

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

33 Hoofd Street
Braampark, Forum 3
Braamfontein
2017

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600
Fax: 011 403 0668



Date: 05 March 2017

Our ref: S32/PAIA

Attention: Information Officer

URGENT NOTICE: Mandatory reporting and compliance with section 32 of the Promotion of Access to Information Act 2 of 2000

The South African Human Rights Commission (Commission) is an institution established in terms of section 184 of the Constitution of the Republic of South Africa, 1996 (the Constitution). The Commission is mandated to promote, protect and monitor the observance of human rights. The Commission has an additional mandate in terms of the Promotion of Access to Information Act 2 of 2000 (PAIA) to advance the right to access information and to monitor implementation and compliance with PAIA.

Please be advised that compliance with PAIA and cooperation with the Commission is mandatory. Non-compliance is reported to national and provincial Parliaments annually by the Commission. In terms of section 83 of PAIA, the Commission is mandated to monitor compliance by public bodies with the legislation. One of the mechanisms utilised to achieve this objective is through the annual reports received by the Commission from public bodies in accordance with section 32 of PAIA.

In terms of section 32, all public institutions **must** submit to the Commission a report detailing the information requests received and processed by the public body.

Therefore take notice that your section 32 report for 2016/2017 period is due for submission to the Commission by **19 May 2017**. A reporting template for the report is attached. The report will form part of the Commission's annual report to National Assembly for the period **1 April 2016 to 31 March 2017**.

All deputy information officers are kindly requested to submit the statistics required in terms of section 32 in the table format attached. Special emphasis is to be accorded to recommendations, observations and comments, where applicable. Please note that the section 32 report must also clearly state the following:

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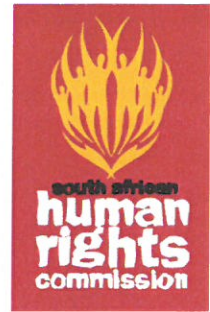
Chairperson: B C Majola; **Deputy Chairperson:** D P S Jana; **Commissioners (Full-Time):** M S Ameermia; A H Gaum; A M Makwetla; B Malatji; **Commissioners (Part-Time):** A C Nissen, J B Sibanyoni; **Acting Chief Executive Officer:** P Makaneta

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- the name of the public entity;
- the name of the deputy information officer and information officer; and
- the period for which the report is submitted.

Important notes:

1. Submission of section 32 reports

1.1. All public bodies are urged to submit their section 32 reports using the online submission functionality provided on the Commission's website (homepage);

1.2. Should submission via the website not be possible for whatsoever reason, the Commission urges public bodies to send their section 32 reports to one of the following email addresses:

- paia@sahrc.org.za
- tsebulela@sahrc.org.za

1.3. Alternatively, section 32 reports may be hand delivered to the head office of the Commission situated at Forum 3, Braampark, 33 Hoofd Street, Braamfontein. **Please clearly mark all deliveries for the attention of the PAIA Unit of the Commission** to ensure that the documents are delivered.

1.4. Please note that the Commission cannot be held responsible for failing to acknowledge receipt of, or failure to report on, section 32 reports which are not submitted in the manner mentioned above. The Commission therefore also recommends that all public bodies contact the Commission to confirm that the reports have been duly received.

2. Deadline for submission

The final deadline for submission of all section 32 reports for the period 01 April 2016 to 31 March 2017 is **19 May 2017**. It is of paramount importance that this deadline is adhered to as failure to submit on time will result in public bodies being reported to National Parliament as being non-compliant.

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submit on time will result in public bodies being reported to National Parliament as being non-compliant.

Further information on PAIA may be obtained through the Commission's website via the following link:

<http://www.sahrc.org.za/index.php/understanding-paia> . Alternatively, deputy information officers are invited to contact the PAIA Unit of the Commission directly on tsebulela@sahrc.org.za 0118773645

Thank you for your cooperation.

Yours faithfully,

A handwritten signature in black ink, appearing to be "Chantal Kisoona", written over a horizontal line.

Chantal Kisoona

Chief Operations Officer

South African Human Rights Commission

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Chairperson: M L Mushwana; **Deputy Chairperson:** P Govender; **Commissioners (Full-Time):** B Malatji, L Mokate; M S Ameerma
Commissioners (Part-Time): J Love, D Titus;
Chief Executive Officer: A K Ahmed