

SECTION 14 MANUAL FOR THE UMSOBOMVU YOUTH FUND.

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2. PARTICULARS IN TERMS OF SECTION 14

A. The functions and structure of the Umsobomvu Youth Fund [Section 14(1)(a)]

i. The functions of the Umsobomvu Youth Fund

The functions of the Umsobomvu Youth Fund are:

Umsobomvu Youth Fund was established by the South African Government to address the unemployed challenges facing South African youth. The Fund focuses on the development of South African youth specifically aiming to implement skills development, job creation and self-employment programmes.

ii. A schematic diagram of the structure of the Umsobomvu Youth Fund

iii The structure of the Umsobomvu Youth Fund

The Umsobomvu Youth Fund consists of a head office that is situated in Midrand, Gauteng.

The Umsobomvu Youth fund is made up of 7 Directors and a full time CEO (Mr. M. Kekama). All the senior management personnel report directly to the CEO.

The COO is the second most senior person in the organisation and assume overall responsibility for supervising the Youth Development Programmes (i.e. non Entrepreneurship programmes). The COO is also responsible for all UYF's regional or provincial youth development activities/ personnel as well as all other duties delegated by the CEO.

B. Contact details [Section 14(1)(b)]

Information officer:

Mr. M. Kekana - CEO

mkekana@uyf.org.za

Deputy information officer:

Ms. Nokukanya Maluleke

nokukhanya.maluleke@uyf.org.za

General information:

Address: Block P
Central Park
16th Road
Midrand

Postal address: P.O. Box 982
Halfway House
1685

Telephone: +27 11 805 9701.

Fax: +27 11 805 9709

Website: www.uyf.org.za

C. The section 10 Guide on how to use the Act [Section 14(1)(c)]

The guide will be available from the South African Human Rights Commission by not later than August 2003.

D. Access to the records held by the Umsobomvu Youth Fund [Section 14(1)(d)]

i. Automatic disclosures [Section 14(1)(e)]

A notice in terms of section 15(2) describes the categories of records of the bodies that are available without a person having to request access in terms of the Act.

Voluntary disclosures:

Umsobomvu Youth Fund publications

1. Reports
2. Booklets
3. Pamphlets
4. Posters
5. Newsletters

ii. Records that may be requested [Sections 14(1)(d)]

Description of the subjects and categories of records held by the Umsobomvu Youth Fund:

FINANCE, ADMINISTRATION AND HUMAN RESOURCES (Subject)

1. HUMAN RESOURCES

- Policies on staff recruitment and other staff related policies
- Employment records and other related policies

2. PROCUREMENT

- Asset register
- Procurement policies

3. FINANCIAL MANAGEMENT

- Budgets
- Strategic plans
- Annual Reports
- 1 Management Accounts

INFORMATION SYSTEMS (*Subject*)

- 1 Back-ups (*category*)

COMMUNICATIONS

- 2 Reports
- 3 Booklets
- 4 Pamphlets
- 5 Posters
- 6 Newsletters

PROJECT CYCLE MANAGEMENT

1. PROJECT PROPOSALS

- 1 Proposals

2. REGISTER OF SERVICE PROVIDERS

- 2 Information of Service Providers

3. MONITOR AND EVALUATION REPORTS

- 3 Reports

CAPACITY BUILDING AND RESEARCH

1. TRAINING DEVELOPMENT AND NEEDS ASSESSMENT

- 4 Training Proposal
- 5 Papers
- 6 Workshops and Seminars

2. ORGANISATION DEVELOPMENT

- 1 General Enquiries

3. FINANCIAL CAPACITY

2 Funding Contracts

YOUTH ENTREPRENEURSHIPS

1. ENTERPRISE FUNDING

- 3 Contracts
- 4 Programmes

2. MICRO FINANCE

- 1 Programmes

3. YOUTH CO-ORPORATION

- 2 Programmes

4. BDS

- 3 Voucher Scheme

5. FUNDS

- 4 Programmes

iii. The request procedures

A requester must be given access to a record of a public body if the requester complies with the following:

- 5 The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and
- 6 Access to that record is not refused on any ground of refusal mentioned in the Act.

Nature of the request:

- 7 A requester must use the form that has been printed in the Government Gazette [Govt. Notice R187- 15 February 2002 Form A].
- 8 The requester must also indicate if the requester is for a copy of the record or if the requester wants to come in and look at the record at the offices of the public body. Alternatively if the record is not a document it can then be viewed in the requested form, where possible [s 29(2)].
- 9 If a person asks for access in a particular form then the requester should get access in the manner that has been asked for. This is unless doing so would interfere unreasonably with the running of the public body concerned, or damage the record, or infringe a copyright not owned by the state. If for practical reasons access cannot be given in the required form but in an alternate manner, then the fee must be calculated according to the way that the requester first asked for it [s 29(3) and (4)].
- 10 If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated [s 18(2)(e)].
- 11 If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [s 18(2)(f)].
- 12 If a requester is unable to read or write, or has a disability, then they can make the request for the record orally. The information officer must then fill in the form on behalf of such a requester and give them a copy [s 18(3)].

There are two types of fees required to be paid in terms of the Act, being the request fee and the access fee s22:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- 13 The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- 14 The request fee payable to public bodies is R35. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.
- 15 After the information officer has made a decision on the request the requester must be notified of such a decision in the way in which the requester wanted to be notified in.
- 16 If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. Services available [Section 14(1)(f)]

Not Applicable

F. Arrangement allowing for public involvement in the formulation of policy and the exercise of power [Section 14(1)(g)]

At the Umsobomvu Youth Fund, such arrangements for public involvement would include:

Volunteers and Internship programmes - there is a recruitment of volunteers in the local areas to undertake community services.

Consultants and contract researchers – consultants with local knowledge engaged in providing relevant expertise.

Request for proposal process – public are invited to submit proposals to undertake youth programmes.

G. The remedies available if the provisions of this Act are not complied with [Section 14(1)(h)]

The Umsobomvu Youth Fund and other Chapter Nine Institutions (in terms of the Constitution of South Africa, Act 108 1996) does not have an internal appeal procedure like most other public bodies, the courts will have to be approached in such an instance. This would apply to any situation in which the requester wishes to appeal a decision made by the information officer. Although mention is made of internal appeal procedures, this is subject to such a mechanism actually being in place within a public body to facilitate such an internal appeal.

H. Other information as prescribed in terms of the Act [Section 14(1)(i)]

There is currently no information available from the Minister in terms of section 92 to be placed here.

I. Updating of the manual [Section 14(2)]

A public body must, if necessary, update and publish its manual referred to in subsection (1) of section 14, at intervals of not more than a year.

J. Availability of the manual [Section 14(3)]

Regulation 187 of 15 February 2002 prescribes in section 4(1) that the manual of a public body must be made available in the following manner:
A copy in each of the three official languages must be made available to every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997; the South African Human Rights Commission; and every office of that public body.
The manual is to be published in three of the official languages in the *Gazette*.
The manual is to be made available on the website, if any, of the public body.

K. Request to the minister for the compilation of one manual [Section 14(4)(a) and Section 14(4)(b)]

If the functions of two or more public bodies are closely connected, the Minister may on request or of his or her own accord determine that the two or more bodies compile one manual only.

The public bodies in question must share the cost of the compilation and making available of such manual as the Minister determines.

L. Exemption by the Minister from any provision of this section for a determined period [Section 14(5)]

For security, administrative or financial reasons, the Minister may, on request or of his or her own accord by notice in the *Gazette*, exempt any public body or category of public bodies from any provision of this section for such period as the Minister thinks fit.