

PROMOTION OF ACCESS TO  
INFORMATION ACT MANUAL

MANUAL ON FUNCTIONS OF, AND INDEX  
OF, RECORDS HELD BY

**THE HAROLD WOLPE MEMORIAL TRUST**

31 AUGUST 2005

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**BY**  
**HAROLD WOLPE MEMORIAL TRUST**

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## **1. INTRODUCTION**

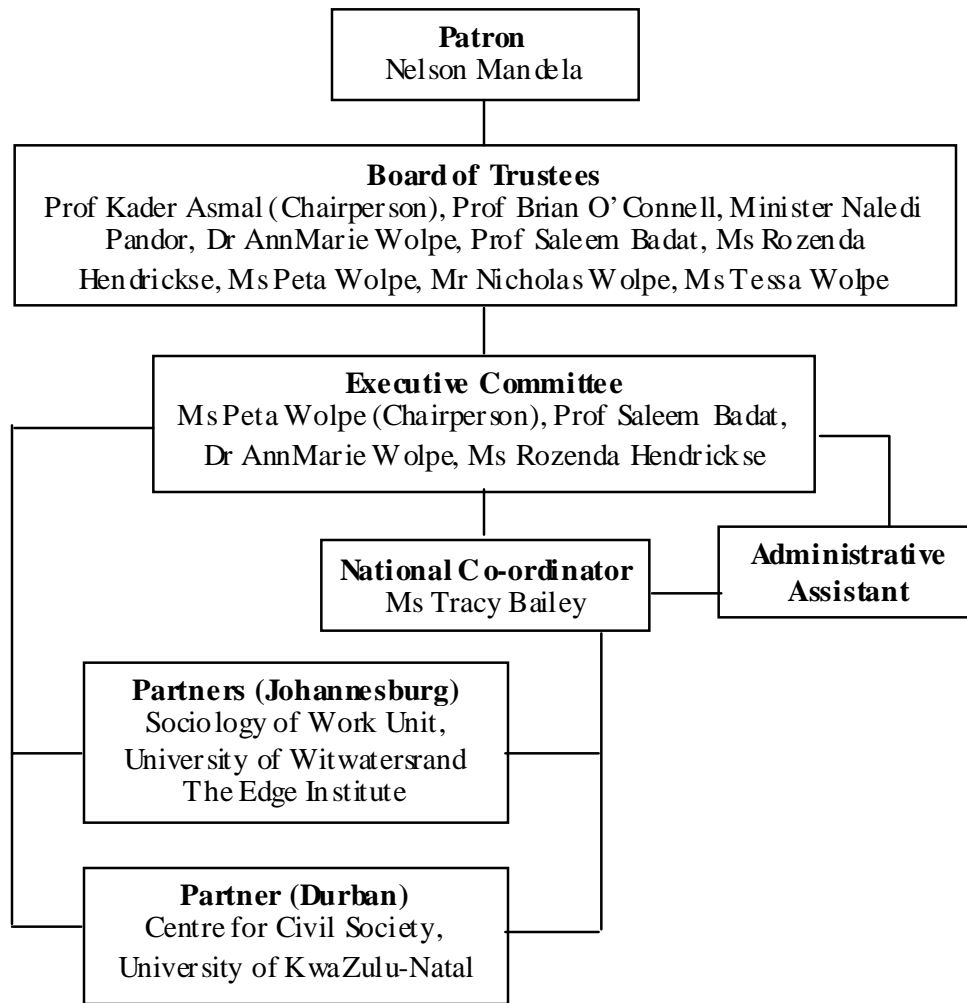
The fundamental goal of the Harold Wolpe Memorial Trust is to foster critical thinking and public debate around important issues facing South Africa, through public dialogue, research and publications.

### **1.1 Mission**

To this end the Trust is committed to:

- Fostering critical engagement between government, civil society and intellectuals and scholars, including debate and research on the nature of critical intellectual engagement within the context of the transition in South Africa, and the relationship between rigorous progressive scholarship and a transformative political engagement.
- Promoting research on issues of social structure and race, class and gender, of the state, government and politics, of social justice, of social stability and cohesion, of the relationship between the local, the regional and the global, of the new identities and social relations emerging within a changing society and polity and the theoretical frameworks and methodologies appropriate to socially engaged scholarship.
- Stimulating publication of the research identified above, on progressive scholarship and the products of the critical, philosophical and intellectual engagement sponsored by the Trust.

## 2. STRUCTURE OF THE HAROLD WOLPE MEMORIAL TRUST



### 2.1 Functions and operations of units at the Harold Wolpe Memorial Trust

#### 2.1.1 Board of Trustees

The Board of Trustees is primarily responsible for overseeing the financial status and activities of the Trust.

#### 2.1.2 Executive Committee

The Executive Committee oversees the work of the National Co-ordinator and is involved in day-to-day policy, strategic and financial decisions of the Trust. The Executive Committee also provides guidance to the National Co-ordinator and provides access to networks and resources that the Trust might require.

### ***2.1.3 National Co-ordinator***

The National Co-ordinator is primarily responsible for implementing the strategic objectives and day-to-day activities of the Trust. These include, amongst others, financial management and fund-raising, organising of events, liaising with and co-ordinating the activities of the Trust's partners, managing the media and communication aspects of the Trust.

### ***2.1.4 Administrative Assistant***

The Administrative Assistant provides general office and book-keeping support to the National Co-ordinator, and to members of the Executive Committee, where necessary.

### ***2.1.5 Partners***

The partners in Johannesburg and Durban have as their prime function the hosting of regular lectures or seminars in their region, as a way of enabling the Trust to extend its activities to other parts of the country.

## **3. LOCATION**

Offices of the Harold Wolpe Memorial Trust are at:

Room 207, 1-9 Grey's Pass  
Corner Grey's Pass and Orange Street  
Gardens, Cape Town  
8001

## **4. INFORMATION OFFICER**

The information officer for the Harold Wolpe Memorial Trust is:

Tracy Bailey  
National Co-ordinator  
Tel: 021 424 9602  
Fax: 0866 706 772  
Email: [wolpetrust@mweb.co.za](mailto:wolpetrust@mweb.co.za)

## **5. GUIDE ON HOW TO USE THE ACT**

The Harold Wolpe Memorial Trust does not currently have a hard copy of this guide, as produced by the South African Human Rights Commission. However an electronic version of the Guide can be accessed at <http://www.sahrc.org.za/PAIA%20Guide%20Final.pdf>

For a hard copy of the guide and for any further information on how the requester can get access to the Guide other than through the link provided above please contact:

**The Research & Documentation Department**  
South African Human Rights Commission.

**Postal address:**  
Private Bag 2700  
HOUGHTON  
2041

**Telephone:** 011 484 8300  
**Facsimile:** 011 484 1360  
**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

## **6. RECORDS HELD BY THE ORGANISATION**

### **6.1 Records Management System**

The National Co-ordinator of the Harold Wolpe Memorial Trust manages the records of the Trust. Where practicable, records are kept in electronic format. Where records cannot be transferred or cannot be converted to electronic form such documents are filed and stored in shelves managed by the National Co-ordinator.

### **6.2 Categories of records held**

#### ***6.2.1 Administration and financial management***

- Financial reports
- Requisitions and invoices
- Banking records
- Audited Financial statements
- Income tax statements
- Trust Deed
- Strategic plan of the Trust
- Minutes of meetings of the Board of Trustees and Executive Committee
- Correspondence and contracts with partners
- Quarterly reports by the National Co-ordinator
- Files relating to the appointment of staff
- Insurance
- Funding agreements and contracts
- Correspondence with funders and reports to funders

- Work reviews, appraisals, leave forms etc.
- Correspondence with attorneys

### **6.2.2 Intellectual and other resources**

- Papers presented by speakers at open dialogue events and conferences
- Transcripts of presentations, and discussion with audience
- Newspaper articles on topics related to various events
- Background research and scripts from the television series co-produced by the Trust
- Annual reports from funders, partners and selected non-governmental organisations
- Newspaper clippings on topics of interest to the Trust

## **7. CATEGORIES OF RECORDS AVAILABLE WITHOUT RECOURSE TO THE PROMOTION OF ACCESS TO INFORMATION ACT (PAIA)**

The Harold Wolpe Memorial Trust also holds some documents which are already available to the public and records which can be accessible without using PAIA.

### **7.1 Administration and financial management**

- Audited Financial statements
- Strategic plan of the Trust

### **7.2 Intellectual and other resources**

- Papers presented by speakers at open dialogue events and conferences
- Transcripts of presentations, and discussion with audience
- Newspaper articles on topics related to various events
- Annual reports from funders, partners and selected non-governmental organisations
- Newspaper clippings on topics of interest to the Trust

Some of these documents can be found at the Harold Wolpe Memorial Trust website, which is [www.wolpetrust.org.za](http://www.wolpetrust.org.za).

## **8. ACCESSING RECORDS HELD BY THE HAROLD WOLPE MEMORIAL TRUST THROUGH PAIA**

All requesters should send their requests, on prescribed request forms (attached), to Information Officer. The process detailed below has been endorsed by the South African Human Rights Commission. (See <http://www.sahrc.org.za/guideline.doc>)

## **8.1 The Process**

- a) The requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address of the body concerned.
- b) The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- c) The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- d) If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

## **8.2 Fees:**

- a) A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.
- b) 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.
- c) The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- d) After the Information Officer has made a decision on the request, the requester must be notified in the required form.
- e) If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

## **8.3 Prescribed fees**

The fees (as per Government Notice No. R. 187) are:

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c)<sup>1</sup> is R1,10 for every photocopy of an A4-size page or part thereof.

<sup>1</sup> The Information Officer may, in respect of a copy of the manual or part thereof made available in a manner other than that contemplated in paragraph (a) [of Section 9 of Government Notice No. R. 187, charge the fee prescribed in Item 1 of Part III of Annexure A. (of Government Notice No. R. 187).



2. The fees for reproduction are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(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	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(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	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
(2) For purposes of section 54(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.	

## **9. APPEALS**

In terms of PAIA [Section 56(3)(c)] a requester may lodge an application with a court, within 30 days of being informed of any decision of an Information Officer of the Harold Wolpe Memorial Trust on any request, for relief against the refusal of the request, and the procedure (including the period) for lodging the application.

## **10. SERVICES OF THE ORGANISATION**

For more information on the services of the Harold Wolpe Memorial Trust please send your inquiries to:

Tracy Bailey  
National Co-ordinator  
Tel: 021 424 9602  
Fax: 0866 706 772  
Email: [wolpetrust@web.co.za](mailto:wolpetrust@web.co.za)

## **11. AVAILABILITY OF THE MANUAL**

The Harold Wolpe Memorial Trust's PAIA manual shall be made available to the public for inspection at our offices at 1-9 Grey's Pass, Room 207, Corner Grey's Pass and Orange Street, Gardens, Cape Town 8001. A copy of our manual will also be available from the South African Human Rights Commission.

**12. PAIA FORMS**

**FORM C**

**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:

.....

**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 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.

<b>1. If the record is in written or printed form:</b>					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
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:

.....  
 .....

3. 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