

<ul style="list-style-type: none"> <li>• representation on outside bodies</li> <li>• salary, allowances, etc.</li> <li>• details of trips outside municipal area</li> <li>• declaration of interests in accordance with item 7 of the Code of Conduct</li> <li>• attendance registers, absence records and fines imposed</li> </ul>	
<p>3. <u>Structures</u> (Including council, executive committee, ward committees and other committees)</p> <ul style="list-style-type: none"> <li>• composition, names of members, office bearers, political membership</li> <li>• time and venue of meetings</li> <li>• functional areas</li> </ul>	

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 852


22 JULY 2016

**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 INTERNATIONAL RELATIONS AND COOPERATION**

As set out in the Schedule

  
**TSHILOLO MICHAEL MASUTHA, MP**  
**MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



<ul style="list-style-type: none"> <li>○ SA representation abroad/Foreign representation in SA South African officials at Head Office</li> </ul> <p><b>Websites of South African Missions</b></p> <p><b>Consular information</b></p> <ul style="list-style-type: none"> <li>• What are consular services and Contact details</li> <li>• Travelling abroad/Deaths abroad/Arrested abroad</li> <li>• Consular Notarial Services (Legislation of Official (Public) documents)</li> <li>• End User Certificates</li> <li>• Service Delivery Charter</li> <li>• SA representation abroad/Foreign representation in SA</li> <li>• South African Missions: Commissioner of Oaths</li> <li>• Registration of South Africans abroad (ROSA)</li> </ul> <p><b>State Protocol</b></p> <ul style="list-style-type: none"> <li>• General Protocol information: <ul style="list-style-type: none"> <li>○ Circular Note Verbales</li> <li>○ Service Delivery Charter</li> <li>○ Fact sheet and advice for travelers</li> <li>○ Executive Database</li> <li>○ Diplomatic representation</li> <li>○ Practical guide and procedures for the binding of agreements</li> <li>○ Practical guide and procedures for the conclusion of agreements</li> <li>○ Instructions regarding the flying of the South African flag</li> </ul> </li> <li>• <b>Employment information</b> <ul style="list-style-type: none"> <li>○ Vacancies</li> </ul> </li> <li>• <b>Office of the Chief State Law Advisor</b> <ul style="list-style-type: none"> <li>○ International agreements</li> </ul> </li> </ul>	<p><b>Website</b> <b>Websites of SA Missions</b> <a href="http://www.dirco.gov.za">www.dirco.gov.za</a></p> <p><b>Website</b> <b>Consular information</b> <a href="http://www.dirco.gov.za">www.dirco.gov.za</a></p> <p><b>Website</b> <b>State Protocol</b> <a href="http://www.dirco.gov.za">www.dirco.gov.za</a></p> <p><b>Website</b> <b>Employment information</b> <a href="http://www.dirco.gov.za">www.dirco.gov.za</a></p> <p><b>Website</b> <b>Home Page</b> <a href="http://www.dirco.gov.za">www.dirco.gov.za</a> South African Treaty Section</p>
<b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
No records	
<b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
<ul style="list-style-type: none"> <li>• <b>Procurement</b> <ul style="list-style-type: none"> <li>○ Database registration form</li> <li>○ Awarded bids</li> <li>○ Received bid proposals</li> <li>○ Terms of Reference (TOR)</li> <li>○ Advertised tenders</li> </ul> </li> <li>• <b>Office of the Chief State Law Advisor</b> <ul style="list-style-type: none"> <li>○ International agreements</li> </ul> </li> </ul>	<p><b>Website</b> <a href="http://www.dirco.gov.za">www.dirco.gov.za</a> or</p> <p><b>Collection at</b> <b>Supply Chain Management</b> OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria, 0084</p> <p><b>Website</b> <b>Home Page</b> <a href="http://www.dirco.gov.za">www.dirco.gov.za</a> South African Treaty Section</p>
<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b>	
<p><b>Publications</b></p> <ul style="list-style-type: none"> <li>• Annual reports/Strategic plans/Annual Performance Plans (APP)</li> <li>• African Renaissance Fund (ARF) Strategic plan</li> <li>• The diplomat/Ubuntu magazine/ROSA booklets</li> <li>• Measures and guidelines for the enhanced coordination of South Africa's International engagement</li> <li>• Career brochures/Diplomacy for democracy/SA good news (AU booklets)</li> </ul>	<p><b>Website</b> <a href="http://www.dirco.gov.za">www.dirco.gov.za</a> or</p> <p><b>Collection at</b> <b>Main Library/Public Diplomacy</b> OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria, 0084</p>