

MANUAL

in terms of section 14 of the Promotion of Access to Information Act, no. 2 of 2000
(The Act or PAIA)

South African National Biodiversity Institute (SANBI)

- SANBI was established under the National Environmental Management: Biodiversity Act, no. 10 of 2004. It expands the mandate of the National Botanical Institute to include responsibilities relating to the full diversity of South Africa's fauna and flora, and builds on the internationally respected programmes in conservation, research, education and visitor services developed by the National Botanical Institute and its predecessors over the past century.
- In terms of financial governance, SANBI is listed as a Schedule 3A Public Entity under the Public Finance Management Act.
- The functions of SANBI are contained in the National Environmental Management Biodiversity Act no. 10 of 2004 (article 11, functions).
- The mission of SANBI is: To champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for all people.
- Core business areas: SANBI's core business areas are reflected in the organisation's two major branches which include Biodiversity Research and Knowledge management; and Corporate, Estate and Finance Management. It can be summarised as:
 - Research, monitoring and assessment of biodiversity trends and threats, including climate change.
 - Co-ordinate Biodiversity Information Management and access.
 - Co-ordinate programmes for protecting, restoring and reducing loss of national habitat in threatened biomes and ecosystems.
 - Promote science-based policy advice.
 - Manage a network of conservation gardens (national botanical gardens).
 - Drive human capital development, education and awareness in respect to SANBI's mandate.
 - Implement effective systems and processes to support the achievements of the mandate.

Contact details of the Information Officer in terms of the PAIA: Dr. T. Abrahamse

Physical address	South African National Biodiversity Institute; Biodiversity Centre; 2 Cussonia Avenue, Brumeria, Pretoria, 0001.
Postal address	Private Bag X101, Pretoria, 0001
Phone number	(021) 843 5000
Fax number	(012) 804 3211
Contact person	Ms. Them bani Mokhari (Office of the Chief Executive Officer)
E-mail address	T.Abrahamse@sanbi.org.za
Internet site/website address	http://www.sanbi.org.za

Contact details of the Deputy Information Officer in terms of the PAIA:**Mr. J.M. van Zyl**

Physical address	South African National Biodiversity Institute, Administrative Building, Kirstenbosch NBG, Rhodes Drive, Newlands, 7735
Postal address	Private Bag X7, Claremont, 7735
Phone number	(021) 799 8665
Fax number	(021) 762 3229
Contact person	Mr. Jimmy van Zyl
E-mail address	J.VanZyl@sanbi.org.za

Enquiries regarding the process can be directed to:

We refer you to the Guide (on how to use the Act, abbreviated as PAIA) published by the South African Human Rights Commission.

Postal address: The South African Human Rights Commission, Private Bag 2700, Houghton, 2041

Website: <http://www.sahrc.org.za>

Records that are publicly available without having to make a request in terms of the Act

We set out below the categories of records of SANBI that are already publicly available without a request for access in terms of the Act, and their location:

	Category of records	Location
1.	Annual reports (reviews)	http://www.sanbi.org/about/annual-reports/sanbi-annual-reports-overview
2.	General information about SANBI	http://www.sanbi.org.za http://www.plantzafrica.com
3.	Scientific information: Flora and Fauna of Southern Africa and related topics	http://www.sanbi.org/information
4.	Biodiversity Advisor	http://biodiversityadvisor.sanbi.org/
5.	SIBIS	http://sibis.sanbi.org/
6.	iSpot	http://www.ispot.org.za/
7.	BGIS (Biodiversity GIS)	http://bgis.sanbi.org/index.asp?screenwidth=1920
8.	POSA	http://posa.sanbi.org/searchspp.php
9.	Species Status	http://www.speciesstatus.sanbi.org/
10.	Land Degradation Report	http://www.pcu.uct.ac.za/resources/landdeg/frontpage.htm
11.	Plantzafrica	http://www.plantzafrica.com/
12.	Invasive Alien Plant Alert	http://www.sanbi.org/information/infobases/invasive-alien-plant-alert
13.	Red List of South Africa Plants	http://redlist.sanbi.org/
14.	Vegetation Map of South Africa	http://bgis.sanbi.org/vegmap/map.asp
15.	SABIF	http://www.sabif.ac.za/
16.	DEA Environmental Indicators	http://enviroindicator.deat.gov.za/cocoon/rsadb/docs/index

Services available to members of the public

Please refer to the SANBI website:

<http://www.sanbi.org> Example of services provided:

- Plant identification.
- Access to botanical gardens.
- Information resources.

Contact details for persons wanting to make representations, participate in or influence the formulation of policy or the exercise or performance of powers and duties by the South African National Biodiversity Institute (SANBI)

- The Chief Executive Officer, SANBI, Private Bag X101, Pretoria, 0001
- The Chairperson of SANBI Board, SANBI, Private Bag X101, Pretoria, 0001

Remedies available against SANBI where access to a record is denied, or where SANBI acts unfairly or in breach of the Act, or fails to act

APPLICATIONS TO COURT

A *requester* who is aggrieved by a decision of the Information Officer of SANBI to refuse a request for access, or by decisions of SANBI relating to fees, relating to extension of time, or relating to the form of access granted, may, by way of an application, within 30 days apply to a court for appropriate relief.

A *third party* that is aggrieved by a decision of the Information Officer of SANBI to grant a request for access, may, by way of an application, within 30 days apply to a court for appropriate relief.

A court hearing an application may grant any order that is just and equitable, including orders confirming, amending or setting aside the decision which is the subject of the application, requiring SANBI to take such action or to refrain from taking such action as the court considers necessary, granting an interdict, interim or specific relief, a declaratory order or compensation.

CRIMINAL OFFENCE

It is a criminal offence for any person, with intent to deny a right of access in terms of the Act, to destroy damage or alter a record, conceal a record or falsify a record. If a requester or third party suspects an official of SANBI having committed any of these acts, he or she may report such suspected offence to the police.

REPORT TO THE PUBLIC PROTECTOR

A person aggrieved by any action taken or not taken by SANBI in terms of the Act may report such matter to the Public Protector. The Public Protector has the authority to try to resolve the matter by mediation, conciliation, negotiation, advising a complainant regarding other appropriate remedies, or any other means that may be expedient in the circumstances.

Request procedure and records that may be requested

Every request must contain the information set out in paragraphs 1 to 7 below, and must substantially correspond with the prescribed form, a copy of which is attached as ANNEXURE B to this manual.

1. Sufficient particulars of the records required to enable SANBI to identify the record or records requested. Include the location of the record if known.
2. Sufficient particulars to enable SANBI to identify the requester.
3. The type of access required.
4. The particular language in which the record concerned is preferred.
5. Postal address or fax number in South Africa, or an e-mail address.
6. If, in addition to a written reply to the request, the requester wants to be informed of the decision in any other manner, that manner with the relevant particulars must be stated.
7. Proof of the capacity in which the requester is acting, if requesting access on behalf of another, must be provided.

Contact details for completed applications

Attention: Mr. Jimmy van Zyl

South African National Biodiversity Institute, Private Bag X7, Claremont, 0001

Tel: (021) 799 8665

Fax: (021) 762 3229

The request for access to records will be deemed to have been made once the Information Officer has received the completed request form.

Records held by SANBI

We set out below a description of the subjects on which SANBI holds records. Information is released at the discretion of SANBI Management in order to protect intellectual and commercial rights of the Institute.

Subjects on which SANBI holds records	Categories of records held on each subject
Research	<ol style="list-style-type: none">1. List of southern African plants (scientific names and synonyms)2. Plant distributions (maps or lists of quarter degree grids)3. Slides and electronic images of plants4. Corporate publications (scientific and other, catalogues)5. Records of ecological or botanical research
Horticulture	Information on plant species or related information.

A copy of SANBI's manual is obtainable in English, Afrikaans or Xhosa from

- The South African Human Rights Commission (address on page 2)
- SANBI's website <http://www.sanbi.org> (English copy only)
- Mr. Jimmy van Zyl,
South African National Biodiversity Institute, Private Bag X7, Claremont, 7735
@ sixty cents per A4 sheet

A copy of SANBI's manual is available for inspection and is published in English, Afrikaans and Xhosa

Contact person: Mr. Jimmy van Zyl

Tel: (021) 799 8665

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