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## **M A N U A L**

*IN ACCORDANCE WITH*

**THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)**



**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

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# **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**

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**INFORMATION AND STRATEGIC  
ADVICE UNIT**

**2004/05**

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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**

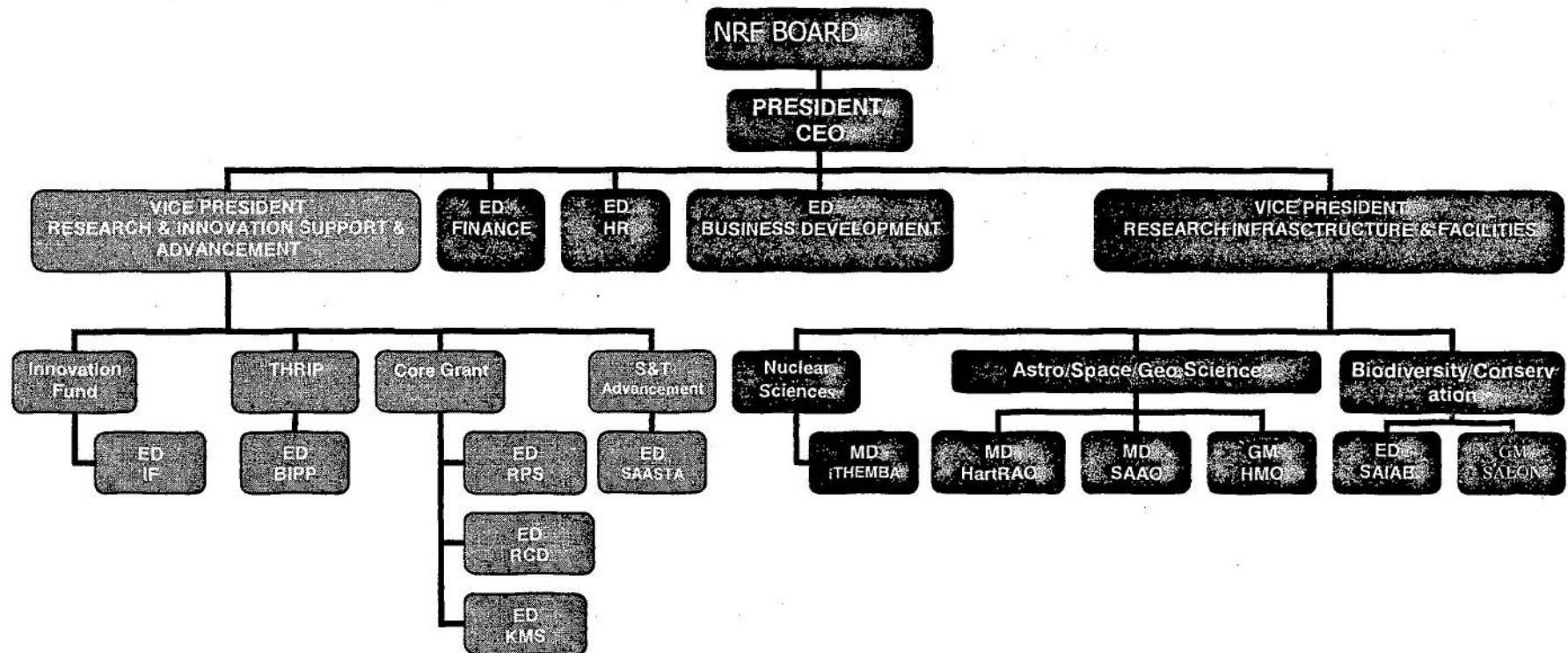
### **2.1 *The functions of the NRF***

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”.

## 2.2 A schematic diagram of the structure of the National Research Foundation





## **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 SUPORT FUNCTIONS

- **Corporate Governance;**
- **Corporate Finance;**
- **Corporate Human Resources; and**
- **Corporate Communications.**

### 3. CONTACT DETAILS

#### INFORMATION OFFICER

Name	Division/Manager	Tel No.	Fax No.	e-mail
Dr Khotso Mokhele	President/Chief Executive Officer	012 481 4018/4144	012 349 1179	<a href="mailto:khotso@nrf.a.za">khotso@nrf.a.za</a> <a href="mailto:info@nrf.ac.za">info@nrf.ac.za</a>

#### DEPUTY INFORMATION OFFICERS

Name	Division/Company	Tel No.	Fax No.	e-mail
Prof J Jonas	Managing Director: HartRAO	012 326 0742	012 326 0756	<a href="mailto:Justine@hartrao.ac.za">Justine@hartrao.ac.za</a>
Dr P Sutcliffe	Manager: HMO	028 312 1196	028 312 2039	<a href="mailto:Psutcliffe@hmo.ac.za">Psutcliffe@hmo.ac.za</a>
Prof J Sharpey Schafer	Managing Director: iThemba LABS	021 843 1000	021 843 3525	<a href="mailto:paia@tlabs.ac.za">paia@tlabs.ac.za</a>
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Mrs B Damonse	Executive Director SAASTA	012 392 9339	012 320 7803	<a href="mailto:vihiha@fest.org.za">vihiha@fest.org.za</a>

Dr P Martinez	Acting Managing Director: SAAO	021 447 0025	021 447 3639	<a href="mailto:peter@saa.ac.za">peter@saa.ac.za</a>
Prof P Skelton	Managing Director: SAIAB	046 603 5800	046 622 2403	<a href="mailto:p.skelton@ru.ac.za">p.skelton@ru.ac.za</a>
Mr. Willie Labuschagne	Managing Director: National Zoological Gardens	012 328 3265	012 323 4540	<a href="mailto:wlabu@mweb.co.za">wlabu@mweb.co.za</a>

**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 B). The request must be made to the relevant Deputy Information Officer (see paragraph 3).
- 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](http://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 Transformation and Strategic Advice
- 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.