



**SOUTHERN AFRICAN RESEARCH AND INNOVATION MANAGEMENT
ASSOCIATION
(SARIMA)**

**MANUAL IN TERMS OF SECTION 14(1) OF THE PROMOTION OF ACCESS TO
INFORMATION ACT (ACT 2 OF 2000)**

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1. Introduction: Functions of SARIMA

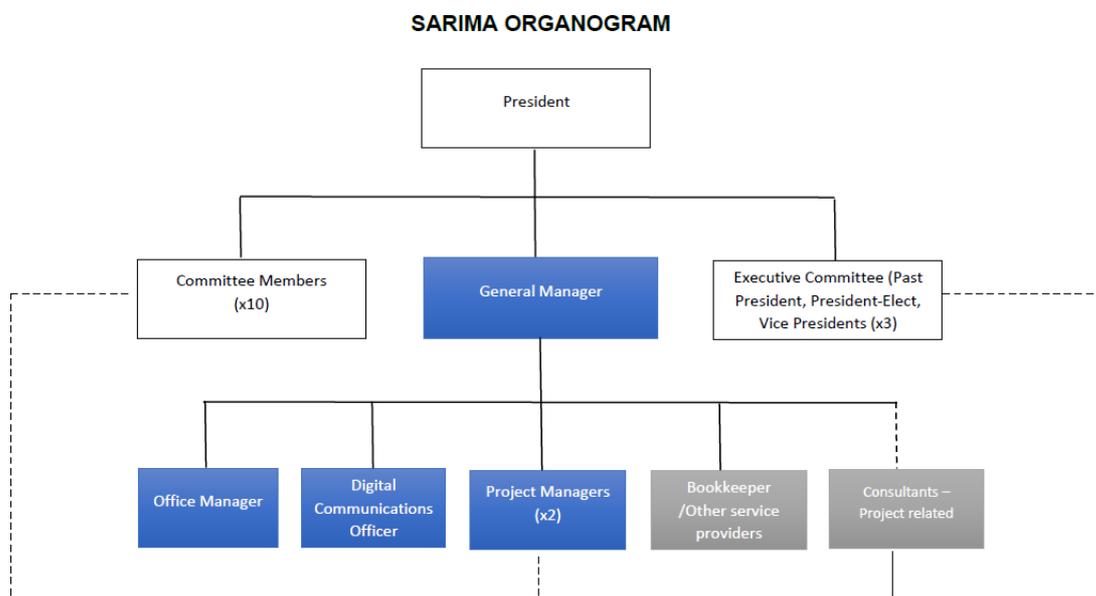
SARIMA is an organisation that brings together Research and Innovation Management practitioners, to strengthen these disciplines and institutional capabilities across the SADC region. It operates at an individual, institutional, national and international level, as well as across the continuum from research – where new knowledge that can drive innovation is created- through to innovation – which takes new knowledge and translates it into spin offs, products and services. It has anchored itself as a key role player within the SADC regional system of research and innovation (R&I), providing thought leadership and advocacy, a platform for the promotion and facilitation of best practices, and championing efforts to build and strengthen capacity & capabilities, within institutions and for individual practitioners.

To ensure that capabilities are sustained through attracting and retaining the specialist skillset required to support R&I, SARIMA plays a pivotal role in professional development and international structures that award professional status in these disciplines. The required capabilities and skillsets are critical to supporting world-leading research endeavours, and the realisation of sustainable innovations from such research, so as to address societal needs.

SARIMA is involved in a number of projects and initiatives aimed at elevating the R&I management profession and does this through its vast network of strategic partners and funders within Africa and abroad, inspiring and passionate volunteer committee members, and its small but dedicated operational and project team.

2. Structure of SARIMA

The Constitution of SARIMA describes the governance and other structures of the organisation.



3. Contact Details

Address: Building 33, Room S101, CSIR Campus, Meiring Naudé Road, Brummeria, Pretoria, 0002
Postal address: PostNet Suite 310, Private Bag X25, Lynnwood Ridge, 0040, Pretoria, South Africa
Telephone: +27 (0)12 841 3329
Website: www.sarima.co.za

President: Dr Andrew Bailey
Email: president@sarima.co.za

The General Manager acts as Deputy Information Officer in terms of the powers and duties delegated to her by the President.

Requests in terms of the Promotion of Access to Information Act should be sent to the General Manager.

Deputy Information Officer: Nelisha Naidoo, General Manager
Email: nelisha@sarima.co.za

4. The Human Rights Commission guide

The Human Rights Commission has issued a guide to help a person wishing to exercise any right contemplated in the Act. The contact details for the Human Rights Commission guide are as follows:

SA Human Rights Commission
Postal address: Private Bag 2700, Houghton, 2041
Telephone: 011-484-8300
Fax: 011-484-0582
Website: www.sahrc.org.za

5. Records held by SARIMA

(a) Voluntarily disclosed records:

- information that you provide by completing forms (such as membership, training programs, webinars, seminars, short courses, events, or any other similar activities or services) on Our Website or subscribing to Our mailing lists;

- if you contact Us, We may keep a record of that correspondence;
- details of your visits to Our Website (including, but not limited to, traffic data, location data, weblogs, IP address, operating systems, and other communication data) or information collected through cookies and the resources that you access; and
- information required to compile profiles for statistical purposes that are de-identified so that the profiles or statistics will not be linked to any person.

The types of Personal Information we may collect about you include:

- Personal identifiers, such as name, surname and identity number;
- Contact information, such as e-mail address, phone number, fax number and address;
- Professional information, such as your qualifications, your employer, designation and the contact information of your employer; and
- Financial information, such as payment information, employer VAT number and bank account details.

Details of the above may be found at the website or on application to the information officer.

(b) Categories of records available without a person having to request access thereto (section 15):

No notice has been published to date

6. Services available from SARIMA to members of the public

A comprehensive list of services is contained in SARIMA's website which can be viewed by visiting <https://www.sarima.co.za>

7. Participation in policy or decision making (section 14(g))

The SARIMA committee and staff participate in policy and decision-making processes. Furthermore, members of the Association partake in decision making regarding revisions to the Constitution.

8. Remedies and appeals in respect of an act or failure to act by SARIMA

A member of the public may lodge a complaint in writing with the General Manager. SARIMA's internal grievance procedure may be utilised by staff members. If the complaint is in respect of an act, or a failure to act in terms of the Promotion of Access

to Information Act, Act 2 of 2000, the complainant may take such steps as provided for in sections 74 to 82 of this Act.

9. Other Information

For any other information not contained in this manual, kindly contact the Information Officer, the contact details of which are given in paragraph 3 above.

Alternatively, visit the SARIMA website at <https://www.sarima.co.za>. This version of the manual is dated December 2021.

10. Requests

(a) Requester:

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

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

(b) Nature of the request:

A requester must use the prescribed form [Govt. Notice R187-15 February 2002 Form A]. This is available on the following websites: www.sahrc.org.za or www.doj.gov.za.

The requester must indicate if the request is for a copy of the record or if the requester wants to inspect the record. (If the record is not a document it can then be viewed in the requested form, where possible [s 29(2)].

A requester who asks for access in a particular form should get access in the manner that has been asked for, unless this would interfere unreasonably with the running of SARIMA, or damage the record, or infringe a copyright. If for practical reasons access cannot be given in the requested form but in another way the fee must be calculated according to the way that the requester asked for it [s29(3) and (4)].

If the requester wants a written reply or wants to be informed about the decision in any other way, e.g. telephone, this must be indicated by the requester [s 18(2) (e)]. If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made must be indicated [s 18(2)(f)].

If a requester is unable to read or write, or has a disability, the requester may make the request for the record orally. The information officer must then fill in the form on behalf of such a requester and give him or her a copy [s 18(3)].

11. Fees

There are two types of fees being the request fee and the access fee. These were gazetted on 9 March 2001, Government Notice R223.

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 7 personal requester, must pay the required request fee of R50.

The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee of R50 before further processing the request.

After the information officer has made a decision on the request the requester must be notified of the decision in the way the requester asked to be notified.

If the request is granted a further 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. The structure for access fees is available at www.sahrc.org.za or www.doj.gov.za.

Andrew Bailey
Information Officer
December 2021