

**ACCESS TO INFORMATION MANUAL FOR
THE NATIONAL RESEARCH FOUNDATION
(NRF)**

**Manual in terms of section 14 of the Promotion of
Access to Information Act No 2 of 2000**

**Prepared by the Information Resources and
Services: Records and Documents Management**

**INFORMATION RESOURCES AND SERVICES
UNIT**

2009/10

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FOREWORD

In order to present a balanced and understandable assessment of its position, the NRF is repeatedly striving to ensure that its reporting and disclosure procedures to stakeholders are relevant, clear and effective. [The Promotion of Access to Information Act \(PAIA\) No.2 of 2000](#) has been formulated to give effect to the right of access to information as enshrined in the South African Constitution. The NRF views this as not merely an issue of legal compliance, but rather an opportunity to deal with information management in a holistic and integrated manner.

The NRF places great emphasis on fostering a culture of transparency and accountability and continues to subscribe to the principles of openness, integrity, accountability and responsibility to stakeholders.

The NRF recognises that corporate governance is a dynamic area and, as such, its systems of corporate governance are reassessed on an ongoing basis to ensure that they remain at world-class standards and continue to be relevant to NRF's business as it evolves. The organisation therefore complies with the Protocol of Corporate Governance in the Public Sector (1997), the Public Finance Management Act of 1999 ("the PFMA") and the King II Report on Corporate Governance (2001).

This is NRF's revised manual in compliance with the Promotion of Access to Information Act No. 2 of 2000 (Section 14) and we trust that this will assist you in requesting information from the NRF.

1. INTRODUCTION

[The National Research Foundation Act No. 23 of 1998](#) (hereafter referred to as the Act) provides a mandate that positions the NRF as a key agency in confronting the challenges of poverty, wealth creation and knowledge generation and preservation. The NRF views the Promotion of Access to Information Act (hereafter referred to as PAIA) as not merely an issue of legal compliance, but rather an opportunity to deal with knowledge and information management in a holistic and integrated manner so as to effectively execute its mandate in terms of the Act.

This manual will assist requesters to identify records and the manner of accessing them in the NRF. It is also intended to give guidance on how PAIA can be used to gain access to records, e.g. personal information and so on.

2. PARTICULARS IN TERMS OF SECTION 14

2.1 The functions of the NRF

[The National Research Foundation Act](#) came into effect on 1 April 1999 and established the NRF as an autonomous statutory body. The Act is an enabling act and its clauses provide the [NRF Board](#) with a broad framework within which to create the required strategies to meet the stated object of the Act:

“The object of the Foundation is to support and promote research through funding, human resource development and the provision of the necessary research facilities in order to facilitate the creation and public understanding of knowledge, innovation and development in all fields of science and technology, including indigenous knowledge and thereby to contribute to the improvement of the quality of life of all the people of the Republic”.

The NRF aims for “a prosperous South Africa and African continent steeped in a knowledge culture, free of widespread diseases and poverty, and proud contributors to the well-being of humanity”.

2.3 Activities and structure of the NRF

The activities of the NRF are currently clustered as follows:

A. RESEARCH INNOVATION SUPPORT AND ADVANCEMENT (RISA)

- **Programmes and functions largely supported by the parliamentary core grant.**
- **Programmes managed by the NRF as a service provider:**
 - STAC (Science and Technology Agreements Committee) funded by the [Department of Science and Technology](#) (DST);
 - Innovation Fund managed for the Innovation Fund Board of Trustees and funded by DST;
 - Technology and Human Resources for Industry Programme (THRIP) funded by the Department of Trade and Industry (**the DTI**); and
 - Scarce Skills Development Fund of the [Department of Labour](#) (DoL).
- **South African Agency for Science and Technology Advancement ([SAASTA](#))**
 - Interface between S&T and society.

B. NATIONAL RESEARCH FACILITIES

- **Astro/Space/Geo Sciences**
 - South African Astronomical Observatory ([SAAO](#)), also responsible for managing the Southern African Large Telescope (SALT)
 - Hartebeesthoek Radio Astronomy Observatory ([HartRAO](#))
 - Hermanus Magnetic Observatory ([HMO](#))

- **Biodiversity/Conservation**

- South African Institute for Aquatic Biodiversity ([SAIAB](#));
- South African Environmental Observation Network (SAEON), which is being developed to attain national research facility status future; and
- [The National Zoological Gardens](#)

- **Nuclear Science**

- iThemba Laboratory for Accelerator Based Sciences (iThemba LABS).

C. CORPORATE OFFICE

- Corporate Governance;
- Corporate Finance;
- Corporate Human Resources; and
- New business development, including marketing and corporate communication; and
- Corporate performance planning, assessment and benchmarking.

3. CONTACT DETAILS

INFORMATION OFFICER

Name	Division/Manager	Tel No.	Fax No.	E-mail
Prof. Albert Van Jaarsveld	Acting CEO	012 481 4109	012 349 1179	info@nrf.ac.za

DEPUTY INFORMATION OFFICERS

Name	Division/Manager	Tel No.	Fax No.	E- mail
Prof R Booth	Managing Director:HartRAO	012 326 0742	012 326 0756	roy@hartrao.ac.za
Dr S Malinga	Managing Director:HMO	028 312 1196	028 312 2039	smalinga@hmo.ac.za
DR Z Vilakazi	Managing Director :IThemba Labs	021 843 1000	021 843 3525	director@tlabs.ac.za
Mrs Beverly Damonse	Executive Director: SAASTA	012 392 9300	012 320 7803	info@saasta.ac.za
Prof. P Charles	Managing Director: SAAO	021 447 0025	021 447 3639	enquiries@saa.ac.za
Prof P Skelton Managing	Managing Director: SAIAB	046 603 5800	046 622 2403	p.skelton@ru.ac.za
Dr C Nxomani	Executive Director: National Zoological Gardens	012 328 3265	012 323 4540	Clifford@zoo.ac.za

Physical Address: National Research Foundation
Meiring Naudé Road
Brummeria
Pretoria East

Postal Address: National Research Foundation
P O Box 2600
Pretoria
0001

4. SECTION 10 GUIDE – [SECTION 14 (1) (C)]

[The South African Human Rights Commission](#) (hereafter referred to as the Commission) will, in terms of section 10 of the [Act](#), compile a Guide on the use of PAIA. This Guide will be available from the South African Human Rights Commission. Any queries relating to the Guide should be directed to Commission at the following address:

Private Bag X2700
Houghton
2041
Tel: (011) 484 8300
Fax: (011) 484 7146

5. PROCESSES AND PROCEDURES FOR REQUESTING INFORMATION OR RECORDS - SECTION 14 (1)(D)

- 5.1 The requester must use the prescribed form to request for access to the NRF's records ([see Annexure A](#)). The request must be made to the relevant [Deputy Information Officer](#).
- 5.2 The requester must provide sufficient particulars (details) on the request form to enable the Deputy Information Officer to identify the record requested and the requester.
- 5.3 The requester must state whether the record is preferred in a particular language.
- 5.4 The requester should indicate the manner in which he or she wishes to be informed of the decision on the request and provide the necessary details.
- 5.5 If the request is made on behalf of another person, the requester must submit proof of the capacity in which s/he is making the request, to the reasonable satisfaction of the Deputy information Officer.

- 5.6 The Deputy Information Officer shall notify the requester by notice, regarding the payment of the prescribed fee (if any) before processing the request further.
- 5.7 A requester whose request has been granted must pay an access fee for the reproduction, searching and preparation of the copies or transcriptions of the content of the records requested and for the time reasonably required in excess of the prescribed hours to search and prepare the record for disclosure ([See Annexure B](#)).
- 5.8 The Deputy Information Officer will inform the requester of his/her decision within 30 days after receipt of the request or may extend that period by a further period not exceeding 30 days. The period within which the Deputy Information Officer will inform the requester of his/her decision is subject to such extension as may be required to give a third party the chance to make a representation to the Deputy Information Officer where the record requested is with regard to the record of the third party.
- 5.9 In the event that the NRF refuses to give access to the requested records, the requester may lodge an application with a court of law for a review of the decision of the NRF.
- 5.10 If the court orders the NRF to grant the requester access to the requested records, the requester is liable to pay the fee as stated on paragraph 5.7.

6. ACCESS TO THE RECORDS HELD BY THE NRF

6.1 Automatic Disclosure Section 14(1)(e)

All information available from the website www.nrf.ac.za is voluntarily disclosed. Other information that is also voluntarily disclosed includes:

- 6.1.1 Reports
- 6.1.2 Booklets
- 6.1.3 Newsletters
- 6.1.4 Marketing material
- 6.1.5 Posters
- 6.1.6 Pamphlets

6.2 Categories of records Section 14(1)(d)

6.2.1 Financial Records

- Budget and budget projections
- Insurance policies and claims
- Tax
- Policies and procedures
- Bank details
- Employee payment and benefits
- Accounting

6.2.2 Human Resource Records

- Policies and procedures
- Employee information

6.2.3 Corporate Secretary Records

- Policies and procedures
- Minutes of meetings

6.2.4 Administration

- Intranet
- Correspondence with internal and external parties

6.2.5 Movable and Immovable Property

- Title deeds
- Agreements

6.2.6 Knowledge Management and strategy

- Policies and procedures
- Minutes of meetings
- Records Management
- Content Resource Management
- Communities of Practice
- Data Archiving
- Evaluations and Ratings

6.2.7 Business and Industry Partnership Programme

- Policies and procedures
- Minutes of meetings
- THRIP (Technology for Human Resource Industry Programme)
- Business Partnership
- Industry partnership
- Technology Brokerage

6.2.8 Research Development and Support

- Policies and procedure
- Minutes of meetings
- Central Grant Administration
- Institutional Research Programme
- Student Support
- Technikon Programme
- Thuthuka Programme

6.2.9 Research Promotion and Support

- Policies and procedures
- Minutes of meetings
- Conservation and management of ecosystems and biodiversity
- Economic Growth and International Competitiveness
- Education and Challenges for Change
- Indigenous Knowledge Systems
- ICT & Information Society in South Africa
- Socio-Political impact on Globalisation
- Sustainable livelihood
- Unlocking the Future
- Distinct Research Opportunities

6.2.10 Innovation Fund

- Policies and procedures
- Minutes of meetings
- Projects

6.2.11 SAASTA

- Policies and Procedures
- Minutes of Meetings
- Science Communications
- New Business Development
- Museum of Science and Technology
- Programmes in Science and Technology

6.2.12 HartRAO

- Policies and procedures
- Minutes of meetings
- Radio Astronomy
- Science Awareness
- Very Long Baseline Interferometry
- Space Geodesy
- Site Support

6.2.13 HMO

- Policies and procedures
- Minutes of meetings
- Geomagnetism
- Space Physics
- Education and Science Awareness
- Technology

6.2.14 iTHEMBA LABS

- Policies and procedures
- Minutes of meetings
- Accelerator Group
- Clinical Research
- Materials Research Group
- Medical Research Groups
- Physics Group
- Support Service Group
- Isotope Radiotherapy Group
- Science and Technology Awareness

6.2.15 SAAO

- Policies and procedures
- Minutes of meetings
- Astronomical Research
- Building Research Capacity
- International Collaboration
- Science Education and Public Awareness
- Southern African Large Telescope

6.2.16 SAIAB

- Policies and procedures
- Minutes of meetings
- Communications
- Fish Collections Data, Library and Databases
- Marine, Freshwater and Estuarine Research

6.2.17 NATIONAL ZOOLOGICAL GARDENS

- Policies and procedures
- Minutes of meetings
- Breeding Centres
- Emerald Animal World

- Projects and Attractions
- Events
- Partnerships
- Facilities
- Membership Programmes

7. REMEDIES AVAILABLE IF THE PROVISIONS OF THE PAIA ARE NOT COMPLIED WITH BY THE NRF – Section 14 (1)(h)

The NRF does not have an internal appeal procedure in place to facilitate appeals against decisions of the Information Officer and Deputy Information officers.

An aggrieved party may by way of application to the Magistrate's Court in terms of the Gazette Notice No. 585 of 14 May 2004. On hearing such application the court may grant any order that is just and equitable.

Annexure A

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 6]

FOR DEPARTMENTAL USE

Reference number:

Request received by

name and surname of information officer/deputy information officer on

(date) at

(place)

Request fee (if any): R.....

Deposit (if any): R

Access fee: R.....

.....Signature of information officer/deputy Information Officer

A Particulars of public body

The Information Officer/Deputy Information Officer:

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:

Fax number:

Telephone 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:
- 2 Reference number, if available:
- 3 Any further particulars of record:

E. Fees

- (a) *A request for access to a record, other than a 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:

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.

<u>Disability:</u>		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:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record'	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	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.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				
Note that <i>if</i> the record is not available in the language you prefer, access may <i>be granted</i> in the language in <i>which</i> the record is available.					
In which language would you prefer the record?					

G. Notice of decision regarding request for access

You will be notified 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 thisday of..... 20

SIGNATURE OF REQUESTER 1 PERSON ON
WHOSE BEHALF REQUEST IS MADE

Annexure B

FORM B

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act 2000 (*Act No. 2 of 2000*))

[Regulation 8]

STATE YOUR REFERENCE NUMBER:

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of requester/third party who lodges the internal appeal

(a) The <i>particulars of the person who lodge the internal appeal must be given below.</i>
(b) <i>Proof of the capacity in which appeal is lodged, if applicable, must be attached.</i>
(c) <i>If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.</i>

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

Identity number:

D. The decision against which the internal appeal is lodged

<i>Mark the decision against which the internal appeal is lodged with an X in the appropriate box:</i>	
	Refusal of request for access
	<i>Decision regarding fees prescribed in terms of section 22 of the Act</i>

	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(l) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. Grounds for appeal

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

State the grounds on which the internal appeal is based:

State any other information that may be relevant in considering the appeal:

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. *If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

State the manner:

Particulars of manner:

Signed at.....thisday of 20

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received on

.....

..... (date) by (state rank, name and surname of information officer/deputy

information officer).

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on (date) to the relevant authority.

OUTCOME OF APPEAL:

**DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
 CONFIRMED/NEW DECISION SUBSTITUTED**

NEW DECISION:

.....
RELEVANT AUTHORITY

.....DATE

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION
OFFICER FROM THE RELEVANT AUTHORITY ON (date):

Annexure C

FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) 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
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00
3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.
4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof	0,60
(b) 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
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00
(f) 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.	
(2) For purposes of section 22(2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is	

payable; and
(b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.