

DEPARTMENT OF SCIENCE AND TECHNOLOGY

NO. 967

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science and technology

Department:  
Science and Technology  
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 2017

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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 Technology ("the DST").

## **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](http://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 11 484-8300  
Fax: +27 11 484-0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

#### 5. Contact information for the DST

**Name of organisation:** Department of Science and Technology

**Postal address**

Department of Science and Technology  
Private Bag X894  
Pretoria  
0001

**Physical address**

Building 53 Scientia  
Campus  
Meiring Naude Road  
Brummeria  
Pretoria

**Tel:** (012) 843 6300  
**Fax:** (012) 317 4363  
**Website:** <http://www.dst.gov.za>

**Information Officer:**

**Tel:** (012) 843 6815  
**Fax:** 0866 810006  
**Email:** [paia@dst.gov.za](mailto: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](mailto:paia@dst.gov.za)

**6. Structure and functions**

**Minister:**

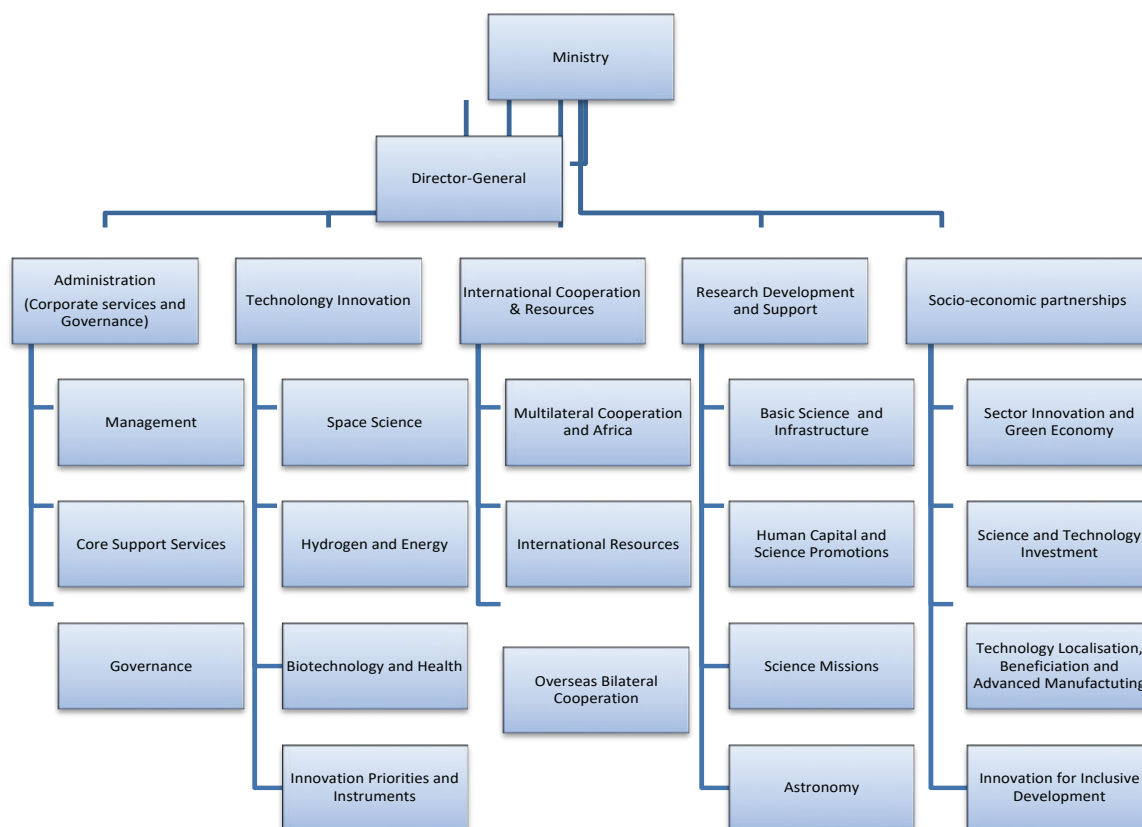
The Honourable Naledi Pandor

**Deputy Minister:**

The Honourable Zanele Magwaza-Msibi

**Director-General:**

Dr Phil Mjwara



For a more comprehensive organisational structure, please consult the DST website: [www.dst.gov.za](http://www.dst.gov.za)

## **6.1. Programmes**

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

Responsible for the overall management of the Department and provides centralised support services. It also ensures that funded organisations comply with good corporate governance practices and are aligned with the strategic focus of the National System of Innovation (NSI). It monitors and evaluates the science councils.

### **6.1.2. Programme 2: Technology Innovation**

The Programme aims to enable research and development (R&D) in strategic and emerging focus areas (space science, energy, biotechnology, nanotechnology, robotics, photonics, and indigenous knowledge systems) intellectual property management, technology transfer and technology commercialisation in order to promote the realisation of commercial products, processes and services from R&D outputs through the implementation of enabling policy instruments.

### **6.1.3. Programme 3: International Cooperation and Resources**

The Programme aims to strategically develop, promote and manage international relationships, opportunities and S&T agreements that strengthen the national system of innovation (NSI) and enable an exsite2016 of knowledge, capacity and resources between South Africa and its regional and international partners. The Programme also supports South African foreign policy through science diplomacy.

### **6.1.4. Programme 4: Research Development and Support**

The Programme aims to provide an enabling environment for research and knowledge production that promotes strategic development of basic sciences and priority science areas, through science promotion, human capital development, 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**

Enhancement of the growth and development priorities of government through targeted science and technology-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 Technology (DST) derives its mandate from the 1996 White Paper on Science and Technology. It was initially a part of the Department of Arts, Culture, Science and Technology, which was established in 1994. It then separated into the Department of Arts and Culture and Department of Science and Technology in 2002. In 2004, the Department became a standalone Ministry. The basic premise is that Science, Technology and Innovation (STI) play a critical role in economic growth and socio-economic development.

**6.2.2. Aim of the DST**

The DST seeks to realise the full potential of science and technology in social and economic development through the development of human resources, research and innovation.

This includes focused interventions, networking and acting as a catalyst for change in terms of both productive components of our economy, making it competitive in a globally competitive liberalized environment, and in respect of the huge development backlog existing among the poorest components of our society. The goal of realising this vision is underpinned by development and resourcing strategies for the formation of science, engineering and technology human capital, democratization of state and society, promotion of an information society and ensuring environmental sustainability in development programmes.

**6.2.3. 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.

#### 6.2.4. Goals

The DST's five principal goals are to -

- develop the innovation capacity of the National System of Innovation (NSI) and thereby contribute to socioeconomic development;
- enhance South Africa's knowledge-generation capacity in order to produce world-class research papers and turn some advanced findings into innovative products and processes;
- develop appropriate STI human capital to meet the needs of society;
- build world-class STI infrastructure to extend the frontiers of knowledge, train the next generation of researchers, and enable technology development and transfer, as well as knowledge interchange; and
- Position South Africa as a strategic international RDI partner and destination through the exchange of knowledge, capacity and resources between South Africa and its regional and other international partners, thereby strengthening the NSI.

#### 6.2.5. Grand Challenges

The success of the DST's Ten Year Innovation Plan - 2008-2018 (TYIP) depends on the achievement and realisation of the above goals. The Plan sets out core projections, which are summarised as South Africa's grand challenges in science and technology (S&T). The grand challenges are the following:

- **Farmer to Pharma:** Over the next decade, South Africa should develop its bio economy to become a world leader in biotechnology and pharmaceuticals, using the nation's indigenous resources and new developments in genomics.
- **Space S&T:** South Africa will become a key contributor and partner to global space S&T through the National Space Agency, a growing satellite industry and a range of innovations in space science, including earth observation, communication, navigation and engineering.
- **Energy Security:** Safe, clean, affordable and reliable energy supplies are in global demand, and South Africa should meet its medium-term energy supply requirements while innovating for the long term in clean coal technologies, nuclear energy, renewable energy and the promise of the hydrogen economy.
- **Global Change:** South Africa should exploit its geographic position, which enables it to play a leading role in climate change science.



- **Human and Social Dynamics:** As a leading voice among developing countries, South Africa should contribute to a greater global understanding of shifting social dynamics, and the role of science in stimulating growth and development.

#### **7. Public entities reporting to the DST**

- Academy of Science of South Africa (ASSAF)
- Council for Scientific and Industrial Research (CSIR)
- Human Sciences Research Council (HSRC)
- National Research Foundation (NRF)
- Technology Innovation Agency (TIA)
- South African National Space Agency
- Agency for Science and Technology Advancement
- Astronomy Management Authority
- National Council on Innovation
- National Intellectual Property Management Office

#### **8. Acts administered by the DST**

- Academy of Science of South Africa Act 67 of 2001
- Africa Institute of South Africa Act
- Astronomy Geographic Advantage Act 21 of 2007
- Human Sciences Research Act 23 of 1968
- Intellectual Property Rights for Public Financed Research and Development Act 51 of 2008
- National Advisory Council on Innovation Act 55 of 1997
- National Research Foundation Act 23 of 1998
- National Scientific Act 106 of 2003
- Natural Scientific Professions Act 27 of 2003
- Science Technology Law Amendment Act 2011
- Scientific Research Council Act 46 of 1988
- South African Space Agency Act 36 of 2008
- Technology Innovation Agency Act 26 of 2008
- The Promotion of Access to Information Manual

## 9. Access procedure

### 9.1. How to Make a Request

Fill in the prescribed request form available from the DST. To request the form, send an email to [paia@dst.gov.za](mailto:paia@dst.gov.za). The form is available in the following languages<sup>1</sup>:

- English
- isiZulu
- Sepedi.

All queries should be addressed to the Information Officer:

<b>Information Officer:</b>	Director-General
<b>Tel:</b>	(012) 843 6815
<b>Fax:</b>	0866 810 006
<b>E-mail:</b>	<a href="mailto:paia@dst.gov.za">paia@dst.gov.za</a>

### 9.2. Subjects and Categories of Records Held by Department of Science and Technology

#### 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 DST 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 DST bank account (proof of the deposit must accompany the request form)

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<sup>1</sup> Currently the DST has forms available in these three languages. Requests in other languages will also be accommodated.

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 DST receives and validates the request to see whether the required information is available in the DST. 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 DST 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 DST.

#### **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 detail to at least enable the information Officer to identify:

- The record(s) 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 DST 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.
- When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed fee (if any), before further processing of the request.
- If a search for the record has been made and the preparation of the record for disclosure, (including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the access fee, which would be payable if the request is granted.
- The Information Officer shall withhold a record until the requester has paid the fees as indicated above.
- A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in

excess of the prescribed hours to search for and prepare the record for disclosure, including making arrangements to make it available in the requested form.

- If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned will repay the deposit to the requester.

### Table 1: Fees in respect of Public Bodies

The following Fees apply:

DESCRIPTION	AMOUNT(R)
The request fee payable by every requester	35.00
Copy of the manual as contemplated in regulation 5(c) (for every photocopy of 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	5.00
3) For a copy in a computer-readable form on:	
a) stiffy disc	5.00
b) compact disc (readable form)	40.00
4) For a transaction of visual images:	
a) for an A4 size page or part thereof	22.00
b) for a copy of visual images	60.00
5) For a transaction of an audio record:	
a) for an A4 size page or part thereof	12.00
b) for a copy of an audio record	17.00
The access fees payable by a requester 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	5.00
b) compact disc	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 transaction of an audio record,	
a) for an A4 size page or part thereof	12.00
b) for a copy of audio records	17.00

To search for and prepare the record for disclosure, R15, 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 costs are 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 DST’ 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 PAIA.
- The grounds of refusal outlined in Part 2 of Chapter 4 and Part 3 Chapter 4 of the PAIA should therefore be observed when making requests.
- A requester may lodge an internal appeal against a decision of the information officer of the DST 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 DST 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 DST;

- 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 DST 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 DST 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 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 DST website**

- General DST information
  - Organogram
  - Vision, Mission & Values
  - Ministry
  - Road map to DST offices
  - Frequently Asked Questions
  - Contact list
- DST Focus Areas
  - Research
    - Research partners
    - Information on research funding
  - Innovation
    - Contact details for funding
  - Youth
    - Fun places to visit
    - Experiments
    - Facts
    - Links to Science and Technology sites
  - Careers
    - Financial Aid
    - Careers beyond 2000
    - Bio Careers
- Science and technology career opportunities
- The R&D Tax Incentive Programme
  - Guides, brochures and forms
  - Acts and other documents relevant to R&D Tax Incentive
- News Room
  - Latest News
  - Speeches
  - Press Releases / Communiqués
  - Presentations
    - African Perspective on the Youth in STI

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- National Perspective on data to inform evidence based policy
  - The role of data in tracking the sustainable development goals and developing Africa's evidence based policy
  - The role of economics in achieving sustainable development goals with a data perspective
  - Contextualising data and sustainable development goals
  - Presentation of the DST 2006/7 Annual Report to Parliament
  - Presentation on S&T Policy Forum. Japan, June 2005
  - Presentation delivered by Ms Anita Canca
  - Energy Research Development in SA
  - Science, Technology and Innovation
  - The GEOSS Initiative
  - Interim Assessment of the Impact of the National R&D Strategy
  - Science, Technology and Innovation: Case study of the SA Policy Environment
  - Comparative Advantages and Global Research Infrastructure Partnerships
  - SA Science and Technology System
  - Presentation to the SA National Editors' Forum (SANEF); 22 November 2003
  - Sector-wide Science and Technology Programme Proposal
  - Presentation made on 15 July 2004, in Brussels.
  - Presentation on the Fourth World Congress on Rural Women.pdf
  - OECD Review of the SA National System of Innovation
  - Corporate Strategy 2008
  - National Space Agency bill.PPT
  - India-Brazil-South Africa (IBSA)
  - Seminar on Space Science and Astronomy
  - o Science and Technology Awareness Radio
  - o Events Calendar
  - o DST Newsletter
  - o SKAO Monthly Bulletin
  - o Cabinet Statements
  - o Opinion Pieces
  - Resource Centre
    - o Annual reports
    - o Legislation

- Strategies & Reports
- DST Corporate Strategy 2010-13
- Foresight Reports
- R&D Reports
- Project Reports
- Newsletters
- Ministerial Review Reports
- Knowledge Products
- Research Infrastructure
- Cyber Infrastructure
- Coffee Table Books
- Seminar on Space Science and Astronomy
- Services
- Centres of Excellence
  - The Centre of Excellence in Biomedical TB Research
  - The Centre of Excellence in Invasion Biology
  - The Centre of Excellence in Strong Materials
  - The Centre of Excellence in Birds as Keys to Biodiversity Conservation at the Percy Fitzpatrick Institute
  - The Centre of Excellence in Catalysis
  - The Centre of Excellence in Tree Health Biotechnology at FABI
  - The Centre of Excellence in Epidemiological Modelling and Analysis
- The R & D Tax Incentives Programme
- S&T Landscape
- Space Programme Newsletter
- Sumbandilasat
- Science and Technology Awareness Radio (STAR)
  - June 2010 Interview
  - May 2010 Interview - Maropeng
  - April 2010 Interview - Square Kilometre Array (SKA)
  - March 2010 Interview
  - January 2010 Interview
  - December 2009 Interview
  - November 2009 Interview

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- October 2009 Interview
    - September 2009 Interview
    - August 2009 Interview
  - Tenders
    - Procurement policy framework
    - Responded Bidders
    - Current tenders
  - NSW10 proposal template FINAL.doc
  - Careers
    - Guidelines to register on DST careers
    - Latest Job Opportunities
    - Link to form Z83
    - Benefits working for the DST
    - Online Registration Database
  - Knowledge Resource Centre
  - Links
    - COFISA
      - Presentations
      - Documents
  - Square Kilometre Array (SKA)
  - German South Africa Year of Science 2012/13
  - Sector budget support
  - SAFIPA Global change conference
  - PRIAP
  - General budget support
  - Performance Information Management System (PIMS)
  - Climate Technology Centre & Network
  - Entities
    - Technology Innovation Agency
    - Human Sciences Research Council
    - Academy of Science of South Africa
    - South African National Space Agency
    - Council for Scientific Research and Industrial Research

- Agency for Science and Technology Advancement
- National Intellectual Property Management Office
  - Legislation
  - About NIPMO
  - Organogram
  - NIPMO Events
  - Services
- National Research Foundation
- Astronomy Management Authority
- Contact details

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

Programme/Sub-programme	Records Title
<b>PROGRAMME 1: CORPORATE SERVICES, INSTITUTIONAL SUPPORT AND PLANNING</b>	
<b>Programme 1A. Corporate Services</b>	
<u>Sub Programme:</u> Chief Financial Officer (CFO)	
Financial Management (Management Accounting)	Estimates of National expenditure (ENE) Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE) Early warning reports, expenditure analysis report, cash-flow report.
Financial Accounting	Financial statements, Assets and Liabilities. Statutory reports on National Revenue, Certificates on Compliance in terms of the minimum requirements of financial accounting in the National Government, Interim and Annual Financial Statements and records of all transactions pertaining to Revenue, Expenditure, Assets and Liabilities.
Supply Chain Management	Supply Chain Management Policies and Procedures; Supplier database; Proposals from service providers; Bid documents, including minutes of Bid adjudication; Submissions in relation to Bids; Product specifications and Service terms of reference; Minutes of meeting with service providers; Submissions in relation to assets disposals; Assets register; Minutes of assets disposal committee meetings; Fleet management; Assets and facility management plans; Tender documentation, including awarded tenders.
<u>Sub-Programme:</u> Chief Information Officer	

Programme/Sub-programme	Records Title
Information Systems	Disaster Recovery Plan; IT Policies, standards and procedure manuals, Master Services Plan, IT Strategy.
Knowledge Information and Records Management	Records Management Strategy and Policy, Knowledge Management Strategy, PAIA Manual.
<u>Sub-Programme:</u> Auxiliary Services	Security Policies and procedures; Security Transaction reports; Building Video footage
<u>Sub-Programme:</u> Legal Services	DST Acts and regulations, Contracts, Legal opinions and litigation databases, legal policies, compliance manual.
<u>Sub-Programme:</u> Human Resource	
Special Programmes	HR Strategies, Policies, Procedures and Plans; Gender and Disability Mainstreaming Plans(s); Employee Assistance Programmes; Employee Assistance Reports; Batho Pele Principles; Grievance and Disciplinary Procedures; Gift Register.
Talent Management and Organisational Development	HR Strategies, Policies, Procedures and Plans; Job evaluation and Work-study Reports.
<b>Programme 1B. Chief Operations Officer</b>	
Office of the Director General	Ministerial and DG Submissions Risk Management
<u>Sub- Programme:</u> Policy Planning, Governance Monitoring and Evaluation (PPGM&E)	DST Annual Report, Business plan; Performance information management reports; Institutional and system reviews and supporting documentation; Minutes of meetings, Liaison with DST entities (forum meeting minutes - Chairpersons, CEO and CFO); Progress and Appraisal reports; Frameworks and guidelines; Commissioned Reports.
<u>Sub-Programme:</u> Internal Audit	Minutes of Audit Committee Meetings; Internal Audit Reports; Audit Committee Reports, Charters; Memoranda of Agreement.
<u>Sub- Programme:</u> Science Communication	Speeches; Corporate publications; Extracts from research reports; Photographs.
HR Sourcing and Maintenance	HR Strategies, Policies, Procedures and Plans; Personnel Files; Leave Register.

Programme/Sub-programme	Records Title
<u>Sub-Programme:</u> National Advisory Council on Innovation (NACI)	Appointments, Acceptances and Declines of Members of Council, Committees and Sub-committees; Study Management.
<b>PROGRAMME 2: TECHNOLOGY INNOVATION</b>	
Office of the Deputy Director General	
<u>Sub-Programme:</u> Biotechnology and Health	Strategies; Centres of Competence; regulations; correspondence, decisions and interactions with Agencies; Farmer to Pharma Grand Challenge; GMO applications (without confidential information).
<u>Sub-Programme:</u> Space Science	Upgrade the capabilities of the Satellite Application Centres.
<u>Sub-Programme:</u> Innovation Priorities and Instruments	Model for fiscal incentives for R&D.
<u>Sub-Programme:</u> Knowledge Development on Indigenous Knowledge Systems	Knowledge Management; Indigenous Knowledge Systems study documents and reports - refer to <a href="http://www.NIKSO.dst.gov.za">www.NIKSO.dst.gov.za</a> ; National Recordable system.
<b>PROGRAMME 3: INTERNATIONAL CO-OPERATION AND RESOURCES</b>	
Office of the DDG	
<u>Sub-Programme:</u> Overseas Bilateral Cooperation	Agreements
<u>Sub-Programme:</u> International Resources	Project brochures Links to project websites Project Workshop and information sessions
<u>Sub-Programme:</u> Multilateral Cooperation and Africa	Fellowships Study opportunities Unit Brochures Collaboration reports
<b>PROGRAMME 4: RESEARCH DEVELOPMENT AND SUPPORT</b>	
Office of the DDG	



Programme/Sub-programme	Records Title
<u>Sub-Programme:</u> Basic Sciences and Infrastructure	Facilitate strategic partnerships and programmes to develop new research infrastructure and access to new research infrastructure.
<u>Sub-Programme:</u> Human Capital & Science promotion	Centres of Excellence; Research Chairs; Study reports; Bursary information.
<u>Sub-Programme:</u> Astronomy Advances	Square Kilometre Array Information; refer to <a href="http://www.SKA.ac.za">www.SKA.ac.za</a> ; Astronomy legislative process and regulations; Declarations.
<b>PROGRAMME 5: SOCIO-ECONOMIC PARTNERSHIPS</b>	
Office of the Deputy Director General	Grand Challenges, with implementation plans and concept documents; Strategic frameworks.
<u>Sub-Programme:</u> Science & Technology Investment	Surveys and statistical reports; Company responses to surveys.
<u>Sub-Programme:</u> S&T for Social Impact: Innovation for Inclusive Development	Build partnerships, provide investment support, and fund pilots.
<u>Sub-Programme:</u> S&T for Economic Impact: Sector Innovation and Green Economy	Final Research reports.
<u>Sub-Programme:</u> S&T for Economic Impact: Technology Localisation Beneficiation and Advanced Manufacturing	Strategies Intellectual property and patented information; Technology Localisation Plan; Process Control Manual; Technology Assistance Packages Guidelines.

**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 A: 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:  Mark the appropriate box with an <b>X</b> .  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.	Form in which record is required:  
---	---

<b>1. If the record is in written or printed form:</b>					
	copy of record*		inspection of record		
<b>2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</b>					
	view the images		copy of the images*		transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	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? YES NO

Postage is payable.		
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**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 A: 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..... of .....year .....

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