





**MANUAL IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, 2002 (ACT NO. 2 OF 2000)**

FOR THE SOUTH AFRICA NATIONAL SPACE AGENCY (SANSa)



SECTION 1 - APPROVAL AND DOCUMENT CONTROL

DOCUMENT APPROVAL RECORD			
Version No. 2			
APPROVAL	POSITION AND NAME	SIGNATURE	DATE
Sponsor	Michael Kabai Legal Manager		02/09/2021
Recommended	Leonie Engelbrecht Acting: Chief Financial Officer		15/09/2021
Approved	Dr Valanathan Munsami Chief Executive Officer		17 Sep 2021

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2. INTRODUCTION

This information manual ("the Manual") is published in terms of section 14 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 of the Republic of South Africa 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 South African National Space Agency ("SANSA").

3. PARTICULARS IN TERMS OF SECTION 14

3.1 The mandate of SANSA

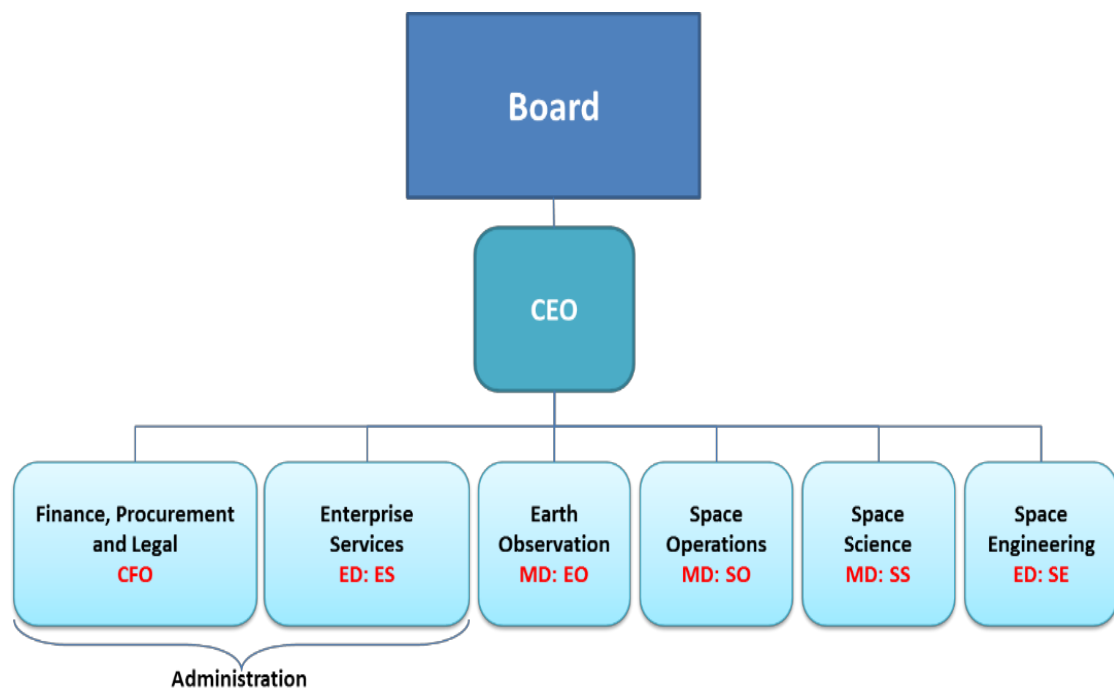
To be the leader in ensuring that space science and technology benefits society, the environment, the economy and the global community through products and services; research and development; and human capital development.

3.2 The function and objectives of SANSA

- 3.2.1 Deliver space-related services and products to the citizens of South Africa and the region;
- 3.2.2 Support, guide and conduct research and development in space science and engineering and the practical application of the innovations they generate;
- 3.2.3 Stimulate interest in science and develop human capacity in space science and technologies in South Africa;
- 3.2.4 Create an environment that promotes industrial development;
- 3.2.5 Nurture space-related partnerships to enhance South Africa's standing in the community of nations.

3.3 The structure of SANSA

A schematic diagram of the organisational structure of SANSA



3.4 The structure of SANSA

SANSA functions through five (5) programmes, as follows:

3.4.1 Programmes:

1. Administration Programme
2. Earth Observation Programme
3. Space Science Programme
4. Space Operations Programme
5. Space Engineering Programme

3.4.2 Offices / Branches:

1. Pretoria: Enterprise Building, Mark Shuttleworth Street, Innovation Hub, Pretoria, 0087, Gauteng, South Africa
2. Hermanus: Hospital Street, Hermanus, 7200, Western Cape South africa
3. Hartebeeshoek: Farm 502JQ, Hartebeeshoek, Registration Division JQ, North West Province, South Africa

4. CONTACT DETAILS (Section 14 (1)(b))

Information Officer:

The CEO, Dr Valanathan Munsami

Tel: (012) 844 0500

Fax: (012) 841 3549

Email: information@sansa.org.za

P O Box 484

Silverton

0127

Gauteng

South Africa

5. THE SECTION 10 GUIDE ON HOW TO USE THE ACT - Section 14(1)(c)

The guide to the Act and the rights of requesters is available from the South African Human Rights Commission (SAHRC) from their website: www.sahrc.org.za.. Should you have any queries in this regard, please contact the SAHRC directly at:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Postal address:
Private Bag 2700
Houghton
2041

Telephone: (011) 877 3600
Fax: (011) 403 0668
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

6. ACCESS TO THE RECORDS HELD BY SANSA

6.1 Automatic disclosures – Section 14(1)(e)

All information available on the web-site: www.sansa.org.za is voluntarily disclosed including the current Annual Report, annual financial statements, Report by the Auditor-General, Report on Corporate Governance, Executive Report and Financial statements.

The following information is also voluntarily disclosed -

Documents relating to the policy and governance of SANSA – in Annual Reports, paper or on the SANSA website.

6.2 Records that may be requested – Section 14(1)(d)

- 6.2.1 Operational Information and Agreements relating to the following categories: Documents relating to the policy, objectives and governance of SANSA
- 6.2.2 Directives, resolutions and instructions of the Board of SANSA
- 6.2.3 title deeds, mortgage bonds, leases and notarial bonds relating to movable and immovable property
- 6.2.4 Memorandums of Understanding
- 6.2.5 Joint Venture Agreements with subsidiaries and/or agreements with any person, government or administration Rental agreements
- 6.2.6 Metadata and spatial information

6.3 Finances and Accounting records relating to the following categories: -

- 6.3.1 Bank account records
- 6.3.2 Accounting Records and reports
- 6.3.3 Auditor's annual report
- 6.3.4 Audited Annual Financial Statements
- 6.3.5 Annual budget and corporate plan as provided for in the Public Finance Management Act, Act No. 1 of 1999
- 6.3.6 Annual report, including Statement of Financial Position and Statement of Financial Performance certified by the Auditor-General
- 6.3.7 SITE and PAYE records
- 6.3.8 Additional information required by the Minister

6.4 Human Resources records relating to the following categories: -

- 6.4.1 Policies and procedures
- 6.4.2 Personnel files / Personal Information
- 6.4.3 Contracts, conditions of service and other agreements
- 6.4.4 Statutory employee records

6.4.5 Pension fund records of the pension fund established under the Associated Institutions Pension Fund Act, 1963

6.4.6 Medical Scheme Records

6.5 Research, technology solutions and support information relating to the following categories: -

6.5.1 Space Science

6.5.2 Space Engineering

6.5.3 Space Operations

6.5.4 Earth Observation

6.6 Intellectual property information relating to the following categories: -

6.6.1 Rights in discoveries and inventions and improvements in respect of processes, apparatus and machines made by employees of SANSA in the course of their employment as employees of SANSA

6.6.2 Rights in a discovery, invention or improvement made by SANSA in the course of an investigation for or on behalf of another person, government or administration

6.6.3 Patents and patent applications

6.6.4 Licence Agreements

7. THE REQUEST PROCEDURES – Section 14 (1)(d)

7.1 Disclosure of records

A requester must be given access to a record of a public body if the requester complies with the following –

7.1.1 The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and

7.1.2 Access to that record is not refused on any ground of refusal provided for in the Act.

7.2 Nature of the request

- 7.2.1 A requester must use the prescribed form, Form A, published in Government Notice R187 of 15 February 2002. Prescribed Form A will have to be filled in by the requester when requesting for information. Prescribed Form A is attached to this PAIA Manual as Annexure A.
- 7.2.2 The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 7.2.3 All requests to SANSA will be evaluated and considered in accordance with the Act. Publication of this PAIA Manual and providing a description of the categories and subject matter of information held by SANSA does not give rise to any right (in contract or otherwise) to access such information or record except in terms of the Act.
- 7.2.4 The requester must indicate whether the request is to obtain a copy of the record or whether inspection of the record at the offices of the public body is requested. Alternatively, if the record is not a document, it can be viewed in the requested form – section 29(2).
- 7.2.5 Access should be provided in the particular form and manner requested unless such manner would interfere unreasonably with the running of the public body concerned or damages the record, or infringes a copyright owned by the state. If for practical reasons access cannot be given in the required form, but in an alternative manner, the fee must be calculated in accordance with the manner of disclosure first requested by the requester – section 29(3) and (4).
- 7.2.6 If, in addition to a written reply to the request for the record, the requester requires to be advised of the decision in any other manner, eg. by telephone, this must be indicated – section 18(2)(e).
- 7.2.7 If a requester requests the information on behalf of somebody else, the capacity in which the request is made must be indicated – section 18(2)(f).
- 7.2.1 If the requester is unable to read or write, or has a disability, the request may be made orally. In such event, the Information Officer must complete the form on behalf of the requester and provide the requester with a copy – section 18(3).

- 7.2.2 In terms section 26 of Act, the Information Officer/Deputy Information Officer may extend the period of 30 (thirty) days referred to in section 25(1) (in the section referred to as the 'original period' of request) once for a further period of not more than 30 days, if-
- (a) the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of the public body concerned;
 - (b) the request requires a search for records in, or collection thereof from, an office of the public body not situated in the same town or city as the office of the information officer that cannot reasonably be completed within the original period;
 - (c) consultation among divisions of the public body or with another public body is necessary or desirable to decide upon the request that cannot reasonably be completed within the original period;
 - (d) more than one of the circumstances contemplated in paragraphs (a), (b) and (c) exist in respect of the request making compliance with the original period not reasonably possible; or
 - (e) the requester consents in writing to such extension.
- 7.2.3 In the event the Information Officer/Deputy Information Officer fails to give the decision on a request for access to the requester concerned within the period contemplated in section 25(1), the Information Officer/Deputy Information Officer shall, for the purposes of the Act, be regarded as having refused the request

7.3 Fees payable

- 7.3.1 There are two types of fees required to be paid in terms of the Act, being the request fee and the access fee – section 22.
- 7.3.2 A requester who seeks access to a record containing personal information about the requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the prescribed request fee.
- 7.3.3 The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- 7.3.4 The request fee payable to public bodies is R35. The requester may lodge an internal appeal, where appropriate, or an application to court against the tender or payment of the request fee.
- 7.3.5 After the Information Officer has made a decision on the request, the requester must be notified of such decision in the manner requested by the requester.
- 7.3.6 If the request is granted, an access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- 7.3.7 The request fees and access fees payable by a requester referred to section 22, unless exempted under section 22(8), of the Act are listed in Annexure 2 of this Manual

8. SERVICES AVAILABLE – Section 14(1)(f)

8.1 In terms of the South African National Space Agency Act, Act No. 36 of 2008, SANSA, may, in order to perform any of its functions and to achieve its objects, embark on the following:

- 8.1.1 enter into an agreement with any person, government or administration on the terms and conditions agreed upon by SANSA and that person, government or administration;

- 8.1.2 for the purposes of developing or exploiting any invention or technological space expertise, establish a company, or in collaboration with any other person establish such a company and acquire an interest in any company or other juristic person undertaking the development or exploitation of an invention or technological space innovation;
- 8.1.3 establish any programme in line with national space policy in respect of enabling technologies that will provide leadership in coordinating and supporting applied research, coordination and support to the development of space science missions, space mission applications and space mission operations; and
- 8.1.4 support programmes or projects relating to scientific space research.

9. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THE ACT ARE NOT COMPLIED WITH – Section 14(1)(h)

9.1 The SANSa does not have an internal appeal procedure in place to facilitate appeals against decisions of the Information Officer or Deputy Information Officer. An aggrieved party may by way of application apply to Court for appropriate relief. On hearing such application the Court may grant any order that is just and equitable including:

- 9.1.1 Confirming, amending or setting aside the decision that is the subject of the application;
- 9.1.2 Requiring the Information Officer to take some action or to refrain from taking such action as the Court considers necessary within the period mentioned in the order;
- 9.1.3 Granting an interdict, interim or specific relief, a declaratory order or compensation; or
- 9.1.4 Costs.

10. ANY OTHER INFORMATION AS MAY BE PRESCRIBED – Section 14(1)(i)

There is currently no additional information available from the Minister.

ANNEXURE A – PRESCRIBED FORM 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.

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:			
<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"/>	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:			

	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
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?						

11.

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 A – FEES IN RESPECT OF PUBLIC BODIES

**FEES IN RESPECT OF PUBLIC BODIES IN TERMS OF GOVERNMENT NOTICE
NO. R. 187 IN GOVERNMENT GAZETTE 23119 OF 15 FEBRUARY 2002**

PART I

FEES IN RESPECT OF GUIDE

1. The fee for a copy of the guide as contemplated in regulations 2(3)(b) and 3(4)(c) is R0,60 for every photocopy of an A4-size page or part thereof.

PART II

FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 6(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,	
or 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.