



THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA

SECTION 14 MANUAL

In terms of Section 14 of the Promotion of Access
to Information Act, 2000 (Act 2 of 2000)

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I. FOREWORD BY THE DIRECTOR-GENERAL

The Presidency, in compliance with the Promotion of Access to Information Act (PAIA), 2000 (Act 2 of 2000), has prepared a manual to facilitate the public's access to information held by The Presidency. This manual will provide the public with guidelines for accessing information. Such a process will stimulate and sustain the essential need for fostering informed public participation in the decision-making process of The Presidency and other public bodies. It will also serve as a mechanism for The Presidency in implementing its executive mandate of ensuring the timely and effective implementation of national legislation and the promulgation of that legislation.

The Act was legislated to give meaning to the constitutional imperative stipulating the public's right of access to any information held by the State and that held by another person, requiring the exercise or protection of any rights. The passage of this Act gives substance to the constitutional requirements of transparency, effective governance and accountability by government.

In preparing this manual, The Presidency and government as a whole will be advancing the practice of transparency and good governance. In promoting a transparent government, The Presidency acknowledges that there will be limitations within the overall promotion of good governance through transparency. Such limitations are acknowledged within the provisions of the Act, as it specifies circumstances under which there would be limited or restricted access to government information. These situations would include those:

- aimed at protecting privacy;
- pertaining to commercial confidentiality; and
- relating to the promotion of effective, efficient and good governance.

Application of these limitations will be done in a manner that will balance the right of access with the rights contained in the Bill of Rights in Chapter 2 of the Constitution of the Republic of South Africa of 1996.



R. Cassius Lubisi, PhD
Director-General and Secretary of Cabinet
The Presidency

2. CONSTITUTIONAL MANDATE OF THE PRESIDENCY

The Presidency derives its mandate from the Constitution of the Republic of South Africa of 1996, as amended.

The Constitution is the supreme law of the Republic of South Africa. Along with the Bill of Rights, the Constitution forms the legal foundation of a democratic South Africa and sets out the rights and duties of its citizens, and defines the structure of the government.

The mandate of The Presidency is directly informed by the aforementioned Constitution, specifically:

- Chapter 5 of the Constitution – which defines the President as both the Head of State and Head of the National Executive; and outlines the President's primary responsibilities to uphold, defend and respect the Constitution as the supreme law of the Republic; and to promote the unity of the nation and that which will advance it.
- Section 85 of the Constitution – which then specifically confers the executive authority of the Republic on the President.
- As Head of State, the President is required to provide leadership to society as a whole.

The mandate of The Presidency is to enable the principals in The Presidency to perform their assigned responsibilities and duties.

Proclamation 47 of 15 July 2014 and Proclamation 43 of 8 July 2014 in terms of Section 97 of the Constitution, impacts on the mandate of The Presidency, as it has brought about the change in its configuration and service-delivery model.

The **National Macro Organisation Project** changed the macro organisation of government in order to give administrative effect to the President's new Cabinet portfolios and to ensure alignment between the new portfolios and the administrative structures in support of Ministers responsible for those portfolios. The impact of the new Cabinet portfolios on The Presidency resulted in key legislation previously administered by the Presidency now being administered by the new Department of Planning, Monitoring and Evaluation (DPME) and the Department of Communications.

Certain functions and concomitant resources were also transferred, as effect from 1 October 2014, from The Presidency to the new DPME.

In line with the Presidential directive and configuration of departments, the DPME has consequently taken over the following functions from The Presidency:

- National Planning Secretariat
- Directorate: Youth Desk

This constitutional context then defines the broad parameters of the role and responsibilities of The Presidency as an organisation, namely: to service the President and the Deputy President in the execution of their constitutional responsibilities and duties.

The Presidency's strategic posture, as a result, reflects these functions of the President and the National Executive under his leadership. In this regard, The Presidency must ensure that critical strategic and administrative support functions are in place, procedures and mandatory rules are in place and followed, and that skilled staff are recruited and retained to execute the strategy of the organisation in support of the principals.

3. STRUCTURE OF THE PRESIDENCY

3.1 Background

The Presidency has undergone significant changes to play the national strategic role expected of it. The Presidency, as the Executive Authority, has delegated operational and administrative responsibilities to the Director-General (DG) as the Head of The Presidency. The DG's role is to strategically assist, supervise and coordinate government's programmes. The Chief Operations Officer (COO) has been appointed the Accounting Officer in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).

3.2 Leadership of The Presidency

The leadership of The Presidency is composed of the following:

- Mr Jacob Gedleyihlekisa Zuma (President)
- Mr Cyril Ramaphosa, MP (Deputy President)
- Mr Jeff Radebe, MP (Minister of Planning, Monitoring and Evaluation)
- Mr Buti Manamela, MP (Deputy Minister of Planning, Monitoring and Evaluation)
- Ms Susan Shabangu, MP (Minister in The Presidency responsible for Women)
- Dr Cassius Lubisi (DG)
- Ms Lakela Kaunda (COO)
- Dr Bongani Ngqulunga (DDG: Private Office of the President)
- Ms Busani Ngcaweni (DDG: Office of the Deputy President)
- Ms Lusanda Mxenge (DDG: Cabinet Office)
- Mr Mandla Feni (Acting DDG: Corporate Management)

3.3 Organisational Structure

The organisational structure of The Presidency is designed according to key performance areas and its activities are organised in the following programmes:

- **Programme 1: Administration**

Due to its transversal nature of the Programme: Administration, it has both an external and internal focus; and leads delivery against all three of The Presidency's strategic goals defined herein below, namely:

Goal 1: Integrated planning and policy coherence in government resulting in greater socio-economic transformation and inclusion;

Goal 2: The principals enabled to promote the government's national unity and social cohesion programmes; and

Goal 3: The principals enabled to strengthen regional integration and promote South Africa's role in the international arena.

- **Programme 2: Cabinet Services Support**

The programme provides strategic and administrative support that enables the Cabinet to foster accountability and policy coherence through integrated planning, policy coordination and the implementation of the strategic agenda of government.

4. CONTACT DETAILS OF THE INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER

In terms of the PAIA of 2000, the DG of The Presidency is the Information Officer. The COO has been delegated the responsibilities of the Deputy Information Officer. Their contact details are as follows:

4.1 Information Officer

DG and Secretary of the Cabinet

Dr Cassius Lubisi

Private Bag X1000

Pretoria

0001

Or

Union Buildings

Government Avenue

Pretoria

Tel: 012 300 5354

Fax: 086 683 5354

Email: informationofficer@presidency.gov.za

4.2 Deputy Information Officer

COO

Ms Lakela Kaunda

Private bag x 1000

Pretoria

0001

Or

Union Buildings

Government Avenue

Pretoria

Tel: 012 300 5359

Fax: 086 683 5359

Email: InformationOfficer@presidency.gov.za

5. GUIDE OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC) ON HOW TO USE THE ACT

The guide on how to use the PAIA of 2000 is available from the SAHRC. Enquiries can be directed to:

SAHRC

PAIA Unit

Research and Documentation Department

Private Bag X2700

Houghton

2041

Tel: 011 877 3600

Fax: 011 403 0682

Email: PAIA@sahrc.org.za

Website: www.sahrc.org.za

6. ACCESS TO RECORDS

The information contained in the manual provides guidance on how the public can gain access to records in the possession of or under the control of The Presidency.

6.1 Purpose of the Act

The purpose of the Act is to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

Only records referred to in the Act can be requested, and the request as well as the response thereto should comply with the provisions of the Act.

Any existing recorded information may be requested:

- regardless of form or medium;
- in the possession or under the control of The Presidency or another public body; and
- whether or not it was created by The Presidency.

A requester must be given access to a record if:

- the Act applies to such record;
- the requester complies with all the procedural requirements in the Act relating to the request for access to a record; and
- access to the record is not refused on any ground of refusal as mentioned in the Act.

A complete list of records that can be found in The Presidency is in **Annexure C** of this manual.

6.2 How does one requests access to records

- A requester must use the form that has been printed in the *Government Gazette*. A copy of the form is attached to the manual as **Annexure A**.
- If a requester is unable to read or write or has a disability, then he/she can make the request for the record orally. The Presidency will assist requesters who are unable to read or write or have a disability by filling the prescribed form on their behalf. The requester will then be given a copy of the request. (Form in which access is requested).
- The requester must also indicate if the request is for a copy of the record or if the requester wants to inspect the record at The Presidency's premises.
- Alternatively, if the record is not in the form of a hard copy, it can be viewed in the requested form, where possible.
- If a person asks for access in a particular form then the requester should get access in the manner that has been asked for. This is unless doing so would interfere unreasonably with the running of The Presidency or damage the record or infringe a copyright not owned by the State.
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated. To prevent the abuse of the Act, The Presidency reserves the right to ask proof of authority to make the request on behalf of another.

6.3 Where requests should be submitted

- Requests for records should be submitted to the Information Officer or Deputy Information Officer. (Contact details for the officers have been provided).
- For security reasons, requesters who want to deliver the requests to the Union Buildings and/or Tuynhuys will be required to produce positive proof of identity.

6.4 Prescribed fees

The Act provides for two types of fees:

- A request fee which is a standard fee; and an access fee which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs. (The list of these fees can be found as **Annexure B**).
- The prescribed fees shall be paid by cash, postal order or cheque to the cashier in the Union Buildings or Tuynhuys into The Presidency's bank account set aside for PAIA of 2000 requests.
- Where a request is made by post, no cash amounts should accompany the request. Where applicable, the postal requests shall be accompanied by either cheque or postal order.
- A period of seven (7) working days shall be allowed for the clearance of a cheque before the request can be processed.
- Within **two weeks / five days** of receiving the request, the Information Officer shall by notice, require the requester other than a personal requester, to pay the prescribed request 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.
- 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, and the request is refused, then the Information Officer concerned must repay the deposit to the requester.

6.5 Granting/Refusal of requests

All requests for access shall be considered, and the granting and refusal thereof shall be in line with the provisions of the Act.

6.6 Appeal

In a case where the request is refused, the requester shall be entitled to lodge an internal appeal against a decision of the Information Officer, with the relevant authority. Details of the Relevant Authority are as follows:

Mr Jeff Radebe, MP
Minister in The Presidency for Planning, Monitoring and Evaluation
Private Bag X1000
Pretoria
0001
Tel: 012 300 5334
Fax: 086 683 5334

6.7 Manner of appeal and appeal fees

An appeal must be lodged in the prescribed form (**Annexure D**) and within the prescribed period. The prescribed periods are as follows:

- within sixty (60) days;
- if notice to a third party is required, within thirty (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.

The appeal must be delivered or sent to the Information Officer of The Presidency at the address provided.

The appeal must identify the subject of the appeal and state the reasons for the internal 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 of the internal appeal in any other manner, he/she must state that manner and provide the necessary particulars to be so informed.

The appeal must, if applicable, be accompanied by the prescribed appeal fee, and must specify a postal address or fax number.

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.

7. UPDATING OF THE MANUAL

The Presidency shall, if necessary, update and publish its manual every second year or when there are changes in the Administration to ensure its continued application and relevance.

8. AVAILABILITY OF THE MANUAL

This manual is in the interim available in English only, in the following manner:

- Posted onto The Presidency website: www.presidency.gov.za
- Published in the *Government Gazette*
- Submitted to the SAHRC
- Obtainable at both The Presidency and Tuynhuys offices.

Approved



Ms Lakela Kaunda
Deputy Information Officer
Date: 21 July 2015

ANNEXURE A:

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head/Designated Person:

.....

B. Particulars of person requesting access to the record

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

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 hereunder, 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 in the specified form may depend on the form in which the record is available. (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
	View the images	copy of the images*	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)	
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.				YES	NO

G. Particulars of right to be exercised or protected

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

1. Indicate which right is to be exercised or protected:
.....
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:
.....

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 20.....

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

ANNEXURE B:

FEES SCHEDULE

Fee for a copy of the manual as contemplated in Regulation 5(c) for every photocopy of an A4-size page or part thereof.	R0-60
Fees for reproduction referred to in Regulation 7(1) are as follows:	
(a) For every photocopy of an A4-size page or part thereof	R0-60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.	R0-40
(c) For copy in a computer-readable on (i) stiffy disk (ii) compact disk	R5-00 R40-00
(d) For a transcription of visual images (i) For an A4-size page or part thereof (ii) For a copy of visual images	R22-00 R60-00
(e) For a transcription of an audio record (i) For an A4-size page or part thereof (ii) For a copy of an audio record	R12-00 R17-00
Request fee payable by a requester, other than a personal requester, referred to in Regulation 7(2)	R35-00
The access fees payable by a requester referred to in regulation 7(3) are as follows	
(a) For every photocopy of an A4-size page or part thereof	R0-60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R0-40
(c) For copy in a computer-readable on (i) stiffy disk (ii) compact disk	R5-00 R40-00
(d) For a transcription of visual images (i) for an A4-size page or part thereof (ii) for a copy of visual images	R22-00 R60-00
(e) For a transcription of an audio record (i) for an A4-size page or part thereof (ii) for a copy of an audio record	R12-00 R17-00
(f) To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	R15-00 for each hour
2. For purposes of Section 22(2) of the PAIA, the following applies: a. Six hours as the hours to be exceeded before a deposit is payable b. One third of the access fee is payable as a deposit by the requester	

ANNEXURE C

RECORDS HELD IN THE PRESIDENCY

- National symbols
- National orders
- Press statements
- The Presidency Principals profiles
- Strategic Plans
- Annual Reports
- Budgets
- Financial statements
- Medium Term Expenditure Framework
- Service delivery improvement plan
- Service charters and Standard Operating Procedures
- Policies and manuals
- Unclassified Minutes of meetings and registers
- Performance Management Documents
- Personnel files
- Financial disclosures of the Senior Management Service
- Internal newsletters and magazines
- Records of workshops and conferences
- Contract with suppliers
- Independent Commission for the Remuneration of Public Office Bearers Annual Review
- Register of members of the executive's interests - Public Section
- Annual Review: Salaries and allowances of public office bearers
- Standards and Code of Ethics
- President's Annual Programme
- Deputy President's Annual Programme
- Speeches of the President, Deputy President and Minister
- Responses to Parliamentary Questions
- Branch Operational Plans
- Annual Performance Plan
- Parliamentary Programme
- Tenders and vacancies
- Information relating to training of staff
- Internal newsletters
- Asset Registers

ANNEXURE D

FORM B

NOTICE OF INTERNAL APPEAL

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

[Regulation 8]

<p>STATE YOUR REFERENCE NUMBER:</p> <p>.....</p>
--

A. Particulars of public body

The Information Officer: Dr Cassius Lubisi (Director-General and Secretary of the Cabinet)

/or

The Deputy Information Officer: Ms Lakela Kaunda (Chief Operations Officer)

The Presidency: RSA
 Private Bag X 1000
 Pretoria
 0001
 South Africa
 Tel: (012) 300 5359
 Fax: (086) 683 5359
 www.thepresidency.gov.za
 informationofficer@po.gov.za

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

- | |
|--|
| <p>(a) The particulars of the person who lodge the internal appeal must be given below.</p> <p>(b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.</p> <p>(c) 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.</p> |
|--|

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 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>	
<input type="checkbox"/>	Refusal of request for access
<input type="checkbox"/>	Decision regarding fees prescribed in terms of section 22 of the Act
<input type="checkbox"/>	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(l) of the Act
<input type="checkbox"/>	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
<input type="checkbox"/>	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:

E. 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 this day of 20.....

.....

SIGNATURE OF APPELLANT



**THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA**

SECTION 15 NOTICE

In terms of the Promotion of Access to Information
Act, 2000 (Act 2 of 2000)

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1. INTRODUCTION
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I. INTRODUCTION

Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000), stipulates that “the Information Officer of a public body, referred to in paragraph (a) or (b)(i) of the definition of a “public body” in Section 1, must, on a periodic basis **not less frequently than once each year**, submit to the Minister a description of-

- (a) the categories of records of the public body that are automatically available without a person having to request access in terms of this Act, including such categories available-
- (i) for inspection in terms of legislation other than this Act;
 - (ii) for purchase or copying from the body;
 - (iii) from the body free of charge; and
- (b) how to obtain access to such records.

The Presidency has updated the Section 15 Notice and is in compliance with the provision of Section 15(2) of the PAIA of 2000, which gives access to records that are automatically available.

2. RECORDS THAT ARE AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF THE PAIA OF 2000

- 2.1 All the reports that are published publicly become automatically available on The Presidency website (www.thepresidency.gov.za). Below is a list of documents produced by The Presidency which can be downloaded from the website:

GENERAL

ANNUAL PERFORMANCE PLANS

- Annual Performance Plan 2015/16
- Annual Performance Plan 2014/15
- Annual Performance Plan 2013/14

ANNUAL REPORTS

- Annual Report 2014/15
- Annual Report 2013/14
- Annual Report 2012/13
- Annual Report 2011/12
- Annual Report 2010/11
- Annual Report 2009/10
- Annual Report 2006/07
- Annual Report 2005/06
- Annual Report 2004/05
- Annual Report 2003/04
- Annual Report 2002/03
- Annual Report 2007/08
- Annual Report 2008/09

STRATEGIC PLANS

- Strategic Plan 2015 – 2020
- Strategic Plan 2012/13 – 2014/15
- Strategic Plan 2011/12 – 2013/14
- Strategic Plan 2010/11 – 2012/13
- Strategic Plan 2008/09 – 2010/11
- Strategic Plan 2007/08 – 2009/10

REVIEWS

- Towards a Fifteen Year Review – Synthesis Report
- Towards a Ten Year Review – 2003 [PDF]
- Background Thematic Reports
- Towards a Fifteen Year Review – Tabloid Summary
- Fifteen Year Review Synthesis Report
- Towards a Fifteen Year Review
- Towards A Twenty-Year Review

YOUTH PUBLICATIONS

- National Youth Policy
- National Youth Development Agency Act
- African Youth Charter

AFRICAN PEER REVIEW MECHANISM (APRM)

- Second Report on the Implementation of South Africa's APRM Programme of Action.

COMMISSIONS

- Donen Report
- Ginwala Enquiry
- Khampepe Commission of Inquiry into the Mandate and Location of the Directorate of Special Operations (The DSO)
- Independent Commission for the Remuneration of Public Office-Bearers Annual Review
- Annual Review: Salaries and allowances of Public Office-Bearers
- Marikana Commission of Inquiry.

REGULATORY IMPACT ASSESSMENT (RIA)

- RIA Template
- RIA Analytical Areas
- RIA Framework
- RIA Guideline – February 2012.

JOINT INITIATIVE ON PRIORITY SKILLS ACQUISITION (JIPSA) AND ACCELERATED AND SHARED GROWTH INITIATIVE FOR SOUTH AFRICA (ASGISA)

- JIPSA Annual Report – 2008
- JIPSA Annual Report for 2007 – Background and highlights
- JIPSA Report on Activities in 2007
- Final JIPSA Report
- ASGISA Annual Report – 2006 | 2007 | 2008
- Reflections on ASGISA in its First Year
- Frequently asked questions about JIPSA
- Accelerated and Shared Growth Initiative – South Africa (ASGISA),

Policy publications and documents

- National spatial development perspective, 2006
- Progress report – implementation of the framework for South Africa's response to the economic crisis
- A Nation in the Making – A discussion document on macro-social trends in South Africa

- Medium Term Strategic Framework – A Framework to Guide Government's Programme in the Electoral Mandate Period
- Justice, Crime Prevention and Security (JCPS) – Impact of Crime on Small Business in South Africa
- International Relations, Peace and Security (IRPS) – Reports and reviews
- The Youth Budget Review
- A Discussion Document on the Responsiveness of National Expenditure to the needs of Youth
- The State of Youth Development in 2006: Mid-Term Review Discussion Document, 2006
- Social Cohesion and Social Justice in South Africa
- Planning for the South African National Income Dynamics
- Study (NIDS): lessons from the international experience
- Press statement on the initiation of a National Income Dynamics Study
- Overcoming the legacy of Discrimination in South Africa
- Higher Education in a Developing Society – from Dialogue to Action
- Millenium Development Goals
- Mid-Term Country Report – South Africa
- Brief Synopsis-Clarifying the Second Economy Concept, 2006
- A Nation in the Making – A discussion document on macro-social trends in South Africa
- The United Nations World Water Development Report 2
- General presentation GWM&E Presidency, 2007
- The Role of Premiers' Offices in Government-wide Monitoring and Evaluation: A good practice guide
- Government-Wide Monitoring and Impact Evaluation for Policy Makers: Farm Inn 19-23 June 2006
- Minutes/Report of the Government-Wide Monitoring and Evaluation Learning Network Event: 29-30 November 2007
- Green Paper: National Strategic Planning and Medium Term Strategic Framework (2009-2014)
- Economic Sector: Towards an Anti-Poverty Strategy for South Africa – A Discussion Document, 2008
- **Gender, Disability, Children and Youth Policy Documents**
- Development Indicators, 2009
- Towards an Anti-Poverty Strategy for South Africa – A Discussion Document, 2008
- Development Indicators, 2008
- Evaluation of Results-Based Management at United Nations Development Programme (UNDP), 2007
- MTR Development Indicators Mid-Term Review, 2007
- South Africa Microdata Scoping Study, 2007
- The Millennium Development Goals Report, 2006
- Challenges Facing Higher Education in South Africa-Final draft, 2005
- Handbook on Monitoring and Evaluating for Results – United Nations Development Programme (UNDP), 2002.

NATIONAL ORDERS BOOKLETS

SPEECHES

- President Jacob Zuma – 2009, 2010, 2011, 2012, 2013, 2014
- Deputy President Cyril Ramaphosa – 2014
- Minister Jeff Radebe – 2014, 2015
- Minister Susan Shabangu – 2014
- Deputy Minister Buti Manamela – 2014
- DG Dr Cassius Reginald Lubisi – 2011, 2012, 2013, 2014.

PRESS STATEMENTS

- President Jacob Zuma – 2009, 2010, 2011, 2012, 2013, 2014
- Deputy President Cyril Ramaphosa – 2014
- Minister Jeff Radebe – 2014, 2015
- Minister Susan Shabangu – 2014
- Deputy Minister Buti Manamela – 2014
- DG Dr Cassius Reginald Lubisi – 2011, 2012, 2013, 2014.

NATIONAL SYMBOLS

- National Coat of Arms
- National Flag
- National Anthem
- National Bird
- National Fish
- National Flower
- National Animal
- Brochures, leaflets.

PRIVATE OFFICE OF THE PRESIDENT

- President's monthly public engagement programme

OFFICE OF THE DEPUTY PRESIDENT

- Deputy President's monthly public engagement programme

CORPORATE MANAGEMENT

- Lists of recipients of National Orders

3. HOW TO OBTAIN ACCESS TO THE RECORDS

Information can be accessed from The Presidency's website: www.thepresidency.gov.za or through the post:

Directorate: Corporate Information Management

Registry Office

Attention: Deputy Information Officer

Private Bag X1000

PRETORIA

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Or

Through email: informationofficer@presidency.gov.za; Telephone: 012 300 5359, Fax: 086 683 5359.

Documents can also be obtained from The Presidency's receptions in Pretoria and Cape Town respectively.

- Pretoria – visitors' entrance on Government Avenue, Union Buildings, Pretoria.
- Cape Town – Tuynhuys entrance, Parliament, Cape Town.

4. UPDATING/PUBLICATION OF THIS NOTICE

The Presidency's Section 15 Notice will be published in the *Government Gazette* and updated annually. The Notice will be published at least once a year and its publication shall be at the cost of The Presidency.

5. FEES PAYABLE

The only fee payable, if any, for access to a record included in a notice in terms of '2' above, is a prescribed fee for reproduction.

6. DELETING PART OF THE REQUESTED RECORDS

The Information Officer may delete any part of a record contemplated in subsection (1)(a) of Section 15 of the Act above, which on a request for access, may or must be refused in terms of Chapter 4. Chapter 4 deals with the “Grounds for refusal of access to records”.

In terms of Section 15, subsection (5), of the Act, “Section 11 and any other provision in this Act related to that section do not apply to any category of records included in a notice in terms of subsection (2)”. Section 11 deals with the “Right of access to records of public bodies”.

Approved

A handwritten signature in black ink, appearing to read 'Lakela Kaunda', written in a cursive style.

Ms Lakela Kaunda
Deputy Information Officer
Date: 21 July 2015