

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 51

27 JANUARY 2017

PROMOTION OF ACCESS TO INFORMATION ACT, 2000**DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Tshililo Michael Masutha, 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 THE NATIONAL SCHOOL OF GOVERNMENT

As set out in the Schedule

**TSHILILO MICHAEL MASUTHA, MP (ADV)****MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

Annexure A'



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)(b))
1. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> • General Information on the Department • Calendar of events • Contact numbers • Strategic plans • Annual reports • Annual Performance Plans • Legislation • Training Calendars • Training programmes offered including e-learning programmes • Price list • Terms and Conditions • Course Directory • Promotion of Access to Information Act Manual 	The records may be inspected at the Department on request addressed to the Deputy Information Officer, National School of Government, Private Bag X 759, Pretoria 0001; Tel. No. (012) 441 6003; email address: bernadetta.tabane@thensg.gov.za or visit our website: www.thensg.gov.za
2. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
(a) The list of records above.	The records may be obtained on request in writing and addressed to the Deputy Information Officer: National School of Government; Private Bag X759; Pretoria, 0001; email address: bernadetta.tabane@thensg.gov.za ; Tel no: (012)

	441 6003 and on payment of the amount of R 20.00.
3. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
(a) The list of records above.	The records may be obtained on request in writing and addressed to the Deputy Information Officer: National School of Government; Private Bag X759; Pretoria, 0001; email address: bernadetta.tabane@thensg.gov.za ; Tel no: (012) 441 6003; and on payment of the fee prescribed in Item 2 of Part II of Annexure A of the Regulations relating to the Promotion of Access to Information.
4. DESCRIPTION OF CATEGORY OF RECORDS AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
(a) The list of records above and where the record requested is available free of charge.	The records may be obtained on request in writing addressed to the Deputy Information Officer, National School of Government, Private Bag X 759; Pretoria 0001; email address: bernadetta.tabane@thensg.gov.za ; Tel no: (012) 441 6003.