

**Imanuwali yoMkhandlu Wocwaningo Lwezesayensi
Nezezimboni ngokuhambisana neSigaba 14**

soMthetho Wokufinyelelwa Kolwazi uMthetho 2 wezi-2000

OKUQUKETHWE

Amagama Afingqiwe	2
1 Imininingwane ngokuhambisana neSigaba 14	3
1.1 Umyalelo ojutshwe abakwa-CSIR	3
1.2 Umsebenzi nezimpokophelo zabakwa-CSIR	3
2 Uhlaka lwezikhundla kwa-CSIR	4
2.1 Iminyango namaqoqo	4
2.2 Abeseke ngezinsizakalo	4
3 Imininingwane yokuxhumana - iSigaba 14 (1)(b)	5
4 Umhlahlandlela weSigaba 10 mayelana nokusetshenziswa koMthetho - iSigaba 14(1)(c)	5
5 Ukufinyelela amarekhodi asezandleni zabakwa-CSIR	5
5.1 Ukudalula okuzenzekelayo – iSigaba 14(1)(e)	5
5.2 Amarekhodi angase acelwe – iSigaba 14(1)(d)	6
6 Izingubo zokufaka izicelo – iSigaba 14 (1)(d)	7
6.1 Ukudalulwa kwamarekhodi	7
6.2 Uhlobo lwesicelo	7
6.3 Izimali ezikhokhwayo	8
7 Izinsizakalo ezitholakalayo – iSigaba 14(1)(f)	8
8 Izinhlelo ezivumela ukubandakanywa komphakathi ekusungulweni kwenqubomgomo kanye nokusetshenziswa kwamandla – iSigaba 14(1)(g)	8
9 Amakhambi atholakalayo uma imihlinzekelo yoMthetho ingathotshelwanga – iSigaba 14(1)(h)	8
10 Ukusetshenziswa kolwazi lomuntu siqu	9
11 Noma yiluphi olunye ulwazi njengoba lungabe lunqunyiwe – iSigaba 14(1)(i)	10
12 IFOMU A	11

AMAGAMA AFINGQIWE

CSIR	Council for Scientific and Industrial Research
EPIC	Excellence, Passion, Integrity, and Collaboration
PAIA	Promotion of Access to Information ACT
PAYE	Pay As You Earn
SITE	Standard Income Tax on Employees
VAT	Value Added Tax

1 Imininingwane ngokuhambisana neSigaba 14

1.1 Umyalelo ojutshwe abakwa-CSIR¹

I-CSIR umkhandlu kahulumeni wezocwaningo, owasungulwa uHulumeni, futhi olawulwa uMthetho WoMkhandlu Wezocwaningo Lwezesayensi, 1988 (uMthetho wama-46 we-1988), njengalokhu uMthetho wama-27 wezi-2014. I-CSIR ifakwe ohlwini lwamabhizinisi omphakathi ngokuhambisana noMthetho Wokuphathwa Kwezimali Zomphakathi, phecelezi i-Public Finance Management Act (i-PFMA), we-1999 (uMthetho woku-1 we-1999), njengalokhu uMthetho wama-29 we-1999. Umphathi wayo omkhulu uNgqongqoshe wezeMfundo ePhakeme, ezeSayensi nezobuChwepheshe.

I-CSIR inhlangothi enkulu kunazo zonke yezesayensi nezocwaningo lwezobuchwepheshe, yokuthuthukiswa nokuqaliswa kokusebenza e-Afrika futhi isebenza ngaphansi komyalelo olandelayo:

"Ngokwentshisekelo yezwe, i-CSIR, ngocwaningo oluqondisiwe nolungaphansi kwezihloko ezahlukahlukeni kanjalo nangobuciko bezobuchwepheshe, kufanele ikhuthaze ukuthuthuka kwezezimboni nezesayensi, ingabe yona uqobo ngokwayo, noma ngokubambisana nohulumeni kanye nezikhungo zomkhakha wezimboni ezizimele, ukuze ibe negalelo ekuphuculweni kwezinganhle lempilo yabantu baseNingizimu Afrika".

1.2 Umsebenzi nezimpokophelo zabakwa-CSIR

I-CSIR iyinhlangano ehamba phambili ocwaningweni lwezesayensi nezobuchwepheshe eqhuba ucwaningo, ethuthukisayo, ematanisa nokwenza kwasendaweni futhi esabalalisa ezobuchwepheshe ukuze kuphangiswe ukuchuma emnothweni womphakathi eNingizimu Afrika. Umsebenzi wenhlangothi uneqhaza ekuthuthukisweni kwezezimboni bese kwesekwa umbuso onamandla.

I-CSIR yasungulwa ngoMthetho wePhalamende ngonyaka we-1945 kanti isiphathimandla esiphezulu kuba uNgqongqoshe wezeMfundo ePhakeme, ezeSayensi nezobuChwepheshe.

Inhlangothi idlala indima esemqoka ekwesekeni imboni ezimele kanye nohulumeni ngohlelo locwaningo oluqondile olumataniwa nezindaba zezwe eziseqhulwini, umyalelo wenhlangothi kanye namakhono ayo kwezesayensi, ezobunjiniyela kanye nezobuchwepheshe.

Umthelela yiwona umongo webhizinisi lenhlangothi kanti izinjongo ezilandelayo zenzelwe ukuqinisekisa ukuthi injongo yayo iyayifeza:

- Ukuqhuba ucwaningo, ukuthuthukisa nokwakha izinto ezintsha, ukwenza ubuchwepheshe obuthile busebenziseke endaweni futhi iphangise ukusatshalaliswa kwabo;
- Ukuphucula ngokubambisana ukuthuthuka nokuncintisana ezimbonini ezinomthelela omkhulu ukuze kwesekwe ukwandiswa kwezezimboni eNingizimu Afrika;
- Ukugqaguzela inguquko kwezomnotho womphakathi ngosizo locwaningo, intuthuko nokwakhiwa kwezinto ezintsha (RD&I) okweseka ukuthuthukiswa kombuso onamandla;
- Ukwakhiwa nokuguqulwa kwabantu abangabasebenzi kanye nengqalasizinda; kanjalo
- Ukukhokhelwa kwezikweletu ngokushesha, ukugcinwa kwesimo sezimali esizinzile kanye nokubusa ngendlela enhle.

Umbono we-CSIR: Singabaphangisi bokuchuma komphakathi ngokwezimali eNingizimu Afrika ngokuba nezindlela zokusungula ezihamba phambili.

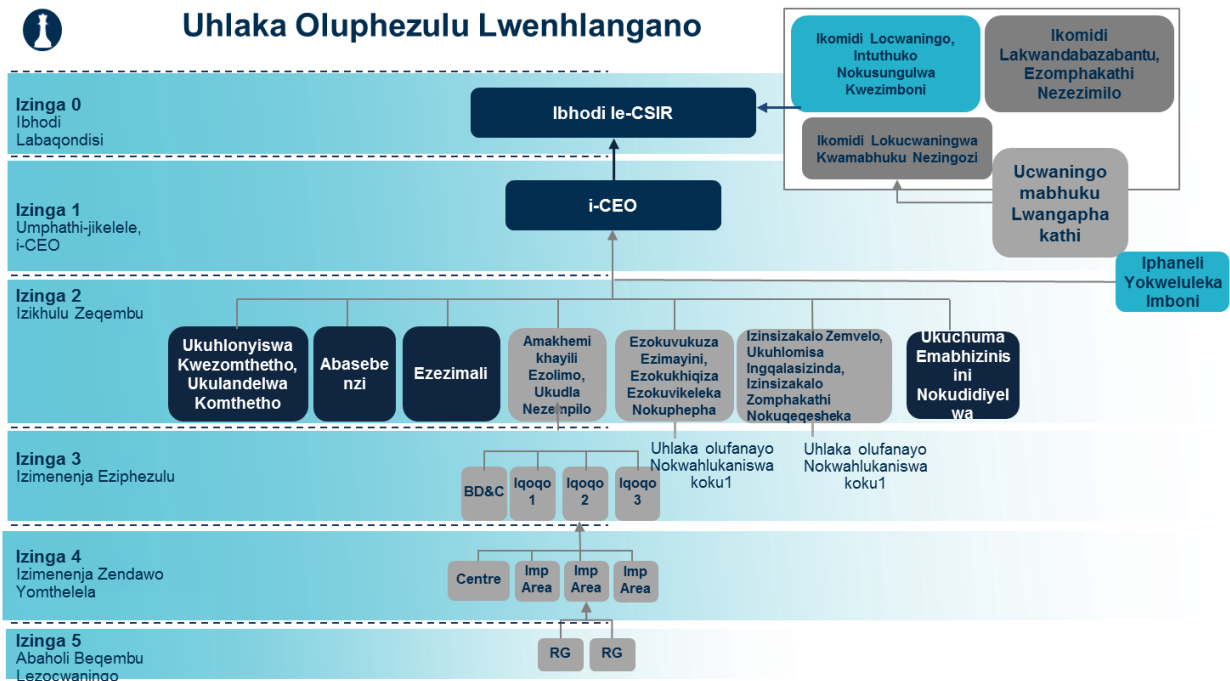
Icebo le-CSIR: Ukuqamba izinto ezintsha ngokubambisana kanye nokusetshenziswa kobuchwepheshe endaweni ngenkathi kuhlinzekwa ngolwazi lwezisombululo ukuze kuphakanyiswe imboni nomphakathi ngendlela enobambiswano nezinzile.

Amagugu e-CSIR: I-CSIR iphishekela ukunqenqeza phambili, ibungaze abantu, ibe yisibonelo sobuqotho, futhi yamukele ukusebenzisana. Amagugu ethu angumongo OYINDABIZEKWAYO futhi yiwo agqaguzela amakhono ethu ukuze sikwazi ukuqhuba ucwaningo lobuchwepheshe banamuhla nobuciko bezobuchwepheshe ukuze kuphuculwe izinganhle lempilo kubantu baseNingizimu Afrika.

¹ Bheka futhi lapha <http://www.csir.co.za/aboutus.html>

2 Uhlaka lwezikhundla kwa-CSIR

Imisebenzi ye-CSIR njengenkampani enezinhloko eziningi, amaqoqo kanye nemisebenzi ehlukahlukene yokweseka.



Umfanekiso 1: Umdwebo ocacisa uhlaka lokuma kwezikhundla kwa-CSIR

2.1 Iminyango namaqoqo

Izinhloko zamaqoqo ezigxile emikhakheni yezimbongi ime kanje:

- Ezomthetho, Ukuthotshelwa Kwezimiso Nokusizakala Kwamabhizinisi
 - Ezomthetho Nokuthotshelwa Kwezimiso
 - Ukuphathwa Kwezinsiza Nezokuvikeleka
 - Ukuphepha, Ezempilo Nempilo Yendawo Nezinganhle
- Ezokuvukuza Ezimayini, Ezokukhiqiza, Ezokuvikeleka Nokuvikeleka kwa-CSIR
 - Ezokukhiqiza Esikhathini Esizayo kwa-CSIR: Ezokuvukuza Ezimayini
 - Ezokukhiqiza Esikhathini Esizayo kwa-CSIR: Ezokukhiqiza
 - Ezokuvikeleka Nokuphepha kwa-CSIR
- Izinsizakalo Zemvelo kwa-CSIR, Ukuqaliswa Kokusebenza KweNggqalasizinda, Izinsizakalo Zomphakathi Nezokuqeqesha
 - Izindawo Ezinobuchwepheshe kwa-CSIR
 - Amabhizinisi e-NextGen Nezikhungo kwa-CSIR
 - Ukuhamba Ngezobuchwepheshe kwa-CSIR

2.2 Abeseka ngezinsizakalo

- Ezomthetho, Ukuthotshelwa Kwezimiso Nokusizakala Kwamabhizinisi
 - Ezomthetho Nokuthotshelwa Kwezimiso
 - Ukuphathwa Kwezinsiza Nezokuvikeleka
 - Ukuphepha, Ezempilo Nempilo Yendawo Nezinganhle

-
- iv) Ezezinkomfa Nezindawo Zokuhlala
 - v) Ukunganyelwa Kwezingozi Zamabhizinisi
 - b) Abasebenzi
 - c) Ezezimali
 - i) Ukutholakala Kwempahla Okuphusile
 - ii) Ezolwazi Ezokuxhumana Nezobuchwepheshe
 - d) Ukuchuma Ebhizinisini Nokudidiyelwa

3 Imininingwane yokuxhumana - iSigaba 14 (1)(b)

- **Ihhovisi Lesikhulu Esengamele ulwazi**
Chief Executive Officer
Ucingo: (012) 841 2911
- **Iphini Lesikhulu Esengamele ulwazi**
Privacy Office
Ucingo: (012) 842 7235
I-imeyli: privacy@csir.co.za
Ikheli lesizindalwazi: <http://www.csir.co.za>
- **Ikheli Lomgwaqo**
Meiring Naudé Road
Brummeria
Pretoria
South Africa
- **Ikheli Leposi**
P O Box 395
Pretoria
0001
South Africa

4 Umhlahlandlela weSigaba 10 mayelana nokuthi usetshenziswa kanjani uMthetho - iSigaba 14(1)(c)

Umhlahlandlela okubhekiswe kuwona esigabeni se-10 soMthetho uyatholakala kuKhomishini Wamalungelo Abantu.

Sicela ubhekise noma yimiphi imibuzo lapha:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Ikheli Leposi : Private Bag 2700
Houghton
2041

Isizindalwazi: www.sahrc.org.za
I-imeyli: PAIA@sahrc.org.za

5 Ukufinyelelwa kwamarekhodi asezandleni zabakwa-CSIR

5.1 Ukudalula okuzenzekelayo – iSigaba 14(1)(e)

Lonke ulwazi olutholakala kusizindalwazi, www.csir.co.za, ludalulwe ngokungaphoqiwe. Lolu lwazi lubandakanya umbiko wonyaka wamanje, izitatimende zezezimali zonyaka, umbiko WoMchwanezimabhuku-Jikelele, umbiko mayelana nokubusa ngokubambisana, umbiko-jikelele nezitatimende zezezimali.

Ulwazi olulandelayo nalo ludalulwe ngokungaphoqiwe:

1. Amadokhumenti ahlobene nenqubomgomo kanye nokuphathwa kwe-CSIR – embikweni wonyaka, amakhophi amaphepha noma kusizindalwazi sakwa-CSIR.

5.2 Amarekhodi angase acelwe – iSigaba 14(1)(d)

- **Ulwazi Lokwenziwa Komsebenzi kanye Nezivumelwano** okuhlobene namaqoqo alandelayo:
 - Amadokhumenti ahlobene nenqubomgomo, izinjongo nokuphathwa kwe-CSIR;
 - Izinqondiso, izisombululo, nemiyalelo yeBhodi lakwa-CSIR;
 - Izivumelwano ezenziwa ngokuhlanganyela nezinkampani ezingaphansi kwayo kanye/noma izivumelwano nanoma yimuphi umuntu, uhulumeni noma abasingethe;
 - Izivumelwano zokuqashisa, amatayitele, amabhondi obunikazi bempahla namabhondi ezibambiso zezikweletu ezihlobene nempahla enyakazayo nenganyakazi;
 - Amarekhodi enkampani ahlobene nezinkampani ezisungulwe yi-CSIR noma ngokubambisana nophathina abasebenzisana nabo kanye/noma noma yimuphi umuntu ngenhloso yokuthuthukisa lokho okusunguliwe noma ulwazi lwezobuchwepheshe;
 - Amamemorandamu Okusebenzisana; kanye
 - Ne-Metadata nolwazi lwamabalazwe endawo.
- **Amarekhodi Ezezimali Nezokubalwa Kwemali** ahlobene namaqoqo alandelayo:
 - Amarekhodi e-akhawunti yasebhange;
 - Amabhuku okubhalwa kuwo izimali nezitatimende zezezimali;
 - Umbiko wonyaka woMcwaningimabhuku;
 - Izitatimende zezimali ezicwaningiwe;
 - Izitatimende zezimali zezinkampani ezingaphansi;
 - Umbiko wonyaka, ubandakanya isitatimende sesimo sezimali nesitatimende semali engenayo kanjalo nezindleko ezenziwe okuqinisekiswa uMcwaningimabhuku-Jikelele;
 - Isabiwomali sonyaka nohlelo lwenkampani njengalokhu kuhlinzekelwe ku-PFMA;
 - Amarekhodi e-Value Added Tax (VAT), Intela Enqunyiwe Yabasebenzi (SITE) Intela Yabasebenzayo, phecelezi i-Pay As You Earn (PAYE); kanye
 - Nolwazi olwengeziwe olufuna uNgqongqoshe.
- **Amarekhodi akwaNdabazabantu** ahlobene namaqoqo alandelayo:
 - Izinqubomgomo nezinqubo;
 - Amafayela abasebenzi – ngokuncike emithethweni ebusa uMthetho Wokuvikelwa Kolwazi Lwabasebenzi, 2013 (uMthetho we-4 wezi-2013);
 - Izinkontileka, izimo zokusebenza kanye nezinye izivumelwano;
 - Amarekhodi okufanele agcinwe mayelana nomsebenzi; kanye
 - Namarekhodi ezikhwama zempesheni empesheni eyasungulwa ngaphansi kwe-Associated Institutions Pension Fund Act, 1963(uMthetho 41 we-1963).
- **Ucwaningo, izisombululo zezobuchwepheshe nolwazi lokweseka** oluhlobene namaqoqo alandelayo:
 - Ubuchwepheshe Bezamabhinisi Nokwakha;
 - Ubuchwepheshe Bezokuvikela;
 - Ubuchwepheshe Bokudla, Okuphilayo, Namakhemikhayili;
 - Ubuchwepheshe Bezokuxhumana Nolwazi;
 - Ubuchwepheshe Bezokukhiqiza Nezimpahla;
 - Ubuchwepheshe Bezezimayini;
 - Ubuchwepheshe Bezemigwaqo Nezokuthutha;
 - Ubuchwepheshe Bezamanzi, Imvelo Nezamahlathi; kanye

- Nobuchwepheshe Bezamandla kagesi.
- **Ulwazi olumayelana Nobunikazi bempahla Engumkhiqizo Wengqondo Yomuntu** oluhlobene nala maqoqo alandelayo:
 - Amalungelo okutholakele nokuqanjwe kanjalo nokuthuthukiswa malungana nezinqubo, izinsiza zokwenza nemishini okwenziwe abasebenzi bakwa-CSIR ngenkathi beqashwe yile nhlango;
 - Amalungelo okutholakele, nokuqanjwe kanjalo nokuthuthukiswa okwenziwe ngabe-CSIR ophenyweni olubhekene noma esikhundleni somunye umuntu, uhulumeni noma abaphethe;
 - Amalaysensi okusebenza nezicelo zamalaysensi okusebenza; kanye
 - Nezivumelwano zelayisensi.
- **Imiphumela Yocwaningo:**
 - I-CSIR iye iqhube imisebenzi yocwaningo oluhlukahlukene kanti izifingqo zalolu cwaningo ziyashicilelwa lapha www.csir.co.za; futhi
 - I-CSIR idinga ukuthi ucwaningo olwenziwe yiwo wonke amalungu abasebenzi babo luhambisane namazinga aphezulu obuqotho ancike ezimisweni zobuqotho, ukwethembeka, nobumbano kanjalo nobulungiswa. Ngenxa yalokho, zonke izicelo zokufinyelelwa kwemiphumela yocwaningo kuzohlolwa ngokubuka isicelo ngasinye futhi isinqumo sizothunyelwa umfakisicelo, ngokubukelela izibopho zokugcinwa kolwazi luyimfihlo ezingxenyeni eziseceleni kanye Nobunikazi Bempahla Engumkhiqizo Wengqondo enabanikazi bayo.

6 Izinqubo zokufaka izicelo – iSigaba 14 (1)(d)

6.1 Ukudalulwa kwamarekhodi

Umfakisicelo kufanele anikezwe ukufinyelela kwerekhodi lenhlangano yomphakathi uma umfakisicelo ehambisana nalokhu okulandelayo:

- Umfakisicelo ehambisana nazo zonke izimfuno zezinqubo eziseMthethweni ezihlobene nesicelo sokufinyelela kulelo rekhodi; kanti
- Nokufinyelela kulelo rekhodi akunqatshwa ngenxa yanoma yiziphi izizathu ezihlinzekwe eMthethweni.

6.2 Uhlobo lwesicelo

- Umfakisicelo kufanele asebenzise ifomu elinqunyelwe lokhu, iFomu A, elishicilelwe kuSaziso SikaHulumeni R187 somhlaka 15 kuNhlangano wezi-2002, futhi esiphanyekwe lapha njengesithasiselo.
- Umfakisicelo kufanele acacise ukuthi isicelo sakhe esokuthola ikhophi yerekhodi noma kucelwa ilungelo lokuhlolwa kwerekhodi emahhovisi enhlangano yomphakathi. Kungenjalo, uma irekhodi lingeyona idokhumenti, lingabukwa ngale ndlela eceliwe – iSigaba 29(2).
- Ukufinyelela kufanele kuhlinzekwe ngendlela ethile ngaphandle uma leyo ndlela ingaphazamisa ngendlela engachazeki ukuqhutshwa kwenhlangano yomphakathi ethintekayo noma ukulimala kwerekhodi, noma-ke kuphazamisa amalungelo obunikazi angawombuso. Uma ngenxa yezizathu eziphusile ukufinyelela kungakwazi ukunikezwa ngendlela eceliwe, kodwa ikhona enye indlela yokwenza, imali kufanele ibalwe ngokuhambisana nendlela yokudalulwa kokuqala okucelwe umfakisicelo – iSigaba 29(3) kanye nesesi-(4).
- Uma, ngaphezu kwempendulo ebhaliwe ebhekiswe esicelweni serekhodi, umfakisicelo edinga ukwaziswa ngesinqumo nganoma eyiphi enye indlela, isib. Ucingo, lokhu kufanele kubekwe ngokucacile – iSigaba 18(2)(e).
- Uma umfakisicelo ecela ulwazi esikhundleni somunye umuntu, isimo nesikhundla isicelo esenziwe kukona kufanele kubalulwe – iSigaba 18(2)(f).
- Uma umfakisicelo engakwazi ukufunda noma ukubhala, noma enokukhubazeka, isicelo singenziwa ngomlomo. Esimweni esinjalo, Isikhulu Esengamele Ulwazi kufanele sigcwalise ifomu esikhundleni somfakisicelo futhi sihlizikele umfakisicelo ngekhophi noma amakhophi – iSigaba 18(3).

6.3 Izimali ezikhokhwayo

- Kunezinhlabo ezimbili zezimali ezikhokhwayo ngokusho koMthetho, lapha sibala imali yesicelo kanye ne(zi)mali yokufinyelela – iSigaba 22.
- Umfakisicelo ofuna ukufinyelela irekhodi eliqukethe ulwazi oluqondene nomuntu siqu mayelana nomfakisicelo, akudingeki ukuba akhokhe imali yesicelo. Umfakisicelo ngamunye, ongeyena umfakisicelo siqu, kufanele akhokhe imali yesicelo enqunyiwe.
- Isikhulu Esengamele Ulwazi kufanele sazise umfakisicelo (ngale komfakisicelo oqondene nesicelo) ngezindlela ezifanele, simcela ukuba akhokhe imali enqunyiwe (uma ikhona) ngaphambi kokuqhubeka² nesicelo.
- Imali yesicelo ekhokhwa yizinhlangano zikahulumeni ama-R35. Umfakisicelo angafaka isikhalo ngaphakathi, lapho kufanelekile, noma isicelo enkantolo ephikisana nokulethwa noma ukukhokhwa kwemali yesicelo.
- Emva kokuba Isikhulu Esengamele Ulwazi sesenzile isinqumo saso mayelana nesicelo, umfakisicelo angase azizwe ngendlela ebalulwe umfakisicelo.
- Uma isicelo sivunywa, imali yokufinyelela kufanele ikhokhelwe ukucingwa, ukulungiswa, ukushicilelwa kanye nanoma yisikhathi esingakanani esidlule amahora anqunyiwe abekalelwe ukucingwa nokulungiswa kwerekhodi elizodalulwa.

7 Izinsizakalo ezitholakalayo – iSigaba 14(1)(f)

Ngokusho koMthetho WoMkhandlu WezoCwaningo LwezeSayensi, i-CSIR inganikeza ngolwazi lwezobuchwepheshe obusezandleni zayo bukwazi ukufinyelelwa yinoma yimuphi umuntu, ukuze igcwalise imisebenzi yayo noma ukufinyelela noma yiziphi zezinhloso zayo, ingene ezivumelwaneni nanoma yimuphi umuntu kanye nangokubambisana nanoma yimuphi umuntu, isungule inkampani ngesizathu sokuthuthukisa nokusebenzisa noma yini ekhiqiziwe noma ulwazi lwezobuchwepheshe kanye, ngokucela noma ukuvuma kwangaphambilini kukaNgqongqoshe, nokuqala ucwaningo kunoma iyiphi indawo engaphandle kwaleli lizwe esikhundleni sanoma yimuphi umuntu kunoma iyiphi indawo.

8 Izinhlelo ezivumela ukubandakanywa komphakathi ekusungulweni kwenqubomgomo kanye nokusetshenziswa kwamandla – iSigaba 14(1)(g)

Amalungu eBhodi ye-CSIR aqokwa emkhakheni ozimele nguNgqongqoshe obhekene nokuphathwa nokusebenza koMthetho WoMkhandlu WezokuCwaninga NezeSayensi. I-CSIR ibuswa umthethongqangi, wona, kuncike kuhlobo nobunzima bakhona, kungaqale kuphongozwe yiphepha nokuxoxa elibeka ngokusobala indlela engasetshenziswa futhi elimema ukuphawula komphakathi. Lesi sinyathelo kufanele silandelwe noma esikhundleni saso kukhishwe umthetho owuhlaka ukuze umphakathi uphawule ngawo.

9 Izisombululo ezitholakalayo uma imihlinzekelo yoMthetho ingathotshelwanga – iSigaba 14(1)(h)

I-CSIR ayinayo inqubo yangaphakathi yokufakwa kwezikhalazo ukuze kubhekanwe nezikhalazo ezibhekiswe ezinqumweni zeSikhulu Esengamele Ulwazi noma Iphini Lesikhulu Esengamele Ulwazi.

Ingxenywe engenelisekile ingafaka isicelo enkantolo ukuze ithole ukwaneliseka okufanele. Lapho izwa isicelo esinjengaleso, inkantolo ingakhipha umyalelo onobulungiswa nokuphatha ngokulingana kubandakanya:

- Ukuqinisekisa, ukuchibiyela noma ukubuyisela eceleni isinqumo esimayelana nesicelo;
- Ukuthuma Isikhulu Esengamele Ulwazi ukuba sithathe izinyathelo ezithile noma siyeke ukuthatha izinyathelo lezo inkantolo ezibona ziyisidingo esikhathini esibalulwe kulo myalelo;

² “ukusetshenzwa” kuchaza noma yimuphi umsebenzi noma umnyakazo noma-ke noma yiluphi uchungechunge lwezenzo, ingabe okuzenzekelayo noma cha, mayelana nolwazi lomuntu siqu, kubandakanya — ukuqoqwa, ukwamukelwa, ukuqoshwa, ukuhlwela, ukuqokelelwa, ukulondolozwa, noma ukulungiswa, ukukhishwa, ukubhekiswa kukhona noma ukusetshenziswa; ukusabalaliswa ngendlela yokuthumela, ukusabalalisa noma ukwenziwa kutholakale nganoma iyiphi indlela; noma ukuhlanganiswa, ukuxhunyaniswa, kanjalo nokukhalwa, ukudicilela phansi, ukusulwa noma ukushabalaliswa kolwazi;

-
- Ukunikeza ngomyalelo wokukhalima, owesikhashana noma owosizo oluthile, umyalelo oyisimemezelwe noma ukunxeshezela; noma
 - Izindleko.

10 Ukusetshenziswa kolwazi lomuntu siqu

I-CSIR ingasebenzisa ulwazi lomuntu siqu lwamaqoqo alandelayo abantu okuthathwa kubo imininingo:

- Amakhasimende nabasebenzi, abameleli, izithunywa, osonkontileka nabahlinzeki ngezinsiza kumakhasimende anjengalwa;
- Abahlinzeki, abahlinzeki ngezidingo kubadayisi bakwa-CSIR nabasebenzi, abameleli, izithunywa, osonkontileka nabahlinzeki kanjalo nabahlinzeki ngezinsiza;
- Abaqondisi nezikhulu ezisebenza kwa-CSIR;
- Abanikazimasheya;
- Abafakizicelo zomsebenzi;
- Abasebenzi abavele bekhona nabesikhathi esizayo (kubandakanya osonkontileka, izithunywa, abasebenzi abaqashwe isikhashana);
- Abavakashi abahambele kwa-CSIR; kanye
- Nabakhalazayo, ababhale okubhaliwe nababuza imibuzo.

Konke lokhu okungenhla kubandakanya abantu okuthathwa kubo imininingo bamanje, isikhathi esidlule, noma okunamathuba okuba basengasetshenziswa.

Uhlobo lolwazi lomuntu siqu okusetshenzwa ngalo maqondana nabantu okuthathwa kubona imininingo lungase lubandakanye, njengalokho kufanelekile:

- Igama, inombolo yokuhlonza, uphawu, ikheli le-imeyli, ikheli lendawo, inombolo yocingo, indawo yolwazi, okokuhlonza ku-inthanethi noma okunye okuthile okuqondene nomuntu;
- Ulwazi lomuntu olucwaningwayo;
- Ulwazi oluhlobene nomlando wezemfundo noma impilo, ezezimali, ubugebengu noma okumayelana nomsebenzi walowo muntu okuthathwa kuyena imininingo;
- Ulwazi oluhlobene nobuhlanga, ubulili, isimo somshado, imvelaphi yobuzwe, iminyaka yobudala, ulimi kanye nokuzalwa komuntu okuthathwa kuyena imininingo;
- Imibono yomuntu, indlela yokubuka izinto noma okuncanyelwa umuntu okuthathwa kuye imininingo;
- Okubhalelwene kona okuyimfihlo okuthunyelwe umuntu okuthathwa kuyona imininingo; kanye
- Nemibono nendlela yokubuka izinto komunye umuntu mayelana nomuntu okuthathwa kuyena imininingo.

I-CSIR isebenza ngolwazi lomuntu siqu lwabantu okuthathwa kubo imininingo ngezizathu zalokhu:

- Ukugcwalisa izibopho zayo ngokuhambisana nemithetho esebenzayo;
- Ukuqinisekisa ulwazi oluhlinzekwe abakwa-CSIR;
- Ukuthola ulwazi oludingekayo ukuze kuhlinzekwe izidingo zenkontileka okuvunyelenwe ngazo ekhasimendeni;
- Ukungamela, ukugcina nokubhekelela izibopho zezinkontileka zabakwa-CSIR kumakhasimende, abathengi, abahlinzeki, abahlinzeki ngezinsiza, abasebenzi, abaqondisi kanye nezinye izingxenye eziseceleni;
- Ukuthengisa nokukhangisa;
- Ukusonjululwa nokulandelelwa kwezikhalazo;
- Ukunganyelwa nokutholakala kwezimpahla, abasebenzi kanye nabavakashi emagcekeni akwa-CSIR; kanjalo
- Nokugcinwa kwamarekhodi omlando, ucwaningo nokurekhodwa kwezibalo ezidingekayo zokugcwalisa izinjongo zezindaba zakwa-CSIR.

I-CSIR ingase ihlinzeke ngolwazi lomuntu siqu kubantu abalandelayo, kodwa izokwenza loko ngokuhambisana ngokugcwele nemithetho efanele, isib. uMthetho Wokuvikelwa Kolwazi Lomuntu Siqu kanye noMthethosisekelo weRiphabhulikhi yaseNingizimu Afrika:

- Izinhlangano ezilawulayo, zombuso nezikahulumeni;
- Abahlinzeki, abahlinzeki ngezinsizakalo, abadayisi, izithunywa nabammeleli be-CSIR;
- Abasebenzi be-CSIR;
- Abanikazimasheya kanye nabanye ababambiqhaza;
- Izithunywa zokuqinisekisa izingxenywe eziseceleni kanye nesikhungo esigcina imininingwane yezokukweleta;
- Izinhlangano ezikolekayo; kanye
- Namabhange kanye nezinye izikhungo zezezimali.

Lokhu okulandelayo yikona okusebenzayo malungana nokuhamba kolwazi lomuntu siqu oluhleliwe noma olweqa imingcele oluqhutshwa ngabakwa-CSIR malungana namaqoqo angenhla abantu okuthathwa kubo imininingo.

- Imininingwane yomuntu siqu yabantu okufunwa imininingo ngabo ingase ithunyelwe yeqe imingcele ngoba abakwa-CSIR basingatha ezinye zezicelo zabo ezindaweni ezingaphandle kwezwe.
- Abasebenzi bamanje nolwazi olumayelana nabalekeleli kungase kuthunyelwe ngaphandle kwemingcele yezwe iye emazweni angomakhelwane, lapho abakwa-CSIR bebonakala endaweni noma lapho behlinzeka khona ngezinsizakalo noma besebenza khona ngokuhambisana nezibopho zenkontileka yabo.
- Izinyathelo zezokuphepha ezisetshenziswayo noma ezizosetshenziswa abakwa-CSIR ukuze baqinisekise ukugcinwa kolwazi luyimfihlo, ubuqotho kanye nokutholakala kolwazi lomuntu siqu okungenzeka ukuthi abakwa-CSIR basematasa belulungisa.
- I-CSIR ilokhu iqhubeka nokusungula kanye nokugcina izinyathelo ezifanelekile zenhlango, ezifinyelelekayo zemickilisho ukuze kuqinisekise ukuthi ubuqotho bemininingwane yomuntu siqu esezandleni zayo noma ngaphansi kokulawulwa yiyo iphephile. Iphinde iqinisekise ukuthi ulwazi olunjengalolu luvikelekile ekutheni lusetshenziswe ngokungavunyelwe noma ngokungekho emthethweni, ukulahleka ngephutha, ukucekelwa phansi noma ukulimala, ukushintshwa noma ukufinyelelwa ngokulandelwa kwezimfuno ezibekwe umthetho, emithethweni yemboni kanye nezinqubo zokuvikeleka ezivamile nezamukelekile kanjalo nezinqubo ezihambisana nabakwa-CSIR.

I-CSIR ifuna ukuqhuba ukuhlola njalonjalo ukuze:

- Ihlonze zonke izingozi eziqagulwayo ezingaphandle nangaphakathi ezingenzeka emininingwaneni yomuntu siqu ngenkathi isezandleni zayo nangaphansi kokulawula kwayo;
- Iqiniseke ukuthi izinyathelo zokuphepha zenziwa ngempumelelo ukuze kuvikelwe ulwazi lomuntu siqu; futhi
- Lapho kunokwenzeka, i-CSIR ivuselela izinyathelo zayo zezokuphepha ukuze iqinisekise ukuphepha kolwazi lomuntu siqu olusezandleni zasekulawuleni kwayo.

11 Noma yiluphi olunye ulwazi njengoba lungabe lunqunyiwe – iSigaba 14(1)(i)

Njengamanje alukho ulwazi olwengeziwe olutholakayo luvela kuNgqongqoshe.

12 IFOMU A



IRIPHABHULIKHI YASENINGIZIMU AFRIKA

J750

IFOMU A
ISICELO SOKUFINYELELA IREKHODI ELINGAPHANSI KWENHLANGANO KAHULUMENI
(ISigaba 18(1) soMthetho Wokukhuthazwa Kokufinyeleleka Kolwazi, wezi-2000 (uMthetho wesi-2
wezi-2000)) [Isimiso 6]

OKOKUSETSHENZISWA NGUMNYANGO

Inombolo yereferensi:

Isicelo samukelwe ngu (yisho isikhundla,

Igama nesibongo sesikhulu esengamele ulwazi/iphini lesikhulu esengamele ulwazi (usuku)

laphaindawo).

Imali yokufaka isicelo (uma ikhona): R.....

Idiphozithi (uma ikhona): R.....

Imali yokufinyelela: R.....

ISIGINESHA YESIKHULU ESENGAMELE ULWAZI/IPHINI LESIKHULU ESENGAMELE ULWAZI

A. Imininingwane yenhlangano kahulumeni

Isikhulu Esengamele Ulwazi/Iphini Lesikhulu Esengamele Ulwazi

B. Imininingwane yomuntu ocela ukufinyelela irekhodi

- (a) Imininingwane yomuntu ocela ukufinyelela irekhodi kufanele linikezwe lapha ngezansi.
(b) Ikheli kanye/noma inombolo yefeksi eRiphabhulikhi okufanele kuthunyelwe khona, kufanele kuhlinzekwe.
(c) Ubufakazi besikhundla salowo ofaka isicelo, uma sikhona, kufanele kuphanyekwe lapha

Amagama aphelele nesibongo.....

Inombolo kamazisi

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Ikheli leposi:

Inombolo yocingo: (.....) Inombolo yefeksi: (.....)

Ikheli le-imeyli:

Isikhundla isicelo esenziwe ngaphansi kwaso, uma senzelwa omunye umuntu:

.....
.....

C. Imininingwane yomuntu owenzelwa isicelo

Lesi sigaba kufanele sigcwaliswe KUPHELA uma isicelo solwazi senziwa esikhundleni somunye umuntu.

Amagama _____ agcwele _____ nesibongo:

Inombolo kamazisi:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. Imininingwane yerekhodi

- (a) Nikeza imininingwane egcwele yerekhodi ofisa ukulifinyelela, kubandakanya inombolo yereferensi uma uyazi, ukuze sikwazi ukuthola irekhodi leli.
- (b) Uma isikhala esihlinzekiwe singenele, sicela uqhubeke ubhale ephepheni eliseceleni bese ulinameka kuleli fomu. Umfakisicelo kufanele asayine wonke amaphepha engeziwe.

1. Incazelo yerekhodi noma ingxenye yerekhodi efunekayo:

.....
.....

Inombolo yereferensi, uma ikhona:

.....

Eminye futhi imininingwane eyengeziwe yerekhodi:

.....
.....
.....
.....
.....

E. Izinkokhelo

- (a) Isicelo sokufinyelela irekhodi, ngaphandle kwerekhodi eliqukethe imininingwane eqondene nawe siqu, sizokwenziwa kuphela emva kokuba imali yesicelo seyikhokhiwe.
- (b) Uzokwaziswa ngemali okufanele ikhokhwe njengemali yesicelo.
- (c) **Imali ekhokhwayo yokufinyelela** irekhodi incike ohlotsheni elicelwe ngalo irekhodi kanjalo nesikhathi esifinyelelekayo esidingekayo ukuba kucingwe futhi kulungiselelwe ngaso irekhodi.
- (d) Uma ufaneleka ukuhlangukwa ekukhokhweni kwanoma iyiphi imali, uyacelwa usho isizathu sokuhlangukwa kwakho.

Isizathu sokungakhokhiswa izinkokhelo ezibekiwe:

.....

.....

.....

F. Indlela yokufinyelela irekhodi

Uma uthiywe ukukhubazeka ukuba ukwazi ukufunda, ukubuka noma ukulalela irekhodi ngendlela elihlinzekwe ngayo lapha ngezansi ku-1 kuze kufinyelele ku-4, yisho indlela okhubazeke ngayo bese usho nokuthi irekhodi lidingeka ngandlelani.

Ukukhubazeka:	Indlela elidingeka ngayo irekhodi:
Phawula ibhokisi elifanele ngophawu luka-X.	
AMANOTHI:	
(a) Ukuhambisana nesicelo sakho sokufinyeleleka ngendlela oyibalulile kungancika ekutheni irekhodi lelo litholakala ngandlelani.	
(b) Ukufinyeleleka ngendlela eceliwe kungenzeka kunqatshwe kwezinye izimo ezithile. Esimweni esinjalo uzokwaziswa uma ukufinyelela okucelile kuzonikezwa ngenye indlela.	
(c) Imali ekhokhwayo yokuthola irekhodi, uma ikhona, izonqunywa ngokubuka indlela irekhodi lelo elicelwe ukuba litholakale ngayo.	

1. Uma irekhodi litholakala liwumbhalo noma liphrintiwe:				
	ikhophi yerekhodi*		ukuhlolwa kwerekhodi	
2. Uma irekhodi lelo linezithombe - (lokhu kubandakanya izithombe, amasilayidi, amavidiyo arekhodiwe, imifanekiso eyenziwe ngekhompyutha, imidwebo, njll.):				
	buka imifanekiso*		kopisha imifanekiso*	ukukhishelwa kwemifanekiso*
3. Uma irekhodi libandakanya amagama aqoshiwe noma ulwazi olungakwazi ukukhiqizwa kabusha njengomsindo:				
	lalela okuwumculo oqoshiwe (ikhasethi elilalelwayo)		okukhishelwa obekuwumculo oqoshiwe* (idokhumenti ebhaliwe noma ephrintiwe)	
4. Uma irekhodi lisekhompyutheni noma emshinini osebenza njengekhompyutha noma-ke elifundwa umshini:				
	Ikhophi yerekhodi ephrintiwe*		Ikhophi ephrintiwe yolwazi oluthathelwe kurekhodi*	Ikhophi etholakala ngendlela efundwa umshini* (ingabe i-stiffy noma i-compact disc)

*Uma ucele ikhophi noma umbhalo obewungamazwi aqoshiwe werekhodi (ngenhla), ingabe ufisa ukuthi ikhophi noma umbhalo obewuqoshiwe uwuposelwe? Izindleko zeposi ziyakhokhelwa.	YEBO	CHA
Qaphela ukuthi uma irekhodi lingatholakali ngolimi olukhethile, ungakwazi ukulifinyelela irekhodi ngolimi elitholakala ngalo.		
Yiluphi ulimi ongathanda ukulithola ngalo irekhodi?		

G. Isaziso sesinqumo mayelana nesicelo sokufinyelela

Uzobhalelwa waziswe ngomphumela noma ngabe isicelo sakho siphumelele / asiphumelelanga. Uma ufisa ukwaziswa ngenye indlela, sicela ucacise indlela ofisa ukwaziswa ngayo kanjalo neminingwane efanele ukuze sikwazi ukufeza isicelo sakho.

Ungathanda ukwaziswa kanjani ngesinqumo esithathiwe mayelana nesicelo sakho sokufinyelela irekhodi?

.....

Isayinwe e ngomhlaka enyangeni.....
ngowezi-.....

.....
ISIGINESHA YOMFAKISISCELO /
UMUNTU OKWENZIWE ISICELO EGAMENI LAKHE