

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

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Our ref: PAIA 18/7

Date: 1 April 2021

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 are mandatory. Non-compliance is reported to Parliament 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 (section 32 report).

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

Therefore, kindly take notice that your institution's report in terms of section 32 for the 2020/21 period is due for submission to the Commission by **31 May 2021**. 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 2020 to 31 March 2021**.

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:

- the name of the public entity;
- the name of the deputy information officer and information officer;
- the period for which the report is submitted; and
- contact details of both the Deputy Information Officer and the Information Officer.

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Chairperson: B C Majola; **Commissioners (Full-Time):** A H Gaum; A M Makwetla; B Malatji

Commissioners (Part-Time): A C Nissen, J B Sibanyoni; **Chief Executive Officer:** T Thipanyane

Important notes:

1. Submission of section 32 reports

1.1. Public bodies are urged to submit their section 32 reports via email to the email addresses provided below:

- tsebulela@sahrc.org.za

1.2. 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 prescribed 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

2.1. The final deadline for submission of all section 32 reports for the period 01 April 2020 to 31 March 2021 is **31 May 2021**. 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 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 Compliance Officer of the Commission directly on tsebulela@sahrc.org.za.

Thank you for your cooperation.

Yours faithfully,



Adv Tseliso Thipanyane
Chief Executive Officer
South African Human Rights Commission