



**INFORMATION MANUAL
OF
SOUTH AFRICAN IRON AND STEEL INSTITUTE**

**Prepared in accordance with section 51 of the Promotion of Access to Information Act,
No 2 of 2000**

Last updated: September 2011

INFORMATION MANUAL OF SAISI

INTRODUCTION

The Promotion of Access to Information Act, No 2 of 2002 (hereinafter referred to as “the Act”) addresses Section 32 (2) of the Constitution which provides that a person has a right to gain access to any information held by public and private bodies. In terms of the Act the South African Iron and Steel Institute (hereinafter referred to as “SAISI”) is a private body and as such has to comply with the requirements of the Act. The compilation of a manual that contains information on the records kept by the private body is one of the requirements of the Act.

This document serves as the Information Manual of SAISI and provides a reference of records kept as well as the process to be followed to request access to such records.

A copy of this Manual can be inspected at the offices of SAISI in Pretoria and is also available on the SAISI website: www.saisi.co.za.

OVERVIEW OF SAISI

SAISI is a non-profit, pro-competition and non-governmental representative organisation serving the collective interests of the primary steel industry in South Africa.

SAISI has a staff compliment of seven employees and is not registered as a company in terms of the Companies Act. SAISI is registered for tax and VAT purposes, and complies with other mandatory registration as required.

SAISI was established in 1962. SAISI members fund all operations of the Institute.

Members of SAISI

The following five companies are members of SAISI:

ArcelorMittal South Africa Limited
Cape Gate (Proprietary) Limited
Columbus Stainless (Proprietary) Limited
Evraz Highveld Steel and Vanadium Corporation Ltd
Scaw Metals Group, a member of the Ferrous Metals and Industries Division of Anglo American plc

The strategic objectives of SAISI are the following:

- To provide a secretariat infrastructure to support the effective and efficient functioning of the Institute's committees.
- To be a knowledge provider to its members and, where appropriate, to its stakeholders, actively managing the process of adding value to data.
- To manage the interface between the primary steel industry and the South African government.
- To stimulate growth in the use of local steel by promoting downstream development.
- To monitor strategic trade development issues such as dumping and free trade agreements and decide on appropriate action.

Committees of SAISI

The Council of the Institute, consisting of representatives of all the above members, established the following eight standing committees:

- Ferrous supply
- Environmental Affairs
- Downstream Development
- Secondary Manufacture
- Economics
- Safety and Health
- Technology
- International Trade

The committees meet regularly to discuss topics that may be of collective interest to the primary steel industry.

Divisions within SAISI

Two divisions, Strategic Trade Development and Financial Division carry out SAISI's operations and any other task that the Council or Committees may delegate to the Divisions from time to time.

The ***Strategic Trade Development Division*** is responsible for statistics and information relating to the local and international steel industry, matters related to dumping and the monitoring and accessing of trade policy and tactics.

The ***Financial Division*** is responsible for the administration of a financial export assistance scheme to assist exporters of secondary or value-added steel products. This private scheme, operated by the Committee for Secondary Manufacture, is funded by the members of the Institute and pays an incentive on the exports of secondary steel products manufactured from South African primary steel products. The purpose of the fund is to promote the development of the secondary steel processing industry in South Africa by means of various financial assistance programmes. This is done to create an expanding market for locally produced primary steel products, to enhance South Africa's foreign currency earnings in general and the secondary steel industry's export potential in particular.

The ***Financial Division also*** administers private funds of the primary steel producers to fund part of the budgets of the South African Institute of Steel Construction, the South African Institute of Welding and the total budget for the Professional Education and Training Scheme (PETS) for engineers and draughtsmen.

PART I: s51(1)(a)

The Secretary General of SAISI is the chief executive officer of SAISI and ensures compliance with the requirements of the Act.

Contact details are as follows:

Contact Person	:	Secretary General
Postal Address	:	SAISI
		PO Box 6318, Pretoria, 0001
Physical Address	:	Old Medical Building
		1 st Floor
		Frikkie Meyer Street, Pretoria West
Telephone number	:	012 307 8250
Facsimile number	:	012 307 8264
Email	:	johannn@saisi.co.za or abriea@saisi.co.za
Website	:	www.saisi.co.za

PART II: s51(1)(b)

The Human Rights Commission (HRC) is responsible for compiling a guide that will facilitate the use of the Act for requestors. The guide is available from the Human Rights commission:

The South African Human Rights Commission

PAIA Unit

Postal Address	:	Private Bag 2700, Houghton, 2041
Telephone number	:	011 484 8300
Facsimile number	:	011 484 0582
Email:	:	PAIA@sahrc.org.za
Website:	:	www.sahrc.org.za

PART III: s51(1)(c)

No notice in terms of s52(2) of the Act has been published. **Please note that certain records, as well as information collated by SAISI as a service to interested parties, are freely available on SAISI's website.**

PART IV: s51 (1)(d)

Records available in terms of other legislation

Information is available in terms the following legislation if and where applicable:

Income Tax Act, no 58 of 1962
Value added tax Act, no 89 of 1991
Basic Conditions of Employment Act, No 55 of 1998
Skills Development Levies Act, No 9 of 1999
Unemployment Insurance Act, no 63 of 2001
Labour Relations Act, No 66 of 1995
Companies Act, No 61 of 1973
Regional Services Councils Act, No 109 of 1985

Request for Access

The requestor must comply with all the procedural requirements contained in the act and must request access to a record on the prescribed form addressed to the Secretary General.

PART V: s51(1)(e)

General records available of SAISI

Financial and Tax
Employee
Internal policies and procedures
Statutory and secretarial
Internal correspondence
General correspondence
Contracts and agreements
Insurance
Asset register
Licenses
Address lists

Specific records available at SAISI

Committee on Secondary Manufacture (COSM)
Financial statements
Claim and payment data (Financial, physical information by "HS" code)
Claimant contact detail
Concession information
Secondary export statistics and information

Minutes of the following standing committees:

Environmental Affairs
Safety & Health
Economics
Ferrous Supply
Downstream Development
Imports
Primary Steel Exports
Primary Steel Exports Monitoring
Technology
Secondary Manufacture
Forensic
International Trade

Minutes of SAISI's Council

Policies, including internal corporate governance and personnel policies

Documents of the Committee on Secondary Manufacture (COSM) Trust

Beneficiary institution budgets and financial statements as applicable

The Southern African Institute of Welding

The Southern African Institute of Steel Construction

The South African Wire Business Council

The Steel Tube Export Association of South Africa

The South African Steel Fabricators Business Council

Steel production and trade statistics as received from member companies.

Steel trade statistics from external sources

Fe-unit statistics as received from members companies.

Steel trade statistics as received from associated bodies.

Steel trade statistics as received from associated institutions and commercial sources.

PART V: s51(1)(f)

The Minister of Justice and Constitutional Development has not made any regulations in this regard

PART VI: s51(3)

Availability of this Manual

This Manual is available at the offices of SAISI in Pretoria and is also available on SAISI's website at www.saisi.co.za.

Copies may also be requested from the South African Human Rights Commission.

PART VI:

Prescribed Forms and Fee Structure

The forms and fee structure prescribed under the Act for requests to private bodies are attached as annexures 1 and 2. These are also available on the SAISI website, as well as the website of the Department of Justice and constitutional Development (www.doj.go.za) under the section "Regulations".

Both a request fee and an access fee are payable. The request fee is a standard fee as prescribed by Regulation published in the Government Gazette and the access fee must be calculated being a function of reproduction costs, search time and postal costs.



REQUEST FOR ACCESS TO RECORD OF SAISI

[Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000]

For use by SAISI:	
	Reference number: _____
Request received by: _____	
Date: _____	
Request fee (if any):	R _____
Deposit (if any):	R _____
Access fee:	R _____
Signature of recipient: _____	

A Particulars of SAISI:

Postal address : SAISI, PO Box 6318, Pretoria, 0001
 Physical address : Old Medical Building
 1st Floor
 Frikkie Meyer Street
 Pretoria West

Telephone number : +27 +12 307 8250 Facsimile number : +27 +12 307 8264
 Email : saisi@saisi.co.za

Contact person : Secretary General
 Telephone number : +27 +12 307 8250 Facsimile number : +27 +12 307 8264
 Email : johann@saisi.co.za or abriea@saisi.co.za

B Particulars of person requesting access to the record:

a) The particulars of the person who requests access to the record must be recorded below.
 b) Furnish an address and/or fax number in the Republic to which information must be sent.
 c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number:

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Postal address: _____

Telephone number: _____ Fax no: _____

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:

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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 the record 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 therefore.

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: _____ _____
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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.

Mark the appropriate box with an "X"

1 If the record is in written or printed form -			
<input type="checkbox"/>	copy of the record*	<input type="checkbox"/>	inspection of the record

2 If the record consists of visual images - (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*

3 If the record consists of recorded words or information which can be reproduced in sound -			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)

4 If the record is held on computer or in an electronic or machine-readable form -			
<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)

<i>*If you requested a copy or transcription of a record (above), do you wish to copy or transcription to be posted to you? Postage is payable.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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: _____

2 Explain why the requested record is required for the exercising or protection of the forementioned 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 thereof 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

**FEE SCHEDULE**

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1, 10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) 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) stifty 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
4.1 (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) stifty 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.	
- 4.2 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.
- 4.3 The actual postage is payable when a copy of a record must be posted to a requester.