

AGRICULTURAL RESEARCH COUNCIL
(ARC)
MANUAL

**IN TERMS OF SECTION 14 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT, 2 OF 2000 (“THE ACT”)**

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Chapter 1

FUNCTIONS AND STRUCTURE OF THE AGRICULTURAL RESEARCH COUNCIL

Functions

- 1.1.1 The Agricultural Research Council (ARC) is a statutory parastatal body established in terms of the Agricultural Research Act, 1990 (Act 86 of 1990). It is the principal agricultural research institution in South Africa. The ARC was established during 1992, and has a rich history.

In 1995 the White Paper on Agriculture clearly indicated the need for the ARC to broaden its mandate to also include the resource-poor agriculture sector. The White Paper on Science and Technology, on the other hand, challenged ARC to contribute to improving the quality of life and competitiveness. The marriage of these objectives was reinforced by the Presidential Imperatives of August 1999 which placed an urgent focus on, amongst other things, poverty alleviation, rural development and human resource development.

The priorities of the Minister for Agriculture and Land Affairs are clearly defined in the goals of MINMEC (Minister for Agriculture and Land Affairs and the Agricultural MEC's of all nine provinces) and need to be supported by sound agricultural science and technologies.

The focus on New Partnership for Africa's Development (NEPAD) and the Strategic Plan for South African Agriculture has brought to the fore the impact agricultural technology can have on rural development and on global competitiveness.

- 1.1.5 The Strategic Plan for South African Agriculture was conceptualized early in 2001 and is the product of co-operation between the Government, Agri SA and National African Farmer's Union. The vision for the sector implies sustained profitable participation in the South African agricultural economy by all stakeholders. It recognizes the need to maintain and increase commercial production, to build international competitiveness and to address the historical legacies and biases that resulted in skewed access and representation.

- 1.1.6 The ARC comprises a Central office and 10 research institutes that are grouped into five Business Divisions namely
- Grain and Industrial Crops – the improvement of grain and industrial crop systems*
 - Horticulture – the improvement of tropical and subtropical fruits, vegetables and ornamental plants systems*
 - Livestock– Technologies for improved quality of animal production systems*
 - Public support services- natural resource management and agricultural Mechanization*

Sustainable Rural Livelihoods Research, Development and Technology transfer aimed at previously disadvantaged target groups.

1.2 Structure

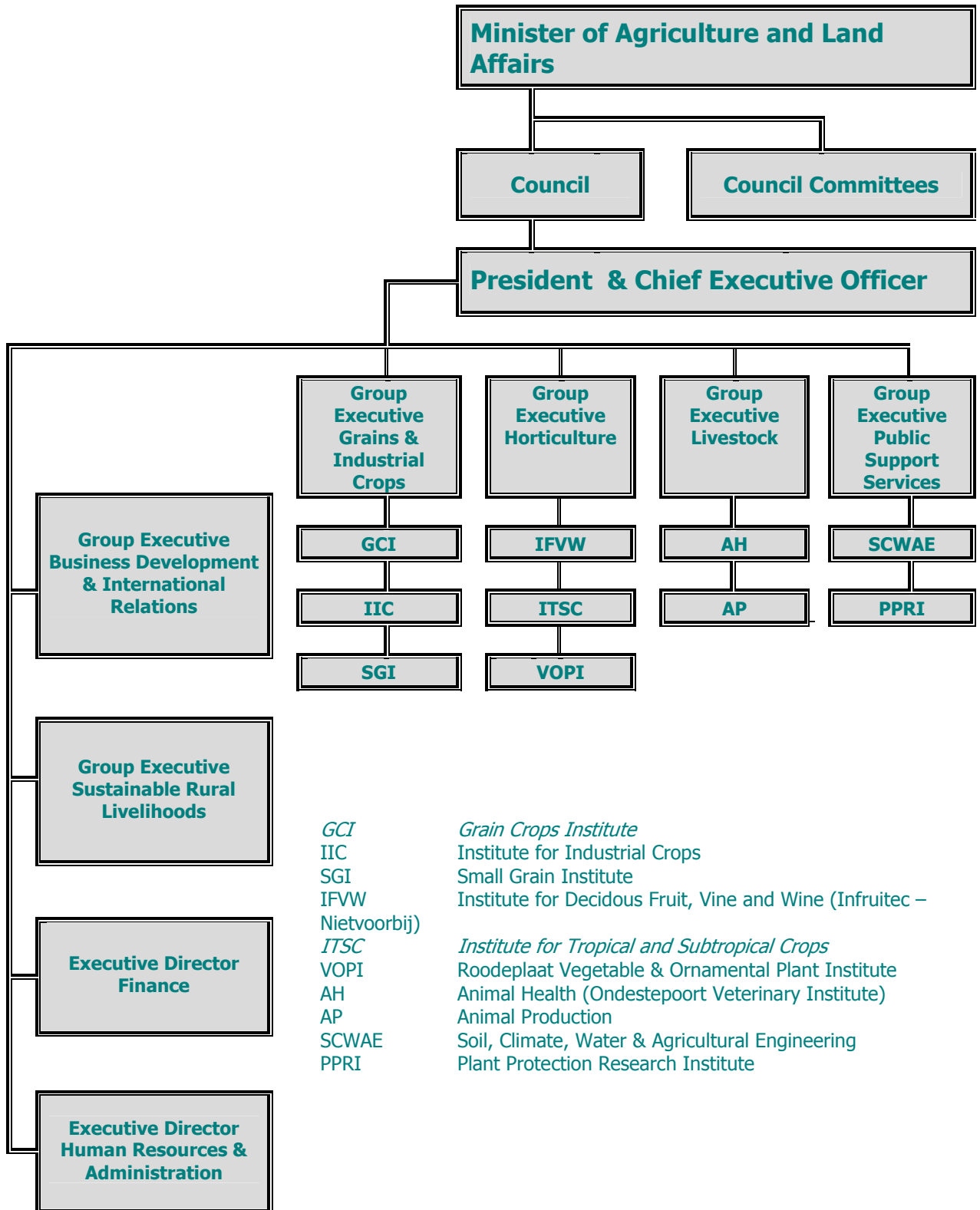
The ARC is currently headed by the Chief Executive Officer (President) + 8 Group Executives.

There are approximately 2670 (two thousand six hundred and seventy) employees stationed at its Central Office and 10 (ten) research institutes.

1.3 Schematic Diagram

ARC Structure – see page 8A

The ARC's structure



Chapter 2

CONTACT DETAILS OF INFORMATION OFFICER/S

Contact Details

Chief Executive Officer

Tel no: (012) 427 9703

Fax no: (012) 430 5814

e-mail: ceosec@arc.agric.za

Physical Address:

1134 Park Street
C/o Park & Grosvenor Streets
Hatfield
PRETORIA
0001

Postal address:

P O Box 8783
Hatfield
PRETORIA
0002

Tel no: (012) 427 9700

Fax no: (012) 430 5814

Chapter 3

SECTION 10: GUIDE ON HOW TO USE THE ACT

This guide will be available from the South African Human Rights Commission not later than August 2005.

Any queries relating thereto must be directed to:

The Research and Documentation Department
South African Human Rights Commission
PIAI Unit
Private Bag 2700
HOUGHTON
2041

Tel No: +27 11 484 8300

Fax No: +27 11 484 1360

Website: www.sahrc.org.za

E-mail: PIAI@sahrc.org.za

Chapter 4

ACCESS TO RECORDS

Chapter 4A Access to Records – Central Office

Information available at: The Chief Executive Officer
PO Box 8783
Pretoria
0001

Telephone: (012) 427 9700

Fax: (012) 430 5814

4.1 **Automatic Disclosure**

4.1.1 Brochures, Annual Reports, Publications, Infotoons, Infopaks, Training Manuals, Videos, Electronic Information CD's, Software packages; and Information on products of ARC Research are available from the different institutes as listed.

4.1.2 Further information can be acquired from the ARC WEBSITE (www.arc.agric.za)

4.1.3 Some of the publications are for sale and others are for free.

Records that must be formally requested

4.2.1 **Policy and Organization**

4.2.1.1 Policy Matters

- Legislation - ARC
- Legislation – other
- Policy ARC

4.2.2 Organization

- Institution

4.2.1.3 Office Procedures, Institutions & Manuals

- 4.2.1.4 Addresses of the ARC Offices & other institutions
- 4.2.1.5 Records & Filing System
- 4.2.1.6 Social Matters

4.2.2 **Human Resources**

4.2.2.1 CODE OF CONDUCT

The ARC Code of Conduct exists to provide direction to employees with regard to their relationship with stakeholders, customers, fellow employees and the public, indicating the spirit in which employees should perform their duties, what should be done to avoid conflicts of interest and what is expected from employees in terms of their personal conduct in public and as far as it reflects negatively on the ARC, employees of the ARC and business operations of the ARC.

The following regulations are linked to the Code of Conduct:

- PARTICIPATION IN POLITICAL ACTIVITIES
- MEMBERSHIP OF NON-PARTY POLITICAL BODIES
- OBEYING INSTRUCTIONS
- COMMUNICATION CHANNELS
- CONFIDENTIALITY
- PRIVATE USE OF RESEARCH RESULTS AND OTHER MATERIAL
- OWNERSHIP OF INTELLECTUAL PROPERTY
- ACCEPTANCE OF GIFTS, COMMISSION OR OTHER REMUNERATION
- UNDERTAKING OF PRIVATE WORK
- TEMPORARY/PART-TIME APPOINTMENTS AT UNIVERSITIES; TECHNIKONS; NATIONAL/ INTERNATIONAL RESEARCH ORGANISATIONS OR SIMILAR ORGANISATIONS
- PRIVATE FINANCIAL MATTERS
- DETAILS OF REGISTRABLE INTEREST TO BE DISCLOSED

4.2.2.2 ORGANISATIONAL ARCHITECTURE

The following information is available:

ORGANISATIONAL DESIGN

Organizational Structures

WORK DESIGN

Post levels and job titles in the ARC

Occupational Groupings

Competency Profiles

4.2.2.3 PEOPLE PROCUREMENT POLICIES

Recruitment and Selection

Appointments

4.2.2.4 PEOPLE UTILISATION POLICIES

Induction

Performance management

Human Resource Development

Career Development and Succession Planning

Employment Equity Plan

4.2.2.5 PEOPLE CONSERVATION

Service Conditions

Reward and Recognition

Occupational Health and Safety

Life-threatening diseases

The use of Tobacco products

Employee assistance programme

Sexual harassment

Labour relations

4.2.3 **Financial Administration**

- Financial administration
- Annual Budget
- Income
- Investments
- Expenditure
- Audit
- Safeguarding of ARC Money
- Theft, burglaries and irregularities
- Bank arrangements
- Reserve Funds
- Foreign Transactions
- Risk Management

4.2.4 **Control and Procedures**

- Annual Report
- Statements and Statistics
- Procedures

4.2.5 **Provisions Administration**

- Land
- Buildings & Facilities
- Glasshouses

- Stock
- Services
- Waterworks
- Transport, Travel & Visits
- Travel & Visits
- Middle Level Management Motor Vehicle Scheme

4.2.6 **Boards, Committees, Congresses, Conferences and Seminars**

- Boards
- Other Committees
- Conferences
- Congresses
- Seminars
- Farmers Days
- Symposiums
- Work Groups
- Short Courses
- Management Meetings
- Directors Meetings

4.2.7 **Marketing**

- Marketing
- News Letters
- Work Group
- Forum

- Workshops
- Funding

4.2.8 **Research**

- Research
- Co-operation and Liaison
- Farmers' Days, Work Groups & Demonstrations
- Advice and Information

4.3 **Request procedure**

4.3.1 Access to information listed above shall be requested by:

4.3.1.1 Completing the prescribed Form "A" ("request form"); and

4.3.1.2 Payment of the prescribed fee as stated in Schedules 1 and 2 of this.

However, a requester who seeks access to a record containing personal information about that requester is not required to pay the request fee.

4.3.2 After the Information Officer has made a decision on the request, the requester must be notified of such a decision in such manner, which the requester wanted to be notified in.

4.3.3 The requester must indicate if the request is for a copy of the record or if the requester wants to inspect the records at the Institutes or Central Office.

4.3.4 Access to the aforesaid information will only be granted to the requester in a manner requested, unless such manner would unreasonably interfere with the running and operation of the Agricultural Research Council or damage its records or infringe its copyright.

4.3.5 If for practical reasons, access cannot be given in the requested manner but in an alternative manner, then the fee for access will be calculated according to the manner that the requester had requested.

4.3.6 If the requester is unable to read or write, or has a disability, then they can make the request for the record orally, in which event the Information Officer will

complete the form on behalf of such requester and furnish the requester with such completed form.

4.3.7 The requester must clearly indicate on the request form:

4.3.7.1 if they wish to be informed of the success of their request telephonically or in any other manner.

4.3.7.2 the capacity in which the request is made in the event the information is requested on behalf of somebody else.

4.4 **Remedies for non-compliance with the Act**

4.4.1 If after complying with the procedural requirements mentioned in 4.3 above:

4.4.1.1 The Deputy Information Officer refuses to grant access to information; and

4.4.1.2 such refusal is not based on any ground of refusal mentioned in the Act;

the requester may appeal against the decision of such Deputy Information Officer to the Information Officer.

4.4.2 if the requester is not satisfied with the decision of the Information Officer as stated in 4.4.1 above, then an appeal may be lodged with the Chairperson of the Agricultural Research Council.

4.4.3 the requester may lodge a court application for further relief if not satisfied with the appeal decision of the Chairperson.

Chapter 4B Access to Records – Grain Crops Institute

Information available at: The Research and Technology Manager
Private Bag X1251
Potchefstroom
2520

Telephone: (018) 299 6100

Fax: (018) 294 7146

4.1 Automatic disclosure

4.1.1 Annual (technology) reports

Reports on annual National Cultivar Evaluation Trials of mandated crops (maize, sunflower, dry beans, groundnuts, soybeans, sorghum)

4.1.2 General Information

Pertaining to mandated crops (maize, sunflower, dry beans, groundnuts, soybeans, sorghum). Refer to ARC-website for complete list of available publications

4.1.3 Services (See 3)

4.1.4 Environment

Economic threshold values for application of agro-chemicals for control purposes

4.1.5 Education

Annually various courses on subjects such as, cultivation, disease and pest identification, weed control, fertilization, soil sampling etc. are presented to the full sphere of grain crop producers

4.1.6 News worthy items

- News releases on news worthy matters (international visitors, warnings on outbreak of pests and diseases, achievements of research staff etc.) is sent out to the media at large
- On a weekly basis, staff of the Institute features as regular participants on “Motsweding FM” and “Radiosondergrense” (radio stations), in order to transfer research technology and information to grain crop producers

4.2 **Information to be formally requested**

ARC-Grain Crops Institute holds information pertaining to the following subjects, which must be formally requested:

Organization and control*

- board management and meetings
- external and internal committees
- strategic and corporate planning
- delegation of authority and declaration of interest

Human resources*

- organizational structure
- recruitment and appointments
- job description and evaluations
- employee well-being and labour
- conditions of service
- organization development and training

Finance*

- budget and accounts
- funds and investments
- stock
- audit matters
- statistics, reports and returns
- tax

Risk management*

- Health and Safety Committee

Services and administration*

- buildings (property of the ARC)
- Information services
- Administrative matters
- Membership of professional bodies (member of South African National Seed Organization – SANSOR)

Communication and public relations*

publicity and information (news releases, radio talks, TV contributions, popular and scientific publications)
campaigns
exhibitions and shows
surveys

* Subject to policy and procedures of ARC-Central Office.

Address: P O Box 8783
Pretoria
0001

Tel no: (012) 427 9700
Fax no: (012) 430 5814
Web: www.arc.agric.za

4.3 See 4A

4.4 See 4A

Chapter 4C Access to Records – Institute for Industrial Crops

Information available at: The Research and Technology Manager
Private Bag X82075 Telephone: (014) 536 3150/7
Rustenburg
0300 Fax: (014) 536 3113

4.1 Automatic disclosure

The research data in the database is divided into the following programmes:

Tobacco

Diseases
Nematology
Entomology
Crop Science
Breeding

Cotton

Diseases
Nematology
Entomology
Crop Science
Breeding

Hemp

Diseases
Nematology
Entomology
Crop Science
Breeding

Flax

Crop Science

Kenaf

Diseases
Nematology
Entomology
Crop Science

Indigenous Fibres

Diseases
Nematology
Entomology
Crop Science

Sisal

Crop Science

4.2 **Records that must be formally requested**

Policy affairs

Human Resources administration

Finance administration

Control and procedures

Supply administration

Committees, boards, congresses, conferences and seminars

Marketing

Research

4.3 See 4A

4.4 See 4A

Chapter 4D Access to Records – Small Grains Institute

Information available at: The Research and Technology Manager
Private Bag X29
Bethlehem
9700
Telephone: (058) 307 3400
Fax: (058) 307 3519

4.1 Automatic disclosure

ARC-SGI Publications:

Reports
Booklets
Pamphlets
Posters

Some of these publications are for sale and others for free.

A comprehensive list is available on the ARC website: www.arc.agric.za

Library Services

The library maintains a collection of public domain information which is freely accessible. Manual and computerized catalogues are available in-house.

Historical Archives

The institute owns archives of administrative correspondence, 1976-2000.

4.2 Records that must be formally requested

4.2.1 Human Resources

Documents on staff recruitment and other staff related policies
Employment records

4.2.2 Procurement

Purchasing requisitions
Asset register

4.2.3 Financial Management

Financial Systems (Progress)

Budgets

Strategic plans

Business plans

4.2.4 General Administrative Records

Correspondence files (current)

4.2.5 Scientific Records

4.2.6 Photographic Archives

4.2.7 Any other intellectual Property

Contract research records

4.3 See 4A

4.4 See 4A

Chapter 4E Access to Records – Institute for Deciduous Fruit, Vine and Wine (Infruitec/nietvoorbij)

Information available at: The Research and Technology Manager
Private Bag X5026 Telephone: (021) 809 3100
Stellenbosch
7599 Fax: (021) 809 3002

4.1 Automatic disclosure

4.1.1 ARC-Infruitec-Nietvoorbij Publications:

- 4.1.1.1 Reports
- 4.1.1.2 Booklets
- 4.1.1.3 Pamphlets
- 4.1.1.4 Posters

Some of these publications are for sale and others for free

A comprehensive list is available on the ARC website: www.arc.agric.za

4.2 Records that must be formally requested

Research, development & Technology transfer

- 4.2.1.1 Deciduous fruit: Apples, pears, peaches, plums, apricots and nectarines
- 4.2.1.2 Grapes: Table, raisin and white
- 4.2.1.3 Alternative temperate climate crops: Cherries, honeybush, and rooibos teas, mushrooms, nuts, olives, persimmons and strawberries.
- 4.2.1.4 Wine
- 4.2.1.5 Processed fruits: Canned and dried fruits, fruit juices

4.2.2 Environmental management

- 4.2.2.1 Environmentally-compatible management practices
- 4.2.2.2 Procedures and techniques to diminish the environmental effects of by-products in the fruit and wine industries
- 4.2.2.3 Guidelines for successful implementation of recommended environmental practices

4.2.3 Soil Science

- 4.2.3.1 The effect of soil tillage practices on soil and plant performance
- 4.2.3.2 Nutritional management practices for optimum economic deciduous fruit and grapevine growth and production
- 4.2.3.3 Water management practices for optimum economic deciduous fruit and grapevine production and product quality
- 4.2.3.4 Management practices to diminish the influence of saline/sodic soil and water conditions

4.2.4 Cultivation of deciduous fruit, table, raisin and wine grapes and alternative crops

- 4.2.4.1 Evaluation of scion/rootstock combinations
- 4.2.4.2 Terrain, planting, training and management systems of orchards and vineyards
- 4.2.4.3 Methods to improve fruit size, yield, colour and quality
- 4.2.4.4 Deciduous fruit and grape gene bank

4.2.5 Sustainable Rural Livelihoods

- 4.2.5.1 Establishment of scientific base for recommendations to resource-poor grape and fruit farmers on various cultivation practices
- 4.2.5.2 Development of appropriate food production systems and processing practices in order to ensure food security of and with resource-poor households
- 4.2.5.3 Adaptation of technology, on-farm experimentation on food production and processing practices
- 4.2.5.4 Dissemination of information through training courses, posters, exhibits, workshops and farmers' days

4.2.6 Biotechnology

- 4.2.6.1 Host-pathogen interaction
- 4.2.6.2 Molecular genetic techniques
- 4.2.3.6 Genetic modification
- 4.2.6.4 *In vitro* mass propagation of plants

4.2.7 Disease and pest management

- 4.2.7.1 Integrated disease and pest management of deciduous fruit and grapevines
- 4.2.7.2 Environmentally-compatible, practical and cost-effective disease control measures for optimal production
- 4.2.7.3 Monitoring of diseases and pests

4.2.7.4 Biological control

4.2.8 Sterile Insect Technique (SIT)

- 4.2.8.1 Control and eradication of fruit fly
- 4.2.8.2 Mass-rearing and sterilization of Mediterranean fruit fly
- 4.2.8.5 Supply of sterile fruit flies for routine aerial releases in the Hex River Valley
- 4.2.8.4 Expansion of SIT to other fruit production areas

4.2.9 Post-harvest and Wine technology

- 4.2.9.1 Storage, processing and process optimization to ensure optimal producer income, food security, value-adding and extension of shelf life
- 4.2.9.2 Techniques to maintain fruit quality before, during and after storage
- 4.2.9.3 Minimization of post-harvest chemical
- 4.2.9.4 Study of the chemical composition of selected indigenous plants and other food products
- 4.2.9.5 Evaluation of new and existing deciduous fruit cultivars and selections for storage, drying and canning characteristics
- 4.2.9.6 Functional foods and nutraceuticals (anti-oxidants)
- 4.2.9.7 General oenology, grape/wine chemistry and wine microbiology
- 4.2.9.8 Cellar and brandy technology
- 4.2.9.9 Yeast breeding programme
- 4.2.9.10 Micro-organism gene bank

4.2.10 Technology management

Analytical diagnostic services
 Electronic marketing
 Computer-based systems

4.3 See 4A

4.4 See 4A

Chapter 4F Access to Records – Institute for Tropical and Subtropical Crops

Information available at: The Research and Technology Manager
 Private Bag X11208 Telephone: (013) 753 7000
 Nelspruit
 1200 Fax: (013) 752 3854

4.1 Automatic disclosure

4.1.1 Information on the following subjects is available without formal request on the website and brochures of ARC-ITSC

- 4.1.1.1 General information pertaining to ARC-ITSC
- 4.1.1.2 Services
- 4.1.1.3 Research and Technology transfer with respect to tropical and subtropical crops

4.2 Records that must be formally requested

4.2.1 Organization and Control

- 4.2.1.1 Management meetings
- 4.2.1.2 External & internal meetings
- 4.2.1.3 Finance committee meetings
- 4.2.1.4 Annual business plan
- 4.2.1.5 Performance reporting
- 4.2.1.6 *Ad hoc* meetings

4.2.2 Research on tropical and subtropical crops with special reference to:

- 4.2.2.1 Biotechnology
- 4.2.2.2 Crop breeding
- 4.2.2.3 Gene blocks

- 4.2.2.4 Horticultural practices
- 4.2.2.5 Soil science
- 4.2.2.6 Crop protection (nematology, entomology and plant pathology)
- 4.2.2.7 Crop physiology
- 4.2.2.8 Post harvest technology

4.2.3 Human Resources

- 4.2.3.1 Organizational structure
- 4.2.3.2 Recruitment & appointments
- 4.2.3.3 Job descriptions
- 4.2.3.4 Performance evaluation
- 4.2.3.5 Labour relations
- 4.2.3.6 Conditions of service
- 4.2.3.7 Organizational development & training

4.2.4 Finance

- 4.2.4.1 Budget
- 4.2.4.2 Debtors & creditors
- 4.2.4.3 Assets & liabilities
- 4.2.4.4 Audit matters
- 4.2.4.5 Statistics & reports
- 4.2.4.6 Tax

4.2.5 Risk Management

- 4.2.5.1 Insurance
- 4.2.5.2 Risk compliance

4.2.6 Administration

- 4.2.6.1 Buildings
- 4.2.6.2 Information services
- 4.2.6.3 Administrative matters
- 4.2.6.4 Membership of professional associations

4.2.7 Public relations

- 4.2.7.1 Publicity & information
- 4.2.7.2 Exhibitions
- 4.2.7.3 Farmers days
- 4.2.7.4 Visitors
- 4.2.7.5 Publications

4.3 See 4A

4.4 See 4A

Chapter 4G Access to Records – Vegetable & Ornamental Plant Institute

Information available at: The Research and Technology Manager Private Bag X293 Pretoria 0110	Telephone: (012) 841 9611 Fax: (012) 808 0844
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Automatic disclosure

4.1.1 ARC-VOPI Publications:

- 4.1.1.1 Reports
- 4.1.1.2 Booklets
- 4.1.1.3 Pamphlets
- 4.1.1.4 Posters

4.2 **Records that must be formally requested**

4.2.1 Human Resources

4.2.2 Finances

4.2.3 Assets

4.2.4 Publications

- 4.2.4.1 Ornamental plants
- 4.2.4.2 Vegetables
- 4.2.4.3 Onions & Garlic
- 4.2.4.4 Root crops
- 4.2.4.5 Leaf crops
- 4.2.4.6 Other vegetables
- 4.2.4.7 Green beans & Broad beans
- 4.2.4.8 Green & dry peas
- 4.2.4.9 Tomatoes

- 4.2.4.10 Sweet peppers, paprika & chillies
 - 4.2.4.11 Capsicums combined
 - 4.2.4.12 Eggfruit (brinjals)
 - 4.2.4.13 Cole crops
 - 4.2.4.14 Cucurbits
 - 4.2.4.15 Sweet potatoes
 - 4.2.4.16 Herbs
 - 4.2.4.17 Jojoba
 - 4.2.4.18 Indigenous leaf crops
 - 4.2.4.19 Indigenous root crops
 - 4.2.4.20 Indigenous seed crops
 - 4.2.4.21 Greenhouse vegetables
- 4.2.5 Minutes
- 4.2.5.1 Broad management
 - 4.2.5.2 Day management
 - 4.2.5.3 Section meetings
 - 4.2.5.4 *Ad hoc* meetings
- 4.2.6 International Travel
- 4.2.7 Projects
- 4.2.8 Visitors
- 4.2.9 Contractors
- 4.2.10 Clients
- 4.2.11 Climate

4.3 See 4A

4.4 See 4A

Chapter 4H Access to Records – Animal Production Institute

Information available at: The Research and Technology Managers
Private Bag X2
Irene
1675
Telephone: (012) 672 9111
Fax: (012) 665 1609

4.1 Automatic disclosure

4.1.1 ARC-AII Publications:

- 4.1.1.1 Reports
- 4.1.1.2 Booklets
- 4.1.1.3 Pamphlets
- 4.1.1.4 Posters

4.2 Records that must be formally requested

- 4.2.1 Books
- 4.2.2 Infopaks
- 4.2.3 Infotoons
- 4.2.4 Journals/Bulletins
- 4.2.5 Annual/Biennial Report
- 4.2.6 Manuals
- 4.2.7 CD's
- 4.2.8 Scientific Publications
- 4.2.9 Theses
- 4.2.10 Presentations at Congresses and Symposiums
- 4.2.11 Financial Management
- 4.2.12 Project Management & Recruitment
- 4.2.13 Management & Organisational Services

4.2.14 Human Resources

4.2.15 Assets and Livestocks

4.2.16 Property And Buildings

4.2.17 Transport Travel & Visits

4.2.18 Annual/Biennial Report

4.2.19 In-house Journals/Bulletins

4.2.20 Popular Articles

4.2.21 Procurement

4.3 See 4A

4.4 See 4A

Chapter 4I Access to Records – Animal Health (Onderstepoort Veterinary Institute)

Information available at: The Research and Technology Manager
 Private Bag X5
 Onderstepoort
 0110
 Telephone: (012) 529 9111
 Fax: (012) 565 6573

4.1 **Automatic disclosure**

4.1.1 ARC-OVI Publications:

- 4.1.1.1 Reports
- 4.1.1.2 Booklets
- 4.1.1.3 Pamphlets
- 4.1.1.4 Posters
- 4.1.1.5 Journal
- 4.1.1.6 Compact discs
- 4.1.1.7 Videos

- Some of these publications are for sale and others are free of charge
- A comprehensive list is available on the ARC website: www.arc.agric.za

4.1.2 Library services

- The library maintains a collection of public domain information which is freely accessible. Manual and computerized catalogues are available in-house

4.1.3 Historical archives

- The institute owns archives of administrative correspondence, 1919-1962

4.2 **Records that must be formally requested**

4.2.1 Human resources

- 4.2.1.1 Documents on staff recruitment and other staff related policies
- 4.2.1.2 Employment records

4.2.2 Procurement

4.2.2.1 Purchasing requisitions

4.2.2.2 Asset register

4.2.3 Financial Management

4.2.3.1 Financial System (Progress)

4.2.3.2 Budgets

4.2.3.3 Strategic plans

4.2.3.4 Business plans

4.2.4. General Administrative Records

4.2.4.1 Correspondence files

4.2.5 Scientific Records

4.2.6 Photographic Archives

4.2.7 Any other Intellectual property

4.2.7.1 Contract research records

4.3 See 4A

4.4 See 4A

Chapter 4J Access to Records – Institute for Agricultural Engineering

Information available at: The Research and Technology Manager
 Private Bag X519 Telephone: (012) 842 4000
 Silverton Fax: (012) 804 0753
 0127

4.1 Automatic disclosure

ARC-IAE Publications:

- 4.1.1 Reports
- 4.1.2 Booklets
- 4.1.3 Pamphlets
- 4.1.4 Posters

- Some of these publications are for sale and others for free
- A comprehensive list is available on the ARC website: www.arc.agric.za

4.2 Records that must be formally requested

Policy and organization

- 4.2.1.1 Policies
- 4.2.1.2 Organizational structures
- 4.2.1.3 Office procedures, regulation and manuals
- 4.2.1.4 Addresses
- 4.2.1.5 Records and filing systems

4.2.2 Personnel administration

- 4.2.2.1 Personnel administration
- 4.2.2.2 Organization and establishment
- 4.2.2.3 Service benefits
- 4.2.2.4 Personnel matters – general

4.2.3 Financial administration

- 4.2.3.1 Financial administration
- 4.2.3.2 Budget
- 4.2.3.3 Income

- 4.2.3.4 Investments
- 4.2.3.5 Expenditures
- 4.2.3.6 Audit
- 4.2.3.7 Safekeeping of assets
- 4.2.3.8 Thefts and losses
- 4.2.3.9 Banking arrangements

4.2.4 Control and procedures

- 4.2.4.1 Annual report
- 4.2.4.2 Records and statistics
- 4.2.4.3 Procedures (management system)
- 4.2.4.4 Business plan

4.2.5 Procurement administration

- 4.2.5.1 Land
- 4.2.5.2 Buildings and facilities
- 4.2.5.3 Glasshouses
- 4.2.5.4 Stock
- 4.2.5.5 Services
- 4.2.5.6 Transport
- 4.2.5.7 Traveling and foreign visits

4.2.6 Liaison

- 4.2.6.1 Committees
- 4.2.6.2 Conferences
- 4.2.6.3 Congresses
- 4.2.6.4 Seminars
- 4.2.6.5 Farmer's days
- 4.2.6.6 Symposiums
- 4.2.6.7 Working groups
- 4.2.6.8 Short courses
- 4.2.6.9 Management meetings
- 4.2.6.10 In-house meetings
- 4.2.6.11 Divisional meetings
- 4.2.6.12 Strategic framework

4.2.7 Marketing

- 4.2.7.1 Marketing
- 4.2.7.2 Newsletters
- 4.2.7.3 Translations and editing

4.2.8 Research, cooperation and liaison

- 4.2.8.1 Research
- 4.2.8.2 Cooperation
- 4.2.8.3 Work groups, visitors and demonstrations
- 4.2.8.4 Advice and information

4.2.9 Projects

4.3 See 4A

4.4 See 4A

Chapter 4K Access to Records – Institute for Soil, Climate and Water

Information available at: The Research and Technology Manager
 Private Bag X79
 Pretoria
 0001

Telephone: (012) 310 2500
 Fax: (012) 323 1157

4.1 **Automatic disclosure**

ARC-ISCW Publications:

- 4.1.1 Reports
- 4.1.2 Booklets
- 4.1.3 Pamphlets
- 4.1.4 Posters

Some of these publications are for sale and others for free
 A comprehensive list is available on the ARC website: www.arc.agric.za

4.2 **Records that must be formally requested**

4.2.1 ARC-ISCW & Library Publications

- 4.2.1.1 Annual/Biennial Reports
- 4.2.1.2 Books
- 4.2.1.3 CD's
- 4.2.1.4 Reports
- 4.2.1.5 Maps (Paper & Electronic)
- 4.2.1.6 Pamphlets
- 4.2.1.7 Popular articles, etc.

4.2.2 The following subjects are covered:

- 4.2.2.1 Soil Surveying, Mapping & Classification
- 4.2.2.2 Environmental Impact Assessment

- 4.2.2.3 Soil, Water & Crop Monitoring
 - 4.2.2.4 Soil Suitability Assessments
 - 4.2.2.5 Climate Modeling & Research
 - 4.2.2.6 Climate Data
 - 4.2.2.7 Seasonal Outlooks
 - 4.2.2.8 Remote Sensing Image Interpretation
 - 4.2.2.9 Spatial Natural Resources Information
 - 4.2.2.10 Natural Disasters & Degradation
 - 4.2.2.11 Environmental & Waste Management
 - 4.2.2.12 Food Security & Food Safety Information
 - 4.2.2.13 Land Type Information
 - 4.2.2.14 Soil Profile Information
 - 4.2.2.15 Land Cover Information
 - 4.2.2.16 NOAA
- 4.2.3 Financial Management
- 4.2.3.1 Financial Statements
 - 4.2.3.2 Financial & Tax Records
 - 4.2.3.2 Asset Register
 - 4.2.3.3 Management Accounts
- 4.2.4 Public Relations Office
- 4.2.4.1 Media Releases
 - 4.2.4.2 Visitors & Contact List

4.2.5 Project Management & Recruitment Office

]

4.2.5.1 Business & Strategic Plans

4.2.5.2 Internal Market Research

4.2.5.3 Quotations

4.2.5.4 Project Management Documentation

4.2.5.5 Contract Documentation

4.2.5.6 Client Database

4.2.6 Human Resource Division

4.2.6.1 Staff Records & Performance Evaluation

4.2.6.2 Employment Contracts

4.2.6.3 Policies & Procedures

4.2.6.4 Health & Safety Records

4.2.6.5 Minutes

4.2.6.6. Correspondence Files

4.3 See 4A

4.4 See 4A

Chapter 4L Access to Records – Plant Protection Research Institute

Information available at: The Research and Technology Manager
Private Bag X134
Pretoria
0001
Telephone: (012) 808 8000
Fax: (012) 808 1459

4.1 Automatic disclosure

ARC-PPRI Publications:

- 4.1.1 Reports
- 4.1.2 Booklets
- 4.1.3 Pamphlets
- 4.1.4 Posters

- Some of these publications are for sale and others for free
- A comprehensive list is available on the ARC website: www.arc.agric.za

4.2 Records that must be formally requested

4.2.1 Legislation

Contains all the acts applicable to Plant Protection Research Institute.

4.2.2. Management and Organization Services

4.2.2.1 Policy decisions, instructions and circular letters

4.2.3 Human Resources

4.2.4 Finances

4.2.5 Assets & Livestock

4.2.6 Property & Buildings

4.2.7 Transport, Travel & Visits

4.2.8 Library Services

4.2.9 Committees and other contacts – Domestic and Abroad

4.2.10 Publications, Publicity & Marketing

4.2.11 Research

4.2.12 ARC-PPRI “JE van der Plank” Library

4.2.13 Research Data & Reports

4.2.14 National Taxonomic & Reference Collections

4.3 See 4A

4.4 See 4A

Chapter 5

SERVICES AVAILABLE

Chapter 5A Services available – Central Office

5.1 Nature of services

- 5.1.1 ARC-Central Office library is open to all ARC employees
- 5.1.2 Members of the general public, students and visitors will be admitted to use the libraries of the ARC for reference purposes. Handling fees will be charged according to the level of client services provided.
- 5.1.3 Central Office Library Hours: 08:00 – 16:00
- 5.1.4 Client accommodation: Two persons
- 5.1.5 Visiting conditions: Prior appointment is necessary for non-ARC-individuals

5.2 How to gain access to these services

Contact: Librarian
PO Box 8783
Pretoria
0001

c/o Park & Grosvenor Streets
Hatfield
Pretoria

Tel No: (012) 427 9700

Fax No: (012) 430 5814

Chapter 5B Services available – Grain Crops Institute

5.1 Nature of services

5.1.1 Analytical services

- soil analysis
- seed analysis
- grain quality analysis (milling and malting) for maize and sorghum
- dry bean canning quality analysis

5.1.2 Identification services

- disease and pest identification on mandated crops
- weed identification
- nematode identification

5.1.3 Recommendation services

- fertilizer recommendations
- cultivar recommendations of mandated crops
- crop protection recommendations

5.1.4 General services

- breeding of mandated crops, including maintaining of extensive germplasm collections
- annual crop estimates for National Crop Estimates Committee
- publications on production and cultivation practices, as well as pest and disease identification
- scientific publications and reports on research conducted by staff of the institute

5.2 How to gain access to these services

5.2.1 Contact: The Research and Technology Manager
 ARC-Grain Crops Institute
 Private Bag X1251
 Potchefstroom
 2520

Tel no: (018) 299 6100
Fax no: (018) 294 7146
Web: www.arc.agric.za

Chapter 5C Services available – Institute for Industrial Crops**5.1 Nature of services**

- 5.1.2 Diagnostic service – plant pathology
- 5.1.3 Diagnostic service – nematology & entomology
- 5.1.4 Diagnostic service – Plant & Water analysis
- 5.1.5 Diagnostic service – Soil analysis
- 5.1.6 Analysis of tobacco cultivars

5.2 How to gain access to these services

- 5.2.1 The Research and Technology Manager
ARC Institute for Industrial Crops
Private Bag X82075
Rustenburg
0300

Tel No: (014) 536 3150/7

Fax No: (014) 536 3113

Chapter 5D Services available – Small Grain Institute

Nature of services

- 5.1.1 Publications are sold by SGI Financial Department (Tel: (058) 307 3475) as well as on the ARC website.
- 5.1.2 Library and Information Services: Staffing: One person library. Information can be accessed by:
 - Physical access – prior appointment necessary.
Contact Librarian: Tel: (058) 307 3492 or fax (058) 307 3519
 - Interlibrary loans according to the rules of the South African Interlending Scheme (SAIS)

5.2 **How to gain access to these services**

- 5.2.1 Information of all SGI services are available on the ARC website:
www.arc.agric.za

Chapter 5E Services available – ARC - Institute for Deciduous Fruit, Vine and Wine (ARC Infruitec Nietvoorbij)

5.1 Nature of services

ARC-Institut for Deciduous Fruit, Vine and Wine (ARC - Infruitec Nietvoorbij) provides a variety of services and products on a competitive, market-related basis:

- 5.1.1 Breeding, evaluation and world-wide commercialization of new pome and stone fruit and table and raisin grape cultivars, and evaluation of imported and locally-bred selections & cultivars
- 5.1.2 Analysis of fruit, leaf, water, soil and wine samples
- 5.1.3 Diagnostic and advisory services for grapevine and fruit diseases and pests
- 5.1.4 Warning model for diseases and pests
- 5.1.5 Contract evaluations for mainly agrochemical companies
- 5.1.6 DNA fingerprinting of plant cultivars
- 5.1.7 Computerized deciduous fruit and wine grape information databases
- 5.1.8 Identification of indigenous mushroom species
- 5.1.9 On-farm and telephonic consultations
- 5.1.10 Participatory needs assessments
- 5.1.11 Assistance to communities in the preparation of proposals and business plans for submission to donors
- 5.1.12 Quality assurance of locally-prepared active dried wine yeasts

5.2 How to gain access to these services

The Research and Technology Manager
Private Bag X5026
Stellenbosch
7599

Tel No : (012) 809 3100

Fax No : (021) 809 3002

E-mail : BosmanD@arc.agric.za

Chapter 5F Services available – Institute for Tropical & Subtropical Crops**5.1 Nature of services**

- 5.1.2 Soil, leaf, water and growth medium analysis
- 5.1.3 Fertilizer recommendations
- 5.1.4 Diagnostic services with respect to pests and diseases
- 5.1.5 Information on tropical and sub-tropical crop production
- 5.1.6 General information pertaining to tropical and sub-tropical crops
- 5.1.7 Short courses on tropical and sub-tropical crop production and related topics
- 5.1.8 Citrus improvement programme
- 5.1.9 Consultation services

5.2 How to gain access to these services

The Research and Technology Manager
Private Bag X11208
Nelspruit
1200

Tel No: (013) 753 7000

Fax No: (013) 752 3854

E-mail: adriaans@arc.agric.za

Chapter 5G Services available – Vegetable & Ornamental Plant Institute**Nature of services**

5.1.1 Research on Vegetables and Ornamental Plants with special reference to:

- 5.1.1.1 Biotechnology
- 5.1.1.2 Plant breeding
- 5.1.1.3 Production systems
- 5.1.1.4 Plant & disease protection
- 5.1.1.5 Irrigation
- 5.1.1.6 Fertilization
- 5.1.1.7 Hydroponic production
- 5.1.1.8 Diagnostic services
- 5.1.1.9 Technology transfer by
 - Scientific publications
 - Popular publications
 - Farmers leaflets
 - Short courses
 - Lectures
 - Farmers days
 - Demonstrations

5.2 How to gain access to these services

The Research and Technology Manager
Private Bag X293
Pretoria
0001

Tel No: (012) 841 9611

Fax No: (012) 808 0844

Chapter 5H Services available – Animal Production Institute**5.1 Nature of services****5.1.1 Animal Breeding and Genetics**

5.1.1.1 Animal Genetics

5.1.1.2 Quantitative Animal Breeding

5.1.1.3 Advanced reproduction Technology

5.1.1.4 Fowls for Africa

5.1.2 Livestock Improvement Schemes

5.1.2.1 National Beef Cattle Improvement Scheme

5.1.2.2 National Dairy Cattle Improvement Scheme

5.1.2.3 National Small Stock Improvement Scheme

5.1.2.4 National Poultry Improvement Scheme

5.1.3 ARC-Irene Analytical Services**5.1.4 Information Resources****5.1.5 Awareness Creation****5.1.6 Product Development & Market Surveys****5.1.7 Economic Assessment of Production Systems****5.1.8 Training****5.1.9 Research****5.1.10 Products**

5.1.10.1 Dairy products

5.1.10.2 Probiotic products

5.2 Analytical Service: Near Infrared

Reflectance Spectroscopy

Contact Marie Stoltz
Private Bag X05
Lynn East
0039

Tel No: (012) 6729034

Fax No: (012) 6651605

E-mail: MStoltz@arc.agric.za

5.3 Analytical Service: Secondary Compounds

Contact: Dawood Hattas
Private Bag X17
Bellville
7537

Tel No: (021) 959 2305

Fax No: (021) 959 2266

E-mail: dhattas@uwc.ac.za

5.4 Grazing Capacity Information System (Software & Manuals)

Contact: Herman Fouché
P O Box 339
Bloemfontein
9300

Tel No: (051) 401 2601

Fax No: (051) 448 0692

E-mail: Fouchehj@Landbou.uovs.ac.za

5.5 Ecoproduction dynamics of integrated livestock/game farming systems

5.5.1 Land use management plans

Contact: Deon Furstenburg

Grootfontein LOI
Private Bag X529
Middelburg (EC)

Tel No: (049) 842 1113

Fax No: (049) 842 2769

E-mail: Dfurs@mweb.co.za

5.6 Improved pasture cultivars

Contact: Dave Goodenough, ARC-RFI: Cedara
Private Bag X1055
Hilton
3245

Tel No: (033) 355 9190

Fax No: (033) 355 9528

E-mail: ntdg@natal1.agric.za

5.7 Environmental Impact Studies

Contact: Willem Myburgh
Private Bag X05
Lynn East
0039

Tel No: (012) 841 9796

Fax No: (012) 808 2155

E-mail: willem@veld.aric.za

5.8 Posture Information Systems

Contact: Karen van Oudtshoorn
Private Bag X05
Lynn East
0039

Tel No: (012) 841 9734

Fax No: (012) 808 2155

E-mail: Karen@veld.agric.za

5.9 Courses

5.9.1 AI Course for Pigs

5.9.2 Blup Course

5.10 **How to gain access to these services**

5.10.1 Contact Dr Stanley Janyk
Tel: (012) 672 9295 (AI course for Pigs)

5.10.2 Contact Ms AE Loubser
Tel: (012) 672 9153
Fax:(012) 672 1563

5.10.3 The Research and Technology Manager
Private Bag X2
Irene
1675

Tel No: (012) 672 9111
Fax No: (012) 665 1550

Chapter 5I Services available – Animal Health ARC - (Onderstepoort Veterinary Institute)

5.1 Nature of services

- 5.1.1 Prevention and control of animal diseases as well as a public health service regarding animal products such as milk, meat and eggs
- 5.1.2 Research in specialized diagnostic, parasitology, toxicology and related disciplines
- 5.1.3 Various vaccines and other biological products are developed and produced
- 5.1.4 Research into infectious diseases such as foot and mouth disease and African swine fever

How to gain access to these services

Contact: The Research and Technology Manager
 Private Bag X5
 Onderstepoort
 0110

Tel No: (012) 529 9111

Fax No: (012) 565 6573

Chapter 5J Services available – Institute for Agricultural Engineering

5.1 Nature of services

5.1.1 Activities and Services

- 5.1.1.1 Testing and evaluation of agricultural equipment and implements in laboratories and under field conditions
- 5.1.1.2 Product and technique research and development
- 5.1.1.3 Planning and design
- 5.1.1.4 Feasibility and impact studies
- 5.1.1.5 Training and advice
- 5.1.1.6 Prototype development and manufacturing
- 5.1.1.7 Construction supervision
- 5.1.1.8 Compilation of publications

5.1.2 Natural Resource Conservation

- 5.1.2.1 Development of technology related to soil conservation structures; techniques and systems
- 5.1.2.2 Environmental auditing and mine rehabilitation
- 5.1.2.3 Design and rehabilitation of dams
- 5.1.2.4 Subsurface drainage, research and development
- 5.1.2.5 Water run-off control planning and soil conservation structures

5.1.3 Mechanization

The mechanization programme promotes the optimilisation of needs through research, development and advisory services.

Activities:

- 5.1.3.1 Testing of engine performance – the performance of free-standing and tractor-mounted diesel engines is determined according to international standards in a modern dynamometer laboratory
- 5.1.3.2 Development of implements – research and development of appropriate implements and their components
- 5.1.3.3 Development of mechanization systems – research and development of alternative effective and low-cost mechanization systems for commercial farmers
- 5.1.3.4 Mechanization planning is undertaken and advice is given regarding the use of suitable equipment systems and techniques with the help of a software model

Products:

- 5.1.3.5 Spraymiser – equipment used for the control of fungal diseases for potatoes and beans in the sorting process
- 5.1.3.6 Mini-sprayer – small-scale manually driven boom sprayer for agro-chemicals
- 5.1.3.7 Ripper planter – a combination conservation tillage implement for animal traction

5.1.4 On-Farm Processing

On-farm processing is aimed at the promotion of technology for the processing of agricultural products by communities, commercial farmers and entrepreneurs.

Activities:

- 5.1.4.1 The evaluation and development of new methods and equipment
- 5.1.4.2 Engineering design and advice on aspects such as storage, cooling drying and handling facilities

Products:

- 5.1.4.3 A small industrial scale peanut butter plan (50 kg per hour)
- 5.1.4.4 Household level achar-making equipment

- 5.1.4.5 Maize crusher – manual driven maize crusher for animal feed and coarse maize-meal

5.1.5 Farm Structures and Facilities

The planning and development of suitable agricultural structures and facilities include animal housing and facilities, storage facilities, climate-controlled structures and technologies for aquaculture.

Activities:

- 5.1.5.1 Designing of farm structures – stores, workshops and labour housing
- 5.1.5.2 Design and development of appropriate animal housing facilities including cost-effective climate regulation methods, construction
- 5.1.5.3 Designing environmentally sensitive measures to deal with animal waste from dairies and feedlots, etc.
- 5.1.5.4 Technology development for cost-effective, climate-controlled plant production structures and facilities, i.e. glasshouses, greenhouses and tunnels.
- 5.1.5.5 Technology development for aquaculture which includes equipment, facilities and infrastructure.

Products:

- 5.1.5.6 An easily managed aquaculture cage system
- 5.1.5.7 A programmable fish feeder
- 5.1.5.8 Small-scale broiler unit
- 5.1.5.9 A transportation container for fish
- 5.1.5.10 Abalone (perlemoen) sorter

5.1.6 Efficient Water Management

Efficient water management includes technology for cost-effective irrigation water application and the sustainable utilization thereof.

Activities:

- 5.1.6.1 Development, testing and evaluation of irrigation equipment in world-class laboratories (Hydrolab). These include sprinklers, micro-sprayers, drippers, filters and hydraulic valves, etc.

Development and evaluation of irrigation systems

- 5.1.6.3 In-field evaluations of irrigation systems in terms of performance and distribution uniformity

- 5.1.6.4 Adaptation and improvement of existing designs, practices and established irrigation methods

- 5.1.6.5 Rehabilitation of irrigation schemes with a multi-disciplinary approach to facilitate the transfer of state-owned irrigation schemes to farmers

Products:

- 5.1.6.6 Test reports on irrigation equipment, and systems

- 5.1.6.7 Irrigation Design Manual

5.1.7 Small-Scale Farmers

- 5.1.7.1 Due to the need for poverty alleviation and the role agriculture can play in this regard, emphasis is also placed on the needs of small-scale farmers.

- 5.1.7.2 An important aspect is human capacity building i.e. technologies have to be adapted and developed to make it affordable and appropriate for small-scale production units. The development of technologies is thus addressed within a participative and system approach.

- 5.1.7.3 All the different agricultural engineering fields are integrated to enhance meaningful and sustainable development. This includes low-cost irrigation technologies for individual farmers, appropriate irrigation and water management systems for small farmer irrigation schemes, crop production mechanization equipment and implements (including animal traction) and infrastructure and facilities for animal production and appropriate land-care technologies and practices.

5.2 **How to gain access to these services**

5.2.1 Contact the Public Relations Officer, Ms Elmarie Stoltz at:

Tel No : (012) 842 4000

Fax No: (012) 804 0753

E-mail: StoltzE@[arc.agric.za](mailto:StoltzE@arc.agric.za)

Our website may also be visited at www.arc.agric.za

Chapter 5K Services available – Institute for Soil, Climate and Water

5.1 Nature of services

5.1.1 Publications: Books, memoirs and maps are sold by ICSW. Phone reception (tel 012 3102500) as well as the ARC website

5.1.2 Library and Information Services:

Physical access – prior appointment. Contact Librarian: Tel (012) 3102536 or fax (012) 323 1157

Interlibrary loans according to the rules of the South African Interlending Scheme (SAIS)

5.1.3 Geographic Information Systems:

Karl Munnik (section manager) (012) 310 2542

Lizette Rust (programme manager) (012) 310 2579

Hein Beukes (021) 809 3525

Marjan vander Walt (012) 310 2578

5.1.4 Remote Sensing (Satellite and Airborne)

Terry Newby (programme manager) (012) 310 2587

Chris Kaempffer (012) 310 2560

Wendy Lloyd (021) 887 4790

5.1.5 Agrometeorology

Reinhard Kuschke (section manager) (012) 310 2537

Anneke Thackeal (012) 310 2543

Dr Valerie Bonnadot (021) 809 3082

Frans Koch (012) 310 2540

Gert de Nysschen (012) 310 2660

Paul du Plessis (012) 310 2541

5.1.6 Analytical Services:

5.1.6.1 Soil & Water Analysis

Adam Loock (section manager) (012) 310 2531

Willem Kirsten (Heavy metals & clay) (012) 310 2530

Vicky Roberts (Soil) (012) 310 2605

Annatjie van Rooyen (012) 310 2611

5.1.6.2 Plant & Ameliorant Analysis

Nina van Vliet (012) 310 2613

Mike Philpott (012) 310 2620

5.1.7 Pedology & Soil Minerology

Dr Dave Turner (section manager) (012) 310 2597

Jan Schoeman (programme manager) (012) 310 2599

5.1.8 Soil & Water Science

Carl Steyn (section manager) (012) 310 2565

Dr Danie Beukes (programme manager) (012) 310 2503

Dr Leon van Rensburg (051) 861 1151

5.1.9 Sustainable Rural Livelihoods

Prof Robin Barnard (012) 310 2549

5.2 **How to gain access to these services**

Contact: The Research and Technology Manager
P/Bag X79
Pretoria
0001

Tel No: (012) 310 2500

Fax No: (012) 310 1157

Website: www.arc.agric.za

Chapter 5K Services available – Plant Protection Research Institute**5.1 Nature of services**

- 5.1.1 Quarantine & Phytosanitary matters: Imports & exports as well as releases
- 5.1.2 Organisms for control: Weeds
- 5.1.3 Organisms for control: Pests
- 5.1.4 Organisms for control: Diseases
- 5.1.5 Databank for Quarantine
- 5.1.6 Projects – series of research projects

5.2 How to gain access to these services

- 5.2.1 Contact: The Research and Technology Manager
 Plant Protection Research Institute
 Private Bag X134
 Pretoria
 0001

 Tel No: (012) 808 8000
 Fax No: (012) 808 1489

Chapter 6

MISCELLANEOUS

6.1 This Manual will be:

6.1.1 updated annually

6.1.2 available at the following places:

6.1.2.1 every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997;

6.1.2.2 The South African Human Rights Commission;

6.1.2.3 Agricultural Research Council Institutes;

6.1.2.4 Agricultural Research Council's website at www.arc.agric.za

Schedule 1**PRESCRIBED FEES SCALES****PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON 15 FEBRUARY 2002****FEES IN RESPECT OF PUBLIC BODIES**

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R 0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on –	
stiffy disc	5,00
compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is 35,00

4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	0,60

- | | | |
|-----|---|-------|
| (b) | For every printed copy of an A4-page or part thereof held on a computer or in electronic or machine-readable form | 0,40 |
| (c) | For a copy in a computer-readable form on – | |
| | (i) stiffy disc | 5,00 |
| | (ii) compact disc | 40,00 |
| (d) | (i) For a transcription of visual images, for an A4-size page or part thereof | 22,00 |
| | (ii) For a copy of visual images | 60,00 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof | 12,00 |
| | (ii) For a copy of an audio record | 17,00 |
- (f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.
- (2) For purposes of section 22(2) of the Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) One third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

Schedule 2

PRESCRIBED FORMS FOR ACCESS TO RECORDS

Prescribed forms for access to a record of a public body

ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY 2002

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18(1) of the Promotion to Information Act, 2002 (Act No. 2 Of 2002)

[Regulation 2]

FOR OFFICE USE

Reference number:

Request received by (state rank, name and surname of information officer/deputy information officer) on (date) at (place).

Request fee (if any): R

Deposit (if any): R

Access fee: R

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the record must be recorded below.

(b) Furnish an address and/or fax number in the Republic to which information must be sent.

(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: Identity number: Postal address:

Fax Number: Telephone number: E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed only if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) If the provided space is inadequate please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*
- (b) You will be notified of the amount required to be paid as the request fee.*
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*

(d) *If you qualify for exemption of the payment of any fee, please state the reason therefore.*

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability	Form in which record is required:		
<p><i>Mark the appropriate box with an "X".</i></p> <p><i>NOTES:</i></p> <p>(a) <i>Your indication as to the required form of access depends on the form in which the record is available.</i></p> <p>(b) <i>Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>			
<p>1. If the record is in written or printed form -</p>			
	copy of record *		inspection of record
<p>2. If record consists of visual images -</p> <p><i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i></p>			
	view the images		Copy of the images*
			transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound -						
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)			
4. If record is held on computer or in an electronic or machine-readable form -						
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)	
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.					YES	NO
<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>						
In which language would you prefer the record?						

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at this day of 200...

SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF REQUEST IS MADE

C:\Documents and Settings\Ria\PAIA\mainmanual ver 1.3.doc