

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

**NOTICE 388 OF 2019**

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000**

**DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Ronald Lamola, Minister of Justice and Correctional Services, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

**DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION**

As set out in the Schedule



**MR R LAMOLA, MP**

**MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



REPUBLIC OF SOUTH AFRICA  
FORM D

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:  
(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))  
[Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
<p><b>Department of International Relations and Cooperation (DIRCO):</b></p> <p><b>Home Page</b></p> <ul style="list-style-type: none"> <li>• Current events/Monthly programme of events/What's new</li> </ul> <p><b>About the Department</b></p> <ul style="list-style-type: none"> <li>• Minister/Deputy Ministers/Director-General profiles and speeches</li> <li>• Vision, Mission, Strategic priorities and Values</li> <li>• Strategic plans/Annual reports/Annual Performance Plans/Budget Votes</li> <li>• African Renaissance and International Cooperation Fund (ARF) Strategic Plans and annual performance plans</li> <li>• Technical Indicator Descriptors for the Annual Performance Plans</li> <li>• Technical Indicator Descriptors for the Strategic Plans</li> <li>• Contact information- Who's who in the Department/After hours-helpline</li> <li>• Section 14 Manual</li> </ul> <p><b>Diplomatic Immunities &amp; Privileges (DIAP):</b></p> <ul style="list-style-type: none"> <li>○ Diplomatic Accreditation and Vehicle Application forms</li> <li>○ Customs Clearance Certificate for Duty Free Import</li> <li>○ Diplomatic Property Audit Form</li> <li>○ Locally Recruited Personnel Personal Details Form</li> <li>○ Signature Audit</li> <li>○ Policy on the Management of Diplomatic Immunities and Privileges</li> <li>○ DIAP Service Delivery Charter</li> <li>○ Temporary Residence Visa Circular Note</li> <li>○ Diplomatic Vehicles Audit Form</li> <li>○ Mission Contact Detail Audit</li> </ul> <p><b>Promotion of Access to Information</b></p> <ul style="list-style-type: none"> <li>• Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)</li> <li>• Section 14: Manual on the Promotion of Access to Information Act No 2 of 2000</li> <li>• Imanuali Ngokuqhutshekelwa phambili Komthetho wokufinyeleleka kolwazi Wesi-2 wonyaka we-2000</li> <li>• Bukanataiso Ya nshetsopele Ya molao wa ho fihlella Ditsebisano No 2 wa 2000</li> <li>• Section 15: Automatic available records and access to such records</li> </ul>	<p><b>Website</b></p> <p><b>Home Page</b></p> <p><a href="http://www.dirco.gov.za">www.dirco.gov.za</a></p> <p><b>Website</b></p> <p><b>About the Department</b></p> <p><a href="http://www.dirco.gov.za">www.dirco.gov.za</a></p>

<p><b><u>News and Events</u></b></p> <ul style="list-style-type: none"> <li>• Media statements and Speeches/ Events calendar/ Parliament questions and replies</li> </ul> <p><b><u>Foreign Relations</u></b></p> <ul style="list-style-type: none"> <li>• Bilateral relations</li> <li>○ SA-EU strategic partnership</li> <li>• Multilateral relations</li> <li>• Diplomatic representation</li> <li>○ SA representation abroad/Foreign representation in SA</li> </ul> <p><b><u>Websites of South African Missions</u></b></p> <p><b><u>Consular Information</u></b></p> <ul style="list-style-type: none"> <li>• What are consular services and Contact details</li> <li>• Travelling abroad/Deaths abroad/Arrested abroad</li> <li>• Consular Notarial Services (Legislation of Official (Public) documents)</li> <li>• End User Certificates</li> <li>• Service Delivery Charter</li> <li>• SA representation abroad/Foreign representation in SA</li> <li>• South African Missions: Commissioner of Oaths</li> </ul> <p><b><u>State Protocol</u></b></p> <ul style="list-style-type: none"> <li>• General Protocol information:</li> <li>○ Circular Note Verbales</li> <li>○ Service Delivery Charter</li> <li>○ Fact sheet and advice for travelers</li> <li>○ Executive Database</li> <li>○ Instructions regarding the flying of the South African flag</li> <li>• Diplomatic representation</li> <li>○ South African Representation Abroad</li> <li>○ Foreign Representation in SA</li> </ul>	<p><b><u>Website</u></b>  <b><u>News and events</u></b>  <a href="http://www.dirco.gov.za">www.dirco.gov.za</a>  <b><u>Website</u></b>  <b><u>Foreign relations</u></b>  <a href="http://www.dirco.gov.za">www.dirco.gov.za</a></p> <p><b><u>Website</u></b>  <b><u>Websites of SA Missions</u></b>  <a href="http://www.dirco.gov.za">www.dirco.gov.za</a>  <b><u>Website</u></b>  <b><u>Consular information</u></b>  <a href="http://www.dirco.gov.za">www.dirco.gov.za</a></p> <p><b><u>Website</u></b>  <b><u>State Protocol</u></b>  <a href="http://www.dirco.gov.za">www.dirco.gov.za</a></p>
<b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
No records	
<b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
<p><b><u>Procurement</u></b></p> <ul style="list-style-type: none"> <li>○ National Treasury Central Supplier Database Registration</li> <li>○ Supplier Leaflet</li> <li>○ Treasury Central Supplier Database for Government</li> <li>○ Database Registration form</li> <li>○ Awarded bids</li> <li>○ Received bid proposals</li> <li>○ Terms of Reference (advertised tenders)</li> </ul> <p><b><u>Office of the Chief State Law Advisor</u></b></p> <ul style="list-style-type: none"> <li>○ International law and treaties</li> </ul>	<p><b><u>Website</u></b>  <b><u>Home</u></b>  <a href="http://www.dirco.gov.za">www.dirco.gov.za</a> or  <b><u>Collection at</u></b>  <b><u>Supply Chain Management</u></b>  OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria, 0084</p> <p><b><u>Website</u></b>  <b><u>Foreign Relations</u></b>  <a href="http://www.dirco.gov.za">www.dirco.gov.za</a>  International law and treaties</p>
<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b>	
<p><b><u>Publications</u></b></p> <ul style="list-style-type: none"> <li>○ Annual reports/Strategic plans/Annual Performance Plans (APP)</li> <li>○ African Renaissance Fund/African Renaissance Fund (ARF) Strategic plan</li> <li>○ Ubuntu magazine/ It's your voice Ubuntu Diplomat</li> <li>○ Measures and guidelines for the enhanced coordination of South Africa's International engagement</li> </ul> <p><b><u>Employment Information</u></b></p> <ul style="list-style-type: none"> <li>• Employment Opportunities</li> <li>○ Z.83 Form</li> </ul>	<p><b><u>Website</u></b>  <b><u>Home</u></b>  <a href="http://www.dirco.gov.za">www.dirco.gov.za</a>  or  <b><u>Collection at</u></b>  <b><u>Main Library/Public Diplomacy</u></b>  OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria, 0084</p> <p><b><u>Website</u></b>  <b><u>Employment Information</u></b>  <a href="http://www.dirco.gov.za">www.dirco.gov.za</a></p>