



economic
development

Economic Development Department
REPUBLIC OF SOUTH AFRICA

ECONOMIC DEVELOPMENT DEPARTMENT

Section 14 Manual in terms of the Promotion of
Access to Information Act, 2000

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PAIA MANUAL

ECONOMIC DEVELOPMENT DEPARTMENT

MANUAL IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2000 (Act No. 2 of 2000)

1. INTRODUCTION

- 1.1 Pursuant to the provisions of Section 32 of the Constitution of the Republic of South Africa, 1996 (Act No.108 of 1996) ('the Constitution'), the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ('PAIA') was promulgated in order to foster a culture of transparency and accountability in public and private bodies, by giving effect to the right of access to information, and actively promoting a society in which the people of South Africa have effective access to information to enable them to fully exercise and protect all the rights enshrined in the Constitution.
- 1.2 PAIA establishes voluntary and mandatory mechanisms or procedures to give effect to the constitutional right to information in a manner that enables persons to obtain records of public bodies as swiftly, inexpensively and effortlessly as reasonably possible, generally to promote transparency, accountability and effective governance of all public and private bodies by, but not limited to, empowering and educating everyone to:
 - 1.2.1 understand their rights in terms of PAIA, in order to exercise their rights in relation to public and private bodies;
 - 1.2.2 understand the functions and operations of public bodies; and
 - 1.2.3 effectively scrutinise and participate in decision-making by public bodies that affect their rights.
- 1.3 One of the main requirements specified in PAIA is the compilation of a manual that provides information of both the types and categories of records held by a public or private body.
- 1.4 This document serves as the Economic Development Department's ('department') manual in terms of PAIA, and provides a reference to records held by the department and the process that needs to be followed to request such records.

1.5 Should you have any difficulty in using this manual, do not hesitate to contact the relevant Deputy Information Officer, identified in paragraph 5 hereunder.

2. DEFINITIONS

2.1 “**Deputy Information Officer**” means the Director: Legal Services or any other person as may be delegated by the Information Officer in terms of section 17 of PAIA;

2.2 “**Department**” means the Economic Development Department;

2.3 “**Information Officer**” means the Director-General of Economic Development Department;

2.4 “**PAIA**” means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), as amended, together with regulations published in terms thereof;

2.5 “**PAIA manual**” or “**manual**” means this manual as issued in terms of section 14 of PAIA together with all attached annexures;

2.6 “**Record**” means a record as defined in section 1 of PAIA; and

2.7 “**SAHRC**” means the South African Human Rights Commission.

3. FUNCTIONS AND STRUCTURE OF THE DEPARTMENT

3.1 The department’s strategic role is to provide a participatory, coherent and coordinated economic policy, planning and dialogue for the benefit of all South Africans. The outcome indicators for achieving the department’s goal are:

- Number of jobs created/reducing unemployment
- GDP growth
- Employment ratio or absorption rate
- Distribution of earned income
- Households in poverty

3.2 The department will achieve its strategic goals through four programmes with the following purpose and objectives:

PROGRAMME 1:

3.3 Administration

The purpose of programme 1 is to coordinate and render an effective, efficient, strategic support and administrative service to the Minister, Deputy Minister, Director-General, the department and its agencies.

The programme consists of the following sub-programmes:

- Office of the Director-General
- Corporate Services
- Office of the Chief Financial Officer

3.3.1 Strategic objectives of Programme 1:

3.3.1.1 To provide efficient and effective support to the Minister and Deputy Minister in their executive obligations and engagements with Cabinet, Parliament, government ministries and departments, provincial departments of economic development, provincial and municipal executives and legislatures, government entities and State Owned Enterprises ('SOE'), international economic agencies, foreign economic representatives, and stakeholders including social partners, communities, the media and the public;

3.3.1.2 To provide strategic advice and support on legislation, policies, policy alignment and co-ordination; ensure compliance regarding planning and reporting requirements; support the department's participation in the cluster system; provide support to the Ministry and departmental branches on operational and administrative matters, ensure document flow; and provide sound internal audit and risk management services; and

3.3.1.3 To provide efficient and effective legal services, human resource management, information technology services, financial management and related services, communication and events management services.

PROGRAMME 2

3.4 Economic Policy Development

The purpose of programme 2 is to strengthen the economic development policy capacity of government; review, develop and propose the alignment of economic policies; develop policies aimed at broadening participation in the economy and creating decent work opportunities.

The programme consists of the following sub-programmes:

- Growth Path and Creation of Decent Work
- Economic Policy
- Broad-Based Black Economic Empowerment
- Second Economy
- Economic Development Institute and Research

3.4.1 Strategic objectives of Programme 2

3.4.1.1 Growth Path and Creation of Decent Work

This sub-programme will develop papers and policy proposals and hold policy platforms; consult with departments, municipalities, public entities and SoE's; establish an economic development index; and generate fact sheets, policy briefings, policy proposals and working papers.

3.4.1.2 Economic Policy

This sub-programme will identify macro-economic and micro-economic policy options, outline and analyse future paths of the economy under a different mix of policies in a consistent manner; quantitatively analyse the likely impact of policy options and shocks on the main growth and development index; and analyse the impact of uncertainty on the economy by showing how the system will respond to different developments.

3.4.1.3 Broad-Based Black Economic Empowerment (B-BBEE)

This sub-programme will work to ensure that the economy is structured and transformed to enable meaningful participation of the majority of its citizens and to further create capacity within the broader economic landscape at all levels.

3.4.1.4 Second Economy

This sub-programme will develop policies that will transform second economy activities into dynamic and competitive activities that are part of the economic mainstream and included in the country's tax and other arrangements.

3.4.1.5 Economic Development Institute and Research

This sub-programme will provide a platform for economic researchers and practitioners to collaboratively produce research and policy papers; provide an analysis of data collected by the state and other institutions; and popularize and make accessible issues of economic policy.

PROGRAMME 3

3.5 Economic Planning and Coordination

The purpose of programme 3 is to promote economic planning and co-ordination through developing planning proposals; provide oversight and policy co-ordination of identified development finance institutions and economic regulatory bodies; and contribute to the development of the green economy.

The programme consists of the following sub-programmes:

- Spatial, Sector and National Economic Planning
- Investment for Economic Development
- Competitiveness and Trade for Decent Work
- Economic Development, State Budgeting, Financing and Procurement Processes
- Green Economy

3.5.1 Strategic objectives of Programme 3:

3.5.1.1 Spatial, Sector and National Economic Planning

This sub-programme will develop economic plans for South Africa; promote the development of spatial economic development action plans, particularly for key and distressed areas; build the coherence of provincial and local economic development plans; and promote economic development in major sectors of the economy.

3.5.1.2 Investment for Economic Development

This sub-programme will provide oversight and strategic direction to the Industrial Development Corporation of South Africa ('IDC'); channel and direct public investment and, where feasible and appropriate, private investment into economic development to support decent work outcomes.

3.5.1.3 Competitiveness and Trade for Decent Work

This sub-programme will provide oversight of, policy and strategic direction to the Competition Commission, the Competition Tribunal and the International Trade Administration Commission of South Africa ('ITAC'); promote African and regional economic development; engage with international economic agencies and multi-lateral institutions; and pursue economic opportunities with major economic groupings including the Brics, EU and the USA.

3.5.1.4 State Budgeting, Financing and Procurement Processes

This sub-programme will undertake research and analysis on government's developmental programme and processes to ensure alignment with the NGP and will identify opportunities for improving local procurement and production.

3.5.1.5 Green Economy

This sub-programme will identify, develop and support projects, incentives and other measures to promote industries that create jobs and have lower or no carbon emission in energy, agriculture, manufacturing and service sectors, especially tourism.

PROGRAMME 4

3.6 Economic Development and Dialogue

The purpose of programme 4 is to promote social dialogue; implement strategic frameworks; build capacity among social partners and promote productivity, entrepreneurship and innovation in the workplace.

The programme consists of the following sub-programmes:

- National Social Dialogue and Strategic Frameworks
- Sector and Workplace Social Dialogue
- Capacity Building for Economic Development

- Productivity, Entrepreneurship and Innovation

3.6.1 Strategic objectives of Programme 4:

3.6.1.1 National Social Dialogue and Strategic Frameworks

This sub-programmes will co-ordinate government's policy input and contributions to social dialogue on economic development matters and consult with relevant departments; negotiate national economic development and decent work pacts; and co-ordinate the implementation of the Framework agreement.

3.6.1.2 Sector and Workplace Social Dialogue

This sub-programme will develop partnership agreements in key sectors and workplaces through the process of social dialogue.

3.6.1.3 Capacity Building for Economic Development

This sub-programme will promote the research output and knowledge by social partners through the establishment and administration of a Social Partner Fund or equivalent mechanism; periodically convene an Economic Advisory Panel, create and coordinate knowledge networks and convene and host an annual conference.

3.6.1.4 Productivity, Entrepreneurship and Innovation

This sub-programme will develop a policy framework for increasing productivity, enhancing innovation and entrepreneurship.

4. SECTION 10 GUIDE OF ALL MANUALS IN THE REPUBLIC OF SOUTH AFRICA

4.1 The guide on how to use PAIA manual has been published by the South African Human Rights Commission and is available from their website www.sahrc.org.za.

4.2 The guide provides information on the:

- provisions and purpose of PAIA;
- address and contact details of the Information Officer and Deputy Information Officer of the department;
- procedures for requesting information;

- assistance that can be expected from the Information Officer and Deputy Information Officer and the South African Human Rights Commission;
- procedures for appeal;
- nature of records that can be requested; and
- fees payable for information requested.

4.3 Enquiries:

Any queries regarding this guide should be directed to:

Postal Address: The South African Human Rights Commission
PAIA Unit
Private Bag X2700
Houghton
2041

Physical Address: South African Human Rights Commission
PAIA Unit
33 Hoofd Street
Braampark Forum 3
Braamfontein
2198

Telephone: (011) 877 3600
Fax: (011) 403 0625
Email: paia@sahrc.org.za
Website: www.sahrc.org.za

5. CONTACT DETAILS OF THE INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER FOR ECONOMIC DEVELOPMENT DEPARTMENT

5.1 Information Officer

Name: Ms JA Schreiner
Designation: Director-General
Postal Address: Private Bag X149

PRETORIA
0001

Telephone: (012) 394 3747
Facsimile: (012) 394 3241
Email: rkhanzi@economic.gov.za

5.2 Deputy Information Officer:

Name: Ms Bernadetta Tabane
Designation: Director: Legal Services
Postal Address: Private Bag X149
PRETORIA
0001

Telephone: (012) 394 3504
Facsimile: (012) 394 4504
Email: btabane@economic.gov.za

6. REQUEST PROCEDURE

Telephonic requests

6.1 Informal (telephonic) requests are not forbidden by PAIA. Any such request made to the Information Officer/Deputy Information Officer at the telephone number provided in the manual will be attended to unless the Information Officer/Deputy Information Officer indicates that the provisions of PAIA must be carried out, in this case, **Form A** must be completed.

Voluntary Access

6.2 Information that is automatically available will be made available either at the offices of the department or in the manner of form requested, should this be reasonable and possible. The manner of access shall include perusal with copying of material if needed and at the prescribed fees for copying.

6.3 Section 14 (1) (d) requests:

- A requester must complete the form attached hereto as **Form A** which is also available at the department's offices;
- The requester must indicate the form or manner of access sought as prescribed by section 29;
- The department will acknowledge receipt of the request, in writing, within 14 days of receipt thereof, and advice within thirty days as to whether the information is accessible and how and where you may collect it. Should the requester not receive any acknowledgement of receipt in writing within 14 days, the requester should kindly contact the Deputy Information Officer to ensure that the request has been received;
- In giving access, the department shall give due consideration to preservation of material, infringement of copyright and a fee as prescribed shall be paid before a request is processed and access is given; and
- If you are requesting information on behalf of another individual, please indicate the capacity in which you are related to the individual or organisation, and provide us with the individual's consent to avail you the requested information. This is to ensure that we do not deny you access on the basis that the information is confidential. Please ensure that you mention the format of the record that you are requesting when making the request, so that we can be of maximum assistance to you. If you have a disability or if you are unable to read or write, contact our Deputy Information Officer who will assist you in completing your request, as well as sending you a copy of your request.

7. RECORDS IN THE POSSESSION OF THE DEPARTMENT WHICH ARE AUTOMATICALLY AVAILABLE

7.1 This section deals with the provisions of section 14 (1) (e) of PAIA, which prescribes that a body must provide details of records in its possession in order to give effect to the requests for access to information.

7.2 Access to records in terms of section 14 (1) (e)

The Minister must in terms of section 15(2) publish in the Government Gazette a notice of records that are automatically available. The table below describes in general terms records that are automatically available.

Description of categories of records that are automatically available in terms of section 15 (1) of PAIA

Financial Management	General information of financial services
Legal Services	General information on legal advisory services
Human Resources	Publication of vacancies in the Public Service and the Economic Development Department
Strategic Plans	
Annual Reports	
Budget Information	

8. MANNER OF ACCESS TO AUTOMATICALLY AVAILABLE RECORDS

Section 15 of PAIA prescribes that the department must publish in the Government Gazette a schedule of records that are automatically available. Requests for these records are not made by completing the prescribed **Form A**, which is utilized to request information. There are also no requester fees for these records. The fees payable are only where copies of the records are made, irrespective of whether it is in a hard copy format, compact disc, stiffer drive, cassettes, recordings etc.

In the case of records already placed with the National Archives of South Africa, the records will be made available in compliance with laws applicable to such records, including:

- PAIA
- The Protection of Information Act, 1982 (Act No. 84 of 1982)
- The National Archives and Records of South Africa Act, 1996 (Act No. 43 of 1996).

9. RECORDS THAT ARE NOT AUTOMATICALLY AVAILABLE, WHICH MAY BE REQUESTED IN TERMS OF SECTION 14 (1) (d)

9.1 HUMAN RESOURCE RECORDS

These files have records of policies, staff, conditions of service, personnel recruitment, service, termination, training and development, rewards and recognition, relief arrangements, transformation and change management, human resource planning, employee health and wellness programme, labour relations, job evaluations, records relating to computer equipment and Information Technology ('IT') related services.

9.2 FINANCIAL MANAGEMENT

Financial management files contain records on budget management, cash management, reconciliations, receipts and payments, and asset liabilities management.

9.3 SUPPLY CHAIN MANAGEMENT

The files have records pertaining to policies, procurement, stocktaking and inventory control, tenders, contracts and asset management.

9.4 FACILITIES MANAGEMENT

The files contain records pertaining to policies, office accommodation, parking, and record management.

9.5 INTERNAL AUDIT MATTERS

The files contain reports, policies and programmes relating to the Internal Audit function of the department.

9.6 RISK MANAGEMENT

The files contain records on compliance reports, operational risk management reports and risk management policies.

9.7 COMMUNICATION

The files contain policies and records of publications, speeches, marketing and events management.

9.8 LEGAL SERVICES

The files contain records relating to contracts, legal opinions and litigation matters.

10. PAYMENT OF FEES IN TERMS OF PAIA

Personal requester

A personal requester, that is a requester who requests access to a record containing personal information, is not required to pay the requester fee. Any other requester will be required to pay such fee, as stipulated in the attached **Annexure B**.

Requester

The request fee payable to any public body is R35.00 as prescribed by the Regulations to PAIA. In addition, if any copies are required, these will be charged according to the fee structure as prescribed by the Regulations, and the Information Officer/Deputy Information Officer may charge for the time spent on processing the request.

11. APPEALING A DECISION

Should a requester not be satisfied with the decision of the Deputy Information Officer or the deemed refusal of a request, the requester is entitled to lodge an internal appeal in respect of that decision or refusal of that decision or deemed refusal.

The internal appeal must be noted in writing using the form marked **NOTICE OF INTERNAL APPEAL, Form B (Annexure C)**, which may also be accessed on the department's website: www.economic.gov.za.

The requester must set out the grounds for the appeal in respect of each record sought. The internal appeal must generally be lodged within sixty days of receipt of the Deputy Information Officer's decision or the date of the deemed refusal in terms of section 75 of PAIA.

The appeal must be lodged in person or by email, facsimile or post with the Deputy Information Officer, whose particulars are detailed in paragraph 5 above. The Deputy

Information Officer will then forward your appeal, together with the reasons for his/her decision, to the relevant authority for a decision.

Should the requester not be satisfied with the decision of the relevant authority, the requester may apply to a competent Court for relief.

12. AVAILABILITY OF THE MANUAL

The manual shall be available in places prescribed by the Legal Deposit Act, 1997 (Act No. 57 of 1997), and at the offices of the South African Human Rights Commission as set out above and at the department's office and website.