



UMKHANDLU WASENINGIZIMU AFRIKA
WOBUCHWEPHESHE BESAYENSI YEMVELO

IMANYUWALI YE-PAIA

**Ilungiselelwe ngokwesigaba 14
soMthetho Wokukhuthaza Ukutholakala
Kolwazi 2 ka-2000 (njengoba
uchitshiyelwe)**

USUKU LOKUHLANGANISWA: 14/12/2021
 USUKU LOKUBUYEKEZWA: (luzonqunywa)

UHLU LOKUQUKETHWE

	Usuku
Uhlu lwama-akhronimi nezifinyezo	1
Inhloso Yemanuwali	2
Ukusungulwa kwe-SACNASP	3
Isakhiwo se-SACNASP	4
Imininingwane yokuxhumana ebalulekile ukuze uthole ulwazi lwe-SACNASP	5
Incazelo yawo wonke amakhambi akhona maqondana nesenzo noma ukwehluleka ukwenza okuthile nge-SACNASP	6 - 7
Umhlahlandlela wokuthi isetshenziswa kanjani i-PAIA kanye nendlela yokuthola ukufinyelela kumhlahlandlela	7 - 10
Incazelo yezihloko lapho umgwamanda ophethe amarekhodi kanye nezigaba zamarekhodi aphethwe yi-SACNASP	10 - 12
Izigaba zamarekhodi e-SACNASP atholakalayo ngaphandle kokuthi umuntu acele ukufinyelela kuzo	12 - 13
Izinsiza ezitholakala kumalungu omphakathi ezivela ku-SACNASP kanye nendlela yokuthola lezo zinsiza	13
Ukuzibandakanya komphakathi ekwakhiweni kwenqubomgomo noma ekusebenziseni amandla noma ukwenziwa kwemisebenzi yi-SACNASP	14
Ukucutshungulwa kwemininingwane yomuntu uqobo	15 - 16
Ukutholakala kwemanuwali	16
Ukubuyekezwa kwemanuwali	16
Izicelo ze-PAIA ezenziwe kwa-SACNASP	16
Isithasiselo A: Ifomu 2 – Isicelo sokuthola irekhodi lenhlangano yomphakathi	

1. UHLU LWAMA-AKHRONIMI NEZIFINYEZO

- 1.1 **“CEO”** Isikhulu Esingumlawuli Oyinhloko
- 1.2 **“DIO”** Iphini Lesikhulu Esibhekelele Ulwazi;
- 1.3 **“DSI”** Umnyango Wesayensi Nokusungula
- 1.4 **“IO“** Isikhulu Esibhekelele Ulwazi;
- 1.5 **“NSP Act”** Umthetho Obhekelele Imisebenzi Yabaqeqeshelwe Ezesayenzi (No. 27 ka-2003) (njengoba Uchitshiyelwe);
- 1.6 **“PAIA”** Umthetho Wokukhuthaza Ukutholakala Kolwazi No. 2 ka-2000 (njengoba Uchitshiyelwe);
- 1.7 **“PFMA”** Umthetho Obhekelele Ukwenganyelwa Kwezimali Zikahulumeni No.1 ka-1999 (njengoba Uchitshiyelwe);
- 1.8 **“POPIA”** Umthetho Wokuvikela Ulwazi Lomuntu Siqu No.4 ka-2013;
- 1.9 **“Isilawuli”** Isilawuli solwazi.
- 1.10 **“SACNASP”** Umkhandlu WaseNingizimu Afrika Womsebenzi Wabaqeqeshelwe Isayensi Yezemvelo.

2. INHLOSO YEMANUWALI YE-PAIA

Le Manuwali ye-PAIA iwusizo emphakathini ukuze-

- 2.1 kuhlolwe uhlobo lwamarekhodi okungenzeka ukuthi asevele ekhona kwa-SACNASP, ngaphandle kwesidingo sokuhambisa isicelo esisemthethweni se-PAIA;
- 2.2 kube nokuqonda ukuthi usenza kanjani isicelo sokufinyelela irekhodi le-SACNASP
- 2.3 kufinyelelwe kuyo yonke imininingwane yokuxhumana efanele yabantu abazosiza umphakathi ngamarekhodi abahlose ukuwathola;
- 2.4 zazi zonke izisombululo ezitholakala ku-SACNASP mayelana nesicelo sokufinyelela kumarekhodi, ngaphambi kokuya kuMlawuli noma Ezinkantolo;
- 2.5 izincazelo zesiza ezitholakala kumalungu omphakathi ezivela ku-SACNASP kanye nendlela yokuthola lezo zinsiza;
- 2.6 incazelo yomhlahlandlela wokuthi isetshenziswa kanjani i-PAIA, njengoba ibuyekezwe nguMlawuli nokuthi ungakwazi kanjani ukufinyelela kuyo;
- 2.7 uma umgwamanda uzocubungula ulwazi lomuntu siqu, inhloso yokucubungula ulwazi lomuntu siqu kanye nencazelo yezigaba zezihloko zedatha kanye nolwazi noma izigaba zolwazi oluhlobene nalo;
- 2.8 bazi ukuthi i-SACNASP ihlelele yini ukudlulisa noma ukucubungula ulwazi lomuntu siqu ngaphandle kweRiphabhulikhi yaseNingizimu Afrika kanye nabazothola noma izigaba zabazothola ulwazi lomuntu siqu olunganikezwa kubo; futhi
- 2.9 ukwazi ukuthi i-SACNASP inazo yini izinyathelo zokuphepha ezifanele zokuqinisekisa ukugcinwa kuyimfihlo, ubuqotho kanye nokutholakala kolwazi lomuntu siqu okufanele lucutshungulwe.

3. UKUSUNGULWA KWE- SACNASP

I-SACNASP yasungulwa ngokwesigaba 2 soMthetho we-NSP ukuze isebenzise izinhlinzeko zoMthetho we-NSP, ngaphansi kokuqondisa kweSigungu Sabaphathi, uNgqongqoshe

Wesayensi Nokusungula.

3.1. *Izinjongo/Igunya*

UMkhandlu WaseNingizimu Afrika Wemisebenzi Yababaqeqeshelwe Iesayensi Yemvelo (i-SACNASP) uyigunya lokubhalisa nokulawulwa kososayensi bemvelo eNingizimu Afrika.

Ezinye zezinjongo zayo zihlanganisa:

- Ukukhuthaza ukwenziwa komsebenzi wesayensi yemvelo eNingizimu Afrika.
- Ukuqinisekisa kanye nokuphatha ukubhaliswa okuyisibopho kososayensi bemvelo njengoba kudingwa ngokoMthetho we-NSP.
- Ukusebenzisa ukulawula izinga lokuziphatha lososayensi bemvelo abangabasebenzi abaqeqeshiwe.
- Ukuqapha izinga lemfundo nokuqeqeshwa kososayensi bemvelo.
- Ukubeka izindinganiso zokuqashelwa kwemfundo nokuqeqeshwa kososayensi bemvelo.
- Ukuqinisekisa ukuthi labo abafuna ukubhalisa bayahlangabezana nezindinganiso zemfundo ezidingekayo ukuze babhalise.

Umbono we-SACNASP: Ukuba nguMkhandlu ohamba phambili ekubhaliseni, ekuthuthukisweni nasekuthuthukisweni komkhakha wesayensi yemvelo eNingizimu Afrika

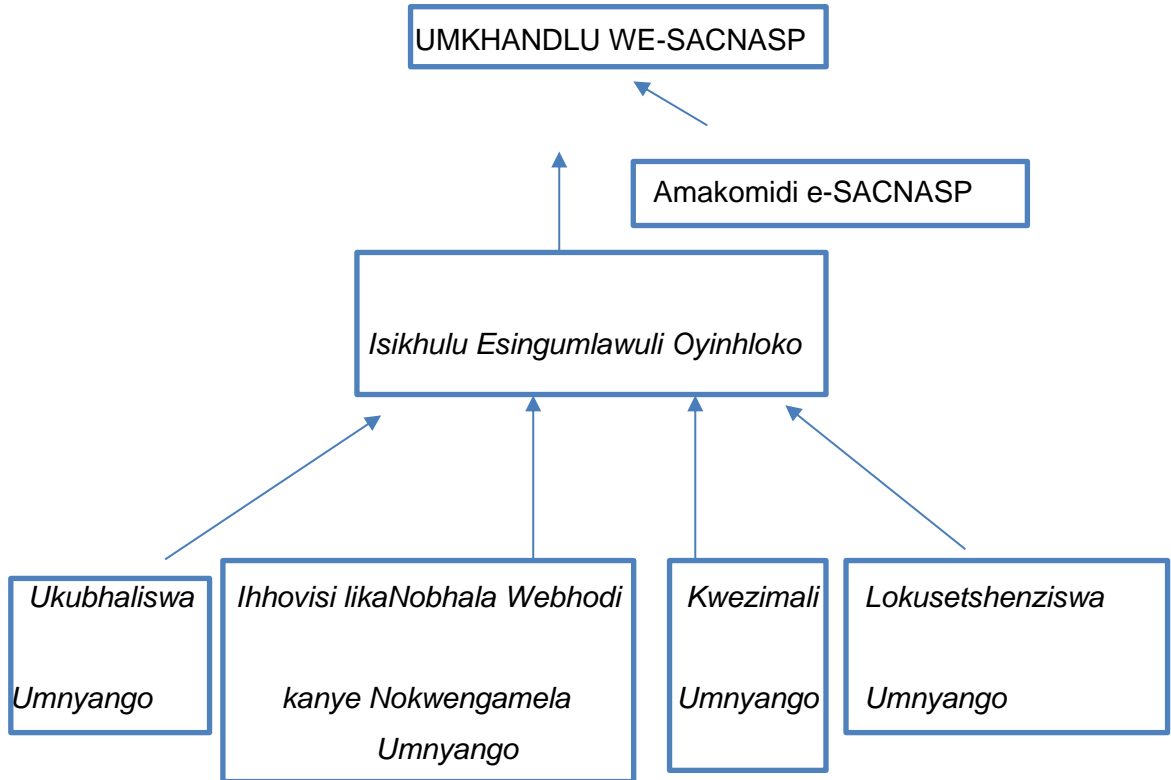
Inhloso ye-SACNASP: Ukuhlinzeka ngoMkhandlu osemthethweni osebenzayo wokuqasha, ukubhaliswa kanye nokulawulwa kochwepheshe besayensi yemvelo ukuze kuqinisekise izinsiza ezisezingeni eliphezulu ukuze kuzuze umphakathi nokukhula komnotho

Ubugugu be-SACNASP: UMkhandlu uzoholwa ngamagugu okuzimela, ukungacwasi, ukwehluka, ukwethembeka, ubuqotho, inhlonipho, ukungachemi, ukusungula izinto ezintsha, ukukhuthala, ukuphendula nokusebenzisana. Iqhutshwa yilobu bugugu, i-SACNASP izofaka isandla ngendlela eyakhayo ekwakhekeni komnotho oqinile futhi okhiqizayo wolwazi lwesayensi

4. ISAKHIWO SE-SACNASP

4.1. Isakhiwo

Isakhiwo Senhlangano Esisezingeni Eliphezulu



Amakomidi e-SACNASP:

- Ikomidi Lokubhalisa
- Ikomidi Lezabasebenzi kanye Nemiholo
- Ikomidi Lokuziphatha Lochwepheshe
- Ukucwaningwa kwamabhuku, Ubungozi kanye neKomidi le-IT
- Ikomidi Lamasu Lamaphrojekthi
- Ikomidi Lokuhlola Iziqu

4.2 Imisebenzi

Imisebenzi ewumongo ye-SACNASP ukuvikela umphakathi kanye Nomkhakha Wesayensi Yemvelo eNingizimu Afrika ngokubhalisa nokulawula ososayensi bemvelo.

5. IMINININGWANE YOKUXHUMANA EYINHLOKO YOKUFINYELELA OLWAZINI LWE-SACNASP

5.1. Isikhulu Esibhekelele Ulwazi

Igama: UDkt. Pradish Rampersadh
Ucingo: 012 748 6500
I-imeyili: prampersadh@sacnasp.org.za
Inombolo yefeksi: 086 206 0427

5.2. Isikhulu Esibhekelele Ulwazi

Igama: UDesiree Fisher
Ucingo: 012 425 6500
I-imeyili: dfisher@sacnasp.org.za
Inombolo Yefeksi: 086 206 0427

5.3 Ukufinyelela olwazini oxhumana nabo abajwayelekile

I-imeyili: sacnasp@sacnasp.org.za

5.4 Kuzwelonke / Ehhovisi Eliyinhloko

Ikheli Leposi: Private Bag X540, Silverton, Pretoria, 0127

Ikheli Lendawo: 1 Mark Shuttleworth Street, Innovation Hub, Pretoria, Gauteng

Ucingo: 012 748 6500

I-imeyili: sacnasp@sacnasp.org.za

Iwebhusayithi: <https://www.sacnasp.org.za>

**6. INCAZELO YAWO WONKE AMAKHAMBI AKHONA NGOKUPHATHELENE NESENZO
NOMA UKWEHLULEKA UKWENZA OKUTHILE NGE-SACNASP**

a) **Inqubo yesikhalazo sangaphakathi:**

Umuntu onesikhalazo angafaka isikhalo sangaphakathi ku-SACNASP ngale ndlela elandelayo:

Isikhalazo sangaphakathi-

(a) kumele sifakwe ngendlela enqunyiwe-

(i) zingakapheli izinsuku ezingama-60;

(ii) uma isaziso esiya kolunye uhlangothi sidingeka ngokwesigaba 49 (1)

(b), ngaphakathi

Ezinsukwini ezingama-30 ngemuva kokunikezelwa kwesaziso kumdlulisi wesinqumo ngesinqumo esidluliselwe esiphikisayo noma, uma kungadingeki isaziso esiya kofake isikhalo, ngemva kokuthathwa kwesinqumo;

(b) kufanele ilethwe noma ithunyelwe kumphathi wolwazi wenhlangano yomphakathi

othintekayo ekhelini lakhe le-imeyili;

(c) kumele liveze isihloko sesikhalazo sangaphakathi bese isho nezizathu zaso isikhalo sangaphakathi futhi singafaka noma yiluphi olunye ulwazi olubalulekile eyaziwa ngummangali;

(d) uma, ngaphezu kwempendulo ebhaliwe, ummangali efisa ukwaziswa ngayo isinqumo ngesikhalazo sangaphakathi nganoma iyiphi enye indlela, kufanele sikubeke lokho

indlela kanye nokuhlinzeka ngemininingwane edingekayo ukuze waziswe;

(e) uma ikhona, kumele ihambisane nemali enqunyiwe yesikhalazo esidluliselwe kuya esigatshaneni (3); futhi

(f) kumele icacise ikheli leposi noma inombolo yefeksi.

b) **Faka isikhalazo ku-Information Regulator kule webhusayithi elandelayo:**

<https://www.justice.gov.za/infoereg/> noma ngaleli kheli le-imeyili elilandelayo:
PAIAComplaints@infoeregulator.org.za

c) **Inqubo yokuya eNkantolo enegunya lokuthola usizo olufanele:**

Umuntu ohlukumezekile angafaka isicelo enkantolo ukuze athole usizo olufanele. Ekulaleleni lesi sicelo inkantolo ingakhipha noma yimuphi umyalelo ofanele nonobulungiswa ohlanganisa:

- Ukuqinisekisa, ukuchibiyela noma ukubeka eceleni isinqumo okuyisihloko sesicelo;
- Ukufuna ukuthi iSikhulu Esibhekele Ulwazi sithathe izinyathelo ezithile noma siyeke ukuthatha lezo zinyathelo inkantolo ibona kudingekile phakathi nesikhathi esishiwo kumyalelo;
- Ukunikeza incwadi evimbela ukuvinjelwa, yesikhashana noma ethile, umyalelo wokumemezela noma isinxephezelo; noma
- Izindleko.

d) **Ikhambi elitholakalayo ngokwesigaba 36 soMthetho we-NSP:**

(1) Noma yimuphi umuntu ozizwa ephatheke kabi ngesinqumo esithathwe uMkhandlu

usebenzisa amandla awo ngokwa lo Mthetho-

(a) zingakapheli izinsuku ezingama-30 kusukela lowo muntu esazi ngesinqumo, futhi ekukhokheni izimali ezinqunyiwe, acele uMkhandlu ngokubhalwe phansi ukuba umnikeze ngokubhaliwe izizathu zawo zaleso sinqumo;

(b) zingakapheli izinsuku ezingama-90 kusukela osukwini uMkhandlu omnike ngalo izizathu zaleso sinqumo nangemva kokunikeza isaziso uMkhandlu, adlulisele isikhalo eMkhandlwini ukuba ubuyekeze ngokusemthethweni isinqumo sawo.

7. UMHLAHLANDLELA WOKUTHI ISETSHENZISWA KANJANI I-PAIA KANYE NENDLELA YOKUTHOLA UKUFINYELELA KUMHLAHLANDLELA

7.1. Umlawuli, ngokwesigaba 10(1) se-PAIA, ubuyekeze futhi wenza ukuba kutholakale Umhlahlandlela obuyekeziwe wendlela yokusebenzisa i-PAIA ("Umhlahlandlela"), ngendlela elula. ifomu nendlela eqondakalayo, njengoba kungase kudingwe umuntu ofisa ukusebenzisa noma yiliphi ilungelo elihlongozwe ku-PAIA kanye ne-POPIA.

7.2. Umhlahlandlela utholakala ngolimi ngalunye olusemthethweni.

7.3. Umhlahlandlela oshiwo ngenhla uqukethe incazelo-

- 7.3.1. yezinjongo ze-PAIA kanye ne-POPIA;
- 7.3.2. ikheli leposi nelomgwaqo, inombolo yocingo neyefeksi futhi, uma likhona, ikheli le-imeyili-
- 7.3.2.1. Isikhulu Esibhekelele Ulwazi sawo wonke amagatsha kahulumeni, kanye
- 7.3.2.2. lonke iPhini Lesikhulu Esibhekelele Ulwazi lazo zonke izinhlaka zikahulumeni nezizimele eziqokwe ngokwesigaba 17(1) se-PAIA¹ kanye nesigaba 56 se-POPIA²;
- 7.3.3. indlela kanye nohlobo lokufaka isicelo-
- 7.3.3.1. sokufinyelela kwirekhodi lenhlangano yomphakathi ehlongozwe esigabeni 11³; kanye ne-
- 7.3.3.2. sokufinyelela kwirekhodi lenhlangano ezimele ehlongozwe esigabeni 50⁴;
- 7.3.4. usizo olutholakala kuSikhulu Esibhekelele Ulwazi senhlangano yomphakathi ngokwe-PAIA kanye ne-POPIA;
- 7.3.5. usizo olutholakala kuMlawuli ngokwe-PAIA kanye ne-POPIA;

¹ Isigaba 17(1) se-PAIA- Ngezinhlalo ze-PAIA, inhlango ngayinye yomphakathi kufanele, kuncike emthethweni olawula ukuqashwa kwabasebenzi benhlangano yomphakathi ethintekayo, iqoke leyo nombolo. kwabantu njengamaphini ezikhulu zolwazi njengoba kudingekile ukuze uhlaka lukahulumeni lufinyeleleke ngendlela okunokwenzeka ngayo kubaceli bamarekhodi awo.

² Isigaba 56(a) se-POPIA- Igatsha ngalinye likahulumeni kanye nezizimele kufanele lenze izinhlinzako, ngendlela ebekwe esigabeni 17 soMthetho Wokukhuthaza Ukutholakala Kolwazi, ngezinguquko ezidingekayo, ekuqokweni kwalelo nani labantu, uma bekhona, njengamasekela ezikhulu zolwazi njengoba kudingekile ukwenza imisebenzi nezibopho njengoba kubekwe esigabeni 55(1) se-POPIA.

³ Isigaba 11(1) se-PAIA- Umfakisicelo kufanele anikezwe ukufinyelela kurekhodi lenhlangano yomphakathi uma lowo ofake isicelo ethobela zonke izidingo zenqubo ye-PAIA mayelana nesicelo sokufinyelela kulelo rekhodi; futhi ukufinyelela kulelo rekhodi akwenqatshiwe ngokwanoma yisiphi isizathu sokwenqaba esihlongozwe eSahlukweni 4 sale Ngxenywe.

⁴ Isigaba 50(1) se-PAIA- Umfakisicelo kufanele avunyelwe ukufinyelela kunoma yiliphi irekhodi lenhlangano ezimele uma-

- lelo rekhodi lidingeka ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo;
- lowo muntu ehambisana nazo zonke izidingo zenqubo ku-PAIA eziphathelele nesicelo sokufinyelela kulelo rekhodi; futhi
- ukufinyelela kulelo rekhodi akwenqatshiwe ngokwanoma yisiphi isizathu sokwenqaba esihlongozwe eSahlukweni 4 sale Ngxenywe.

- 7.3.6. wonke amakhambi akhona emthethweni mayelana nesenzo noma ukwehluleka ukwenza okuthile maqondana namalungelo noma umsebenzi onikezwe noma obekwe yi-PAIA kanye ne-POPIA, kuhlanganisa nendlela yokufaka-
- 7.3.6.1. isikhalazo sangaphakathi;
- 7.3.6.2. isikhalazo kuMlawuli; futhi
- 7.3.6.3. isicelo enkantolo esiphikisana nesinqumo sesikhulu sezokwazisa sebandla lomphakathi, isinqumo sokudlulisa icala kwangaphakathi noma isinqumo soMlawuli noma isinqumo senhloko yenhlangano ezimele;
- 7.3.7. izinhlinzeko zezigaba 14⁵ kanye ne-51⁶ ezidinga uhlaka lukahulumeni kanye nenhlangano elizimele, ngokulandelana, ukuba benze imanyuwali, kanye nendlela yokuthola ukufinyelela kumanyuwali;
- 7.3.8. izinhlinzeko zezigaba 15⁷ kanye nesama-52⁸ ezihlinzekela ukudalulwa ngokuzithandela kwezigaba zamarekhodi yinhlangano yomphakathi kanye nenhlangano ezimele, ngokulandelana;
- 7.3.9. izaziso ezikhishwe ngokwezigaba 22⁹ kanye no 54¹⁰ mayelana nezimali okufanele zikhokhwe maqondana nezicelo zokufinyelela; kanye

⁵ Isigaba 14(1) se-PAIA- Isikhulu esibhekelele ulwazi senhlangano yomphakathi kufanele, okungenani ngezilimi ezintathu ezisemthethweni, senze kutholakale imanyuwali equkethe ulwazi olusohlwini lwendima yesi-4 ngenhla.

⁶ Isigaba 51(1) se-PAIA- Inhloko yenhlangano ezimele kufanele yenze kutholakale imanyuwali equkethe incazelo yolwazi olusohlwini lwendima yesi-4 ngenhla.

⁷ Isigaba 15(1) se-PAIA- Isikhulu esibhekelele ulwazi senhlangano yomphakathi, kufanele senze kutholakale ngendlela enqunyiwe incazelo yezigaba zamarekhodi enhlangano yomphakathi atholakala ngokuzenzekelayo ngaphandle komuntu. kufanele ucele ukufinyelela

⁸ Isigaba sama-52(1) se-PAIA- Inhloko yebandla elizimele, ngokuzithandela, ingenza kutholakale ngendlela enqunyiwe incazelo yezigaba zamarekhodi ebandla elizimele atholakala ngokuzenzekelayo ngaphandle kokuthi umuntu acele ukufinyelela.

⁹ neSigaba 22(1) se-PAIA- Isikhulu esibhekelele ulwazi senhlangano yomphakathi okwenziwa kuso isicelo sokufinyelela, kufanele ngesaziso sifune ukuthi ofake isicelo akhokhe imali yesicelo enqunyiwe (uma ikhona), ngaphambi kokucubungula isicelo.

¹⁰ neSigaba 54(1) se-PAIA- Inhloko yenhlangano ezimele okwenziwa kuyo isicelo sokufinyelela kufanele ngesaziso sifune ukuthi ofake isicelo akhokhe imali yesicelo enqunyiwe (uma ikhona), ngaphambi kokucubungula isicelo.

7.3.10. imithethonqubo eyenziwe ngokwesigaba 92¹¹.

7.4. Amalungu omphakathi angahlola noma enze amakhophi oMhlahlandlela emahhovisi ezinhlango zikahulumeni noma ezizimele, kuhlanguisa nehhovisi loMlawuli, ngezikhathi zokusebenza ezijwayelekile. Umhlahlandlela ungatholakala-

7.4.1. ngesicelo kuSikhulu Esibhekelele Ulwazi;

7.4.2. kusukela kuwebhusayithi yoMlawuli (<https://www.justice.gov.za/infoereg/>).

8. INCAZELO YEZIHLOKO INHLANGANO EGCINE NGAZO AMAREKHODI NEZIGABA ZAMAREKHODI AGCINWE YI-SACNASP

Izihloko inhlango ephethe amarekhodi azo	Izigaba zamarekhodi eziphethwe esihlokweni ngasinye
Imibhalo Yamasu, Izinhlelo, Iziphakamiso	Imibiko Yonyaka, Uhlelo Lwesu, Uhlelo Lokusebenza Lonyaka.
Umnyango Wabasebenzi	<ul style="list-style-type: none"> - Izinqubomgomo nezinqubo Zomnyango Wabasebenzi; - Izikhala zomsebenzi ezikhangisiwe; - Amarekhodi abasebenzi; - Ukufunda nokuthuthukisa isib: ukuthuthukiswa kwamakhono nezinhlelo zokuqeqesha - Uhlelo lokuqashwa ngokulingana nezibalo
Ulwazi Lokusebenza:	<ul style="list-style-type: none"> - Amadokhumenti amayelana nenqubomgomo, izinhloso kanye nokuphathwa kwe-SACNASP; - Izinqondiso, izinqumo kanye nemeyalelo yeBhodi/UMkhandlu namakomidi e-SACNASP;

¹¹ Isigaba 92(1) se-PAIA sihlizeka ngokuthi –“uNgqongqoshe angenza, ngesaziso kwiZimemezelo zikaHulumeni, enze imithethonqubo ephathelene-

(a) noma yiluphi udaba oludingwa noma oluvunyelwe yilo Mthetho ukuba lunqunywe;

(b) noma yiluphi udaba oluhlobene nezinkokhelo ezihlongozwe esigabeni 22 no-54;

(c) noma yisiphi isaziso esidingwa yilo Mthetho;

(d) imibandela efanayo okufanele isetshenziswe yisikhulu sezolwazi sohlaka lukahulumeni lapho sinquma ukuthi yiziphi izigaba zamarekhodi okufanele zenziwe zitholakale ngokwesigaba 15; kanye

(e) nanoma yiluphi udaba lokwengamela noma lwenqubo oludingekayo ukuze kusebenze izinhlinzeko zalo Mthetho.”

Izihloko inhlangotho ephethe amarekhodi azo	Izigaba zamarekhodi eziphethwe esihlokweni ngasinye
	<ul style="list-style-type: none"> - Izivumelwano zokusebenzisana ngokuhlanganyela nezinkampani ezingaphansi kanye/noma izivumelwano nanoma yimuphi umuntu, uhulumeni noma abaphathi; - Izivumelwano zokuqasha, amatayitela, ama-mortgage bond kanye nama-notarial bonds aphantsi nempahla ehambayo nenganyakaziseki; - Amarekhodi enkampani ahlobene nezinkampani ezisungulwe yi-SACNASP noma ngokubambisana nabambisene bebhizinisi kanye/noma nanoma yimuphi umuntu ngenjongo yokuthuthukisa noma ukuxhaphaza okusunguliwe noma ubuchwepheshe bezobuchwepheshe; - Imibhalo Yokusebenzisana noma Izivumelwano nezinye izinhloko zikahulumeni; - Imethadatha nolwazi lwendawo; kanye - Nolwazi oluphantsi nososayensi ababhalisiwe, izindaba zokuziphatha kochwepheshe kanye nokulalelwa kokuqondiswa kwezigwegwe kososayensi ababhalisiwe
<p>Amarekhodi ezezimali Nawamabhuku Ezezimali (Accounting) ahlobene nale mikhakha elandelayo:</p>	<ul style="list-style-type: none"> - Amarekhodi e-akhawunti yasebhange; - Izincwadi ze-akhawunti kanye nezitatimende zezezimali; - Umbiko wonyaka womcwaningi mabhuku; - Izitatimende zezimali ezicwaningiwe; - Isabelomali sonyaka kanye nohlelo lwebhizinisi njengoba kuhlinzekwe kwi-PFMA;

Izihloko inhlangotho ephethe amarekhodi azo	Izigaba zamarekhodi eziphethwe esihlokweni ngasinye
	<ul style="list-style-type: none"> - I-Value Added Tax (VAT), amarekhodi Entela Yentengo Ejwayelekile Ezisebenzini (SITE) kanye Nokukhokha Njengoba Uhola (PAYE); kanye - Nanoma yiluphi ulwazi olwengeziwe oludingwa nguNgqongqoshe Wezesayensi Nokusungula Izinto.
Ukwengamela Ukuhlinzeka Izinsiza (Supply Chain Management)	<ul style="list-style-type: none"> - Ulwazi olutholwe abantu bemvelo nabasemthethweni bephendula Izikhangisi Zethenda - Izikhangisi zamathenda ezikhishwe yi-SACNASP - Izinqumo zamakomidi ahlukene abandakanyekayo ezinhlelweni zamathenda e-SACNASP

9. IZIGABA ZAMAREKHODI E-SACNASP ATHOLAKALAYO NGAPHANDLE KOKUTHI UMUNTU ACELE UKUFINYELELA KUWO

Isigaba	Irekhodi	Kutholakala kuwebhusayithi	Kutholakala ngesicelo
Ulwazi Lokusebenza	<ul style="list-style-type: none"> - Igama nenombolo yokubhalisa yososayensi ababhalisiwe; kanye - Nezinqumo zezinkantolo zokuqondiswa kwezigwegwe ezishicilelwe kuwebhusayithi ngokoMthetho we-NSP. 	X	

Isigaba	Irekhodi	Kutholakala kuwebhusayithi	Kutholakala ngesicelo
Umthetho/Imithethonqubo	- Umthetho Wobungcweti Bezesayensi Yemvelo Nombolo 27 ka-2003 namashejuli alokho	X	
Imibhalo Yamasu (Izinhlelo Nombiko)	- Iphrofayili yenhlangano (Ukubuka ngeso elibanzi, Izinjongo, Imisebenzi, Izakhiwo) - Imibiko Yonyaka; - Uhlelo Lwesu; - Uhlelo Lokusebenza Lonyaka; - Amasu kanye Nezinhlelo Zokusebenza;	X	
Umnyango Wabasebenzi	- Izikhala zomsebenzi ezikhangisiwe;	X	
Ukwengamela Ukuhlinzeka Izinsiza (Supply Chain Management)	- Izikhangisi zamathenda ezikhishwe yi-SACNASP	X	

10. IZINSIZA EZITHOLAKALA KUMALUNGU OMPHAKATHI EZIVELA KU-SACNASP KANYE NENDLELA YOKUTHOLA LEZO ZINSIZA

10.1 I-SACNASP iyinhlangano elawulayo yabasebenzi besayensi yemvelo eNingizimu Afrika ngakho-ke, isebenza ngokubhalisa ososayensi bemvelo futhi ivikele umphakathi ekusebenzisaneni kwabo nososayensi ababhalisiwe. Ulwazi olwengeziwe ngezinkonzo ezihlinzekwa yinhlangano lungatholakala lapha www.sacnasp.org.za.

11. UKUZIBANDAKANYA KOMPHAKATHI EKWAKHIWENI KWENQUBOMGOMO NOMA EKUSEBENZISENI AMANDL NOMA UKWENZIWA KOMSEBENZI YI-SACNASP

Amalungu Ebhodi/UMkhandlu we-SACNASP aqokwa emkhakheni ozimele nokahulumeni nguNgqongqoshe Wezesayensi Nokusungula Izinto. I-SACNASP ilawulwa ngumthetho oyinhloko, lowo mthetho, ngokuya ngobunjalo nobunzima bawo, ongandulelwa yiphepha lezingxoxo elichaza indlela ehlongozwayo futhi lifune ukuphawula komphakathi. Lesi sinyathelo singalandelwa noma sithathelwe indawo ukukhululwa komthetho osalungiswa ukuze umphakathi uphawule.

12. UKUCUTSHUNGULWA KWEMININGWANE YOMUNTU UQOBO

12.1 Inhloso Yokucubungula

I-SACNASP iqoqa ulwazi lomuntu uqobo kubantu abasemthethweni kanye namalungu omphakathi ngenjongo yokubhalisa njengososayensi bemvelo kanye nokwenza imisebenzi yayo jikelele.

12.2 Incazelo yezigaba Zezihloko Zedatha kanye nolwazi noma izigaba zolwazi oluhlobene nakho

Izigaba Zezihloko Zedatha	Ulwazi lomuntu uqobo olungase lucutshungulwe
Abantu Bemvelo	Amagama abafaki bezicelo nabososayensi ababhalisiwe; Izigaba zolwazi lokubhalisa; Ukuqhubeka namarekhodi okuthuthukiswa kochwepheshe; Isimo sokubhaliswa; Unyaka wokubhaliswa kokuqala kukasosayensi obhalisiwe; Unyaka Wokuthuthukiswa kokubhaliswa; Ulwazi lomuntu uqobo lwabafake izicelo abangebona abakuleli;

Izigaba Zezihloko Zedatha	Ulwazi lomuntu uqobo olungase lucutshungulwe
	<p>Ulwazi olulandelayo lwabafakizicelo nososayensi ababhalisiwe:</p> <p>Inombolo kamazisi;</p> <p>Usuku lokuzalwa;</p> <p>Ubulili;</p> <p>UhInga;</p> <p>Amakheli endawo nawePosi;</p> <p>Imininingwane yokuqashwa;</p> <p>Izinombolo zocingo;</p> <p>Ulwazi Lwezemfundo.</p>
<p>Abantu Abasemthethweni</p>	<p>Amagama abantu okuxhunanwa nabo; Igama lebhizinisi elisemthethweni; ikheli lendawo kanye neleposi; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili); inombolo yokubhalisa; ulwazi lwezezimali, lwezohwebo, lwesayensi noma lobuchwepheshe kanye nezimfihlo zohwebo</p>
<p>Abasebenzi</p>	<p>Ubulili, ukukhulelwa; isimo sakho somshado; Uhlanga, iminyaka yobudala, ulimi, ulwazi lwezemfundo (iziqu); ulwazi lwezezimali; Umlando Wokusebenza; inombolo kamazisi; ikheli lendawo kanye neleposi; imininingwane yokuxhumana(izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili); ukuziphatha kobugebengu; inhlalakahle nezihlobo zabo (amalungu omndeni) uhlanga, ubudokotela, ubulili, ubuzwe, uhlanga noma inhlalo, ukukhetha ubulili, iminyaka yobudala, impilo yomzimba noma yengqondo, inhlalakahle, ukukhubazeka, inkolo, unembeza, inkolelo, isiko, ulimi, ulwazi lwe-biometric yomuntu</p>

12.3 Abemukela lokhu noma izigaba zabemukela ulwazi lomuntu uqobo olunganikezwa kubo

Isigaba solwazi lomuntu uqobo	Abemukeli noma Izigaba Zabemukeli
Inombolo kamazisi namagama, okuhlola okuphathelene nobugebengu	I-South African Police Services
Iziqu, ukuze kuqinisekiswa ukufaneleka	Isiphathimandla seZiqu saseNingizimu Afrika
Umlando wesikweletu nokukhokha, ukuze uthole ulwazi ngokuphathelene nezikweletu	Ama-Credit Bureau
Inombolo kamazisi, amagama kanye nolwazi lwezemfundo, ngokuphathelene nezinjongo zokubika	UMnyango wezeSayensi Nokusungula kanye nezinye izinhloko zikahulumeni nezinhloko ezisebenzayo ngokwemibandela ye-MoUs kanye nama-MoAs

12.4 Ukugeleza kwe-transborder okuhleliwe kolwazi lomuntu uqobo

Akukho okwamanje.

12.5 Incazelo Evamile Yezinyathelo Zokuvikeleka Kolwazi okumele zisetshenziswe yinhlangano ebophezelekile ukuze kuqinisekiswa ukugcinwa kuyimfihlo, ubuqotho kanye nokutholakala kolwazi

Ukuqinisekisa ukuvikeleka okulungile nokuphelele, ukugcinwa kuyimfihlo, ubuqotho nokutholakala kolwazi lomuntu uqobo ngaphansi kokunakekelwa kwe-SACNASP, inhlangano icabanga ukusebenzisa lezi zinyathelo ezilandelayo, ezinye zazo esezivele zikhona: Ukulawula Ukufinyelela; I-Data Encryptio; Izinyathelo Zokuzivikela; Amakhono Aqinile Okuqapha, Ukucwaninga Amabhuku kanye Nokubika; Izipele Zedatha; Izisombululo ze-Anti-virus kanye ne-Anti-malware; kanye Nokuqwashisa Nokuqapha.

13. UKUTHOLAKALA KWEMANYUWALI

13.1 Le Manyuwali itholakala ngezilimi ezintathu ezisemthethweni ezilandelayo-

13.1.1 IsiNgisi;

13.1.2 IsiZulu

13.1.3 I-Sepedi

13.2 Ikhophi yale Manuwali noma inguqulo yalo ebuyekeziwe, iyatholakala futhi ngale ndlela elandelayo-

13.2.1 kuwebhusayithi ye-SACNASP – www.sacnasp.org.za ;

13.2.2 ehhovisi elikhulu le-SACNASP ukuze ihlolwe umphakathi ngezikhathi zomsebenzi ezijwayelekile;

13.2.3 kunoma yimuphi umuntu ngesicelo nangemva kokukhokhwa kwemali enqunyiwe efanele; kanye

13.2.4 nangesicelo kuSikhulu Esibhekelele Ulwazi.

13.3 Imali yekhophi yeManuwali, njengoba kuhlangozwe kusithasiselo B seMithethonqubo, izokhokhwa ngekhophi ngayinye enobukhulu obungu-A4 eyenziwe.

14. UKUBUYEKEZWA KWEMANUWALI

I-SACNASP, uma kunesidingo, izobuyekeza futhi ishicilele le Manuwali ngezikhathi ezingengaphezu konyaka owodwa.

15. IZICELO ZE-PAIA EZENZIWE KWA-SACNASP

Noma yimuphi umuntu ofisa ukwenza isicelo se-PAIA ku-SACNASP kufanele agcwalise futhi athumele Isithasiselo "A" kusekela-sikhulu esibhekelele ulwazi ngek'heli le-imeyili elishiwo ngenhla.

Kukhishwe ngu



Sarah Van Aardt

Isikhulu Esingumlawuli Oyinhloko kanye Nesikhulu Esibhekelele Ulwazi



IFOMU 2

ISICELO SOKUFINYELELA EREKHODINI LENHLANGANO YOMPHAKATHI

[Umthethonqubo 7]

Qaphela:

1. *Ubufakazi bukaMazisi kumele bunamathiselwe ngumfakisicelo*
2. *Uma isicelo senziwa egameni lomunye umuntu, ubufakazi balokho kugunyazwa, kufanele bufakwe kuleli fomu*

IYA KU-: Isikhulu Esibhekele Ulwazi/Isekela Lesikhulu Esibhekele Ulwazi

Umkhandlu waseNingizimu Afrika Wobuchwepheshe Besayensi Yemvelo (SACNASP)

Suite L4/L5 Enterprise Building

1 Mark Shuttleworth Street

The Innovation Hub

Pretoria, 0087

Inombolo yocingo: (012) 748 6500/ Ifeksi: 086 206 0427

I-I-Imeyili: sacnasp@sacnasp.org.za kanye ne- dfisher@sacnasp.org.za

Maka nge- “X”

Isicelo senziwa egameni lami Isicelo senziwa egameni lomunye umuntu

ULWAZI LOMUNTU

Amagama aphelele nesibongo:

Inombolo kamazisi:

Amandla okufakwa ngawo isicelo (uma senziwa egameni lomunye umuntu): _____

IFOMU 2: ISICELO SOKUFINYELELA EREKHODINI LENHLANGANO YOMPHAKATHI

Ikheli leposi: _____

Igama

lomgwaqo: _____

Ikheli le-imeyili: _____

Izinombolo zokuxhumana:

Ucingo: _____ Ifeksi: _____

Iselula: _____

Amagama aphelele nesibongo somuntu isicelo esenziwa egameni lakhe (*uma kufanele*):

Inombolo kamazisi:

Ikheli leposi: _____

Igama

lomgwaqo: _____

Ikheli le-imeyili: _____

Izinombolo zokuxhumana:

Ucingo: _____ Ifeksi: _____

Iselula: _____

IMININGWANE YEREKHODI ELICELIWE

Hlinzeka ngemininingwane ephelele yerekhodi okucelwa ukufinyelelwa kulo, kufaka phakathi inombolo yesithenjwa uma uyazi, ukuze sikwazi ukutholakala kwerekhodi. (Uma isikhala esinikeziwe singenele, sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli fomu. Wonke amakhasi engeziwe kufanele asayinwe)

Incazelo yerekhodi noma ingxenye efanele yerekhodi:

IFOMU 2: ISICELO SOKUFINYELELA EREKHODINI LENHLANGANO YOMPHAKATHI

Inombolo yereferensi, uma ikhona:

Nanoma yimiphi eminye imininingwane yerekhodi:

UHLOBO LWEREKHODI

(Maka ibhokisi elifanele "X")

Irekhodi libhaliwe noma liphrintiwe

Irekhodi lihlanganisa izithombe ezibonakalayo (*lokhu kuhlanganisa izithombe, amaslayidi, amavidiyo aqoshiwe, izithombe ezikhiqizwe ngekompuyutha, imidwebo, njll.*)

Irekhodi liqukethe amagama aqoshiwe noma ulwazi olungakhiqizwa ngomsindo

Uma irekhodi ligcinwe kukompuyutha noma ngensiza esebenza ngogesi noma efundeka ngomshini

IFOMU LOKUFINYELELA

(Maka ibhokisi elifanele "X")

Ikhophi ephrintiwe yerekhodi (*kuhlanganise namakhophi anoma yiziphi izithombe ezibonakalayo, okulotshiweyo kanye nolwazi olugcinwe kukompuyutha noma ngendlela efundeka ngogesi noma ngomshini*)

Okubhaliwe noma okubhaliwe okususelwa kokuqoshiwe kwezithombe ezibonakalayo (*lokhu kuhlanganisa izithombe, amaslayidi, amavidiyo aqoshiwe, izithombe ezikhiqizwe ngekompuyutha, imidwebo, njll.*)

Ukubhalwa kwengoma (*idokhumenti ebhaliwe noma ephrintiwe*)

Ikhophi yerekhodi ku-flash drive (*kuhlanganise nezithombe ezingokoqobo namaculo*)

Ikhophi yerekhodi ku-compact disk drive (*kuhlanganise nezithombe ezingokoqobo namaculo*)

Ikhophi yerekhodi elondolozwe kuseva yesitoreji se-cloud

INDLELA YOKUFINYELELA

(Maka ibhokisi elifanele "X")

Ukuhlolwa komuntu siqu kwerekhodi ekhelini elibhalisiwe lomphakathi/elizimele *(kuhlanganise nokulalela amagama aqoshiwe, ulwazi olungakhiqizwa kabusha ngomsindo noma ulwazi olugcinwe kukhompyutha noma ngendlela ye-elekthronikhi noma efundeka ngomshini)*

Amasevisi eposi ekhelini leposi

Amasevisi eposi ekhelini lomgwaqo

Amasevisi e-courier ekhelini lomgwaqo

Ifeksi yolwazi ngefomethi ebhaliwe noma ephrintiwe *(kuhlanganise nokubhala okususelwa kokuqoshiwe)*

I-imeyili yolwazi *(kuhlanganise nengoma uma kungenzeka)*

Isabelo se-cloud/ukudlulisa ifayela

Ulimi oluncanyelwayo _____

Qaphela ukuthi uma irekhodi lingatholakali ngolimi olithandayo, ukufinyelela kungavunyelwa ngolimi lelo rekhodi elitholakala ngalo)

IMININGWANE YELUNGELO LOKUSEBENZA NOMA UKUVIKELWA

Uma isikhala esihlinzekiwe singenele sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli fomu. Umfakisicelo kufanele asayine wonke amakhasi engeziwe

Bonisa ukuthi yiliphi ilungelo okufanele lisetshenziswe noma livikelwe:

Chaza ukuthi kungani irekhodi eliceliwe lidingeka ukuze kusetshenziswe noma kuvikelwe ilungelo elishiwo ngenhla:

IZIMALI

- a) *Imali yesicelo kumele ikhokhwe ngaphambi kokuthi isicelo sicutshungulwe*
- b) *Uzokwaziswa ngenani lemali yokufinyelela okufanele ikhokhwe*
- c) *Imali yokufinyeleleka ekhokhelwa ukufinyelela kwirekhodi incike ohlotsheni olutholakala ngalo ukufinyelela kanye nesikhathi esifanele esidingekayo ukusesha nokulungisa irekhodi*
- d) *Uma ufanelekela ukukhululwa ekukhokhweni kwanoma iyiphi imali, sicela usho isizathu sokukhululwa.*

Isizathu: _____

Uzokwaziswa ngokubhaliwe ukuthi isicelo sakho sivunyiwe noma siqatshiwe futhi uma sivunyiwe, izindleko eziphathelele nesicelo sakho, uma zikhona. Sicela ubonise indlela oyithandayo yokuxhumana.

Ikheli Leposi _____

Ifeksi _____

Ukuxhumana ngensiza kagesi (sicela ucacise) _____

Kusayinwe e- _____ ngalolu suku _____ 20 _____

Isignesha yomfakisicelo noma umuntu okufakwa isicelo ngokummela

UKUSETSHENZISWA NGOKUSEMTHETHWENI

Inombolo

yereference: _____

Isicelo sitholwe ngu: isikhundla sombuso, igama nesibongo somphathi

wolwazi: _____

Usuku

olwemukelwe: _____

Izimali

zokufinyelela: _____

Idiphozithi, uma

ikhona: _____

Isiginesha yesikhulu esibhekelela ulwazi