, protected, utilized and commercialized.

PROGRAMME/SUB-PROGRAMME	RECORDS TITLE
PROGRAMME 3: INTERNATIONAL CO-OPERATION AND RESOURCES	
<u>Chief Directorate:</u> International Resources	
International Resources	Responsible for increasing the flow of international funding into South African STI initiatives, as well as African regional and continental programmes, through foreign investment promotion efforts, and fostering strategic partnerships with partners such as European Union, as well as foundations and philanthropic organisations and the multinational private sector.
<u>Chief Directorate:</u> Multilateral Cooperation and Africa	
Multilateral Cooperation and Africa	Advances and facilitates South Africa's participation in bilateral STI cooperation initiatives with other African partners, in African multilateral programmes especially SADC and AU programmes and in a broader multilateral STI partnerships, with strategic focus on South-South cooperation.
<u>Chief Directorate:</u> Overseas Bilateral Cooperation	
Overseas Bilateral Cooperation	Promotes and facilitates South Africa's bilateral STI cooperation with partners in Europe, the Americas, Asia, and Australasia, especially for STI HCD, for collaborative research and innovation, and secure partners' support for cooperation with other African partners.

PROGRAMME/SUB-PROGRAMME	RECORDS TITLE
PROGRAMME 4: RESEARCH DEVELOPMENT AND SUPPORT	
<u>Chief Directorate:</u> Human Capital and Science Promotion	
Human Capital and Science Promotion	Formulates and implements policies and strategies that address the availability of human capital for STI, and that provide fundamental support for research activities.
<u>Chief Directorate:</u> Basic Sciences and Infrastructure	
Basic Sciences and Infrastructure	Facilitates the strategic implementation of research and innovation equipment and facilities to promote knowledge production in areas of national priority and to sustain R&D-led innovation
<u>Chief Directorate:</u> Basic Sciences Missions	
Basic Sciences Missions	Promotes the development of research and the production of scientific knowledge and human capital in science areas in which South Africa enjoys a geographic advantage.
<u>Chief Directorate:</u> Astronomy	
Astronomy	Supports the development of astronomical sciences around the new Multiwavelength Astronomy (MWA) Strategy.

PROGRAMME/SUB-PROGRAMME	RECORDS TITLE
PROGRAMME 5: SOCIO-ECONOMIC INNOVATION PARTNERSHIPS	
<u>Chief Directorate:</u> Technology Localisation, Beneficieiation and Advance Manufacturing	
Technology Localisation, Beneficieiation and Advance Manufacturing	Funds technology and innovation development programmes to advance strategic medium and long-term sustainable economic growth and sector development priorities, as well as government service delivery.
<u>Chief Directorate:</u> Sector Innovation and Green Economy	
Sector Innovation and Green Economy	Provides policy, strategy and direction-setting support for the R&D-led growth of strategic sectors of the economy and to enhance S&T capacity to support a transition to a green economy
<u>Chief Directorate:</u> Innovation for inclusive development	
Innovation for inclusive development	Supports experimentation of S&T-based innovations for tackling unemployment, poverty and inequality through the creation of sustainable job and wealth opportunities, building sustainable human settlements, and enhancing the delivery of basic services.
<u>Chief Directorate:</u> Science and technology Investments	
Science and technology Investments	Leads and supports the development of indicators and instruments for measuring and monitoring investments in S&T and the performance of NSI, and ways of strengthening the NSI and innovation policy.

Annexure C



REPUBLIC OF SOUTH AFRICA

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18 (1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

[Regulation 2]

FOR DEPARTMENTAL USE

Reference Number: _____

Request received by _____ (state rank,
name and surname of information officer / deputy information officer on
(date) _____ at _____ (place)

Request fee R _____

Deposit fee (if any): R _____

Access fee (if any) R _____

Signature: Information Officer/Deputy Information Officer

A. Particulars of public body

The Head:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address:

Telephone number: (.....) Fax number: (.....)

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number

--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

.....

.....

.....

.....

FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

2. Reference number, if available:

.....
.....
.....
.....

3. Any further particulars of record:

.....
.....
.....
.....

E. Fees

- | | |
|-----|---|
| (a) | A request for access to a record, other than record containing personal information about yourself, will be processed only after a request fee has been paid. |
| (b) | You will be notified of the amount required to be paid as the request fee. |
| (c) | The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record. |
| (d) | If you qualify for exemption of the payment of any fee, please state the reason for exemption. |

Reason for exemption from payment of fees:

.....
.....
.....
.....
.....

FORM B: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X .	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

.....
.....
.....

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

.....
.....
.....

FORM C: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this day..... ofyear

.....
SIGNATURE OF REQUESTER/
PERSON ON WHOSE BEHALF REQUEST
IS MADE