

(c)
Sophie Monjelele

Subject: FW: Training in Promotion of Access to Information Act 2 of 2000

NN

From: Upkaar Mungar

Sent: 26 August 2011 02:03 PM

To: Rebecca Hlabatau; Thembile Mtati; Achmed Mayet; Brian Nair

Cc: Patrick Hundermark

Subject: Training in Promotion of Access to Information Act 2 of 2000

Dear Executives

The South African Human Rights Commission is planning a training programme for Legal Aid SA

Below is information on the training

The date is still to be finalized but should be from mid-September

Kindly indicate the names of staff who you would like to attend such training and who deal with PAIA matters by Monday 29th August 2011

Numbers will assist in determining the venue and dates

Discussion of the Promotion of Access to Information Act 2 of 2000 in its constitutional framework and the jurisprudence that has developed from recent litigation in the field

Outcomes:

- Identify a PAIA matter
- Complete a PAIA request
- Be Familiar with the substantive components of the PAIA
- Be able to advice and counsel clients on PAIA issues and procedures
- Have a working knowledge of PAIA

Reading Materials:

- Information packs will be prepared by the SAHRC & ODAC
- Section 32 of the Constitution
- Promotion of Access to Information Act 2 of 2000

Draft Programme:

09h00 – 09h15: Introductions and Expectations

09h15 – 09h30: Profile of the PAIA Unit of the South African Human Rights Commission and Open Democracy Advice Centre (ODAC)

09h30 – 09h45: Overview of training material

09h45 – 10h30: Introduction and overview of the Promotion of Access to Information Act

- 10h30 – 11h30: DVD on PAIA and Enhancement of Service Delivery and Discussion
- 11h30 - 11h45: TEA BREAK
- 11h45 – 12h45: Key provisions of the Promotion of Access to Information Act 2000
- 12h45 – 13h30: LUNCH BREAK
- 13h30 – 14h30: Key provisions of the Promotion of Access to Information Act 2000
- 14h30 - 15h00: The South African Human Rights Commission's reporting procedures on the Promotion of Access to Information Act 2000
- 15h00 - 15h15 TEA
- 15h15 - 16h15: Case studies involving requests for information
- 16h15 – 16h30: Summation and closure

Upkaar Mungar
Legal Development &
Special Projects Practitioner



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(d)

Sophie Monjelele

Subject: FW: LASA training

NN

From: Upkaar Mungar
Sent: 12 August 2011 02:14 PM
To: Patrick Hundermark
Subject: RE: LASA training

Hello Patrick

I have spoken to Chantal from SAHRC and she admits that the number is small, however in the light of the Brink matter she suggests that we open it up to members who will normally respond to PAIA queries viz.

- Corporate services
- Finance
- Procurement
- HR departments

This I think will raise the numbers

Training can be done here or at SAHRC offices by mid-September

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From: Patrick Hundermark
Sent: 12 August 2011 02:02 PM
To: Upkaar Mungar
Subject: RE: LASA training

Hi Upkaar

So why are we only training 4 people from the call centre. Is it worthwhile for so few and are they happy to only train so few?

Yours sincerely

Patrick Hundermark
Legal Development Executive
Legal Aid South Africa
29 De Beer Street
Braamfontein
Johannesburg 2017
Tel: +27 11 8772051
Fax: +27 11 877 2222
E-mail: PatrickH@legal-aid.co.za
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(e)



NN



From: Upkaar Mungar
Sent: Friday, August 12, 2011 12:51 PM
To: Patrick Hundermark
Subject: RE: LASA training

Hello Patrick

This was in response to the request by SAHRC to train call centre staff urgently
If you want we can open it to all civil PA's but then we will have to foot the bill for flights and in some cases accommodation
It will also mean that we will have to schedule the training for end October or November

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From: Patrick Hundermark
Sent: 12 August 2011 12:27 PM
To: Upkaar Mungar
Subject: RE: LASA training

Hi Upkaar

Why only 4 persons? Should this not also be for civil PA's?

Yours sincerely

Patrick Hundermark
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(f)



NN



From: Upkaar Mungar
Sent: Friday, August 12, 2011 11:24 AM
To: Patrick Hundermark
Subject: FW: LASA training

Hello Patrick
Attached is the course outline for PAIA training
Andries has indicated that I three of their PA's and himself are available for training on any Friday that suites the facilitators.
Should I go ahead and liaise with SAHRC for the training of the four individuals?

Upkaar Mungar
Legal Development &
Special Projects Practitioner



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From: Chantal Kisoona [mailto:ckisoona@sahrc.org.za]
Sent: 12 August 2011 08:40 AM
To: Upkaar Mungar
Cc: Mukelani Dimba
Subject: LASA training

Dear Upkaar

I trust you are well. Please forgive our delayed responses your request for a course outline – both Mukelani and myself have been unable to synchronise our hectic schedules!

I hope the outline attached is helpful and you are able to process the training intervention as quickly as possible. Please don't hesitate to contact Mukelani at ODAC if you have any queries relating to the outline.

Looking forward to hearing from you.

Best wishes
Chantal

Access to Information (PAIA)

The South African Human Rights Commission
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(9)

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"J"

Sophie Monjelele

Subject: FW: Training

Importance: High

NN

From: Chantal Kisoona [mailto:ckisoona@sahrc.org.za]

Sent: 12 July 2011 07:27 PM

To: Upkaar Mungar; Bathabile Mtsweni

Cc: Patrick Hundermark

Subject: FW: Training

Importance: High

Dear Upkaar and Bathabile

I trust you are well. Please the proposal below to Sandy for your urgent responses. Please note that the follow up proposal is based on a meeting last year with Patrick and Sandy. The training will be funded by ODAC and the Commission.

I look forward to hearing from you.

Kind regards
Chantal

From: Chantal Kisoona

Sent: 12 July 2011 07:22 PM

To: 'Sandy Raju'; Mukelani Dimba

Cc: 'PatrickH@legal-aid.co.za'; David Malesa

Subject: RE: Training

Importance: High

Dear Sandy

I trust you are well. I have been in discussions with Mr. Dimba at the Open Democracy Advise Centre about offering funded training to LASA once-more. I am eager to hear your views on this proposal. I should hasten to stress that based on feedback to the Commission it appears that many personnel particularly at your call centres are not aware of the PAIA legislation at all. The incidence of confusion between PAIA and PAJA is worryingly high.

Similarly the reporting of the Brink saga (you may be familiar with it – Patrick is) to Parliament and the Commission has brought LASA's organizational compliance with the legislation into sharp relief as well. I feel therefore that it would stand both organizations in good stead to demonstrate that training of officials has been sourced and undertaken. ODAC together with the Commission will be happy to fund a once off pilot training session for identified officials. We could consider developing an internal resource guide for LASA based on the success of the training thereafter.

Based on our previous discussions it will be best if 15 to 20 officials are trained. I am however mindful that pulling call centre personnel off the job so to speak may be a little difficult. We could possibly accommodate this by directing the training at one of your high volume regional centers and work on a project plan for others thereafter if necessary. Please let me know what your feelings are on this soonest.

I look forward to hearing from you.

Kind regards
Chantal

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Promote, Monitor and Protect

NN

From: Sandy Raju [mailto:SandyR@legal-aid.co.za]
Sent: 13 August 2010 09:22 AM
To: Mukelani Dimba; Andries Nthebe
Cc: Chantal Kisoon
Subject: RE: Meeting 08/07/10: Training

Dear Mukelani/Chantal,

I've e-mailed the Call Centre Manger herein and will await his directive.

Dear Andries,

SAHRC and the Open Democracy Advise Centre have offered us training for our Pralegals/ Civil Attorneys. We cannot afford to invite our Regional people as the training programme for them is full.

Please advise if we can have the training for your Civil P.A's/Paralegals and the number you can send. It is a 1 day training on PAIA (Promotion of Access to Information Act). A date has been suggested but this is dependant on you availability.

If not suitable, please suggest an alternate date.

Regards,

Sandy Raju
Legal Training Practitioner



To: Chantal Kisoona; Patrick Hundermark
Cc: Mukelani Dimba; Nokwanda Molefe; Tobela Tapula
Subject: RE: Meeting 08/07/10: Training

NN

Dear Chantal,

Can we have a brief description of what the topics are or perhaps a training programme in order for us to advise the P.A's on the content.

Regards,

Sandy Raju

Legal Training Practitioner

Error! Filename not specified.

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From: Chantal Kisoona [mailto:ckisoona@sahrc.org.za]
Sent: 13 July 2010 02:20 PM
To: Patrick Hundermark; Sandy Raju
Cc: Mukelani Dimba; Nokwanda Molefe; Tobela Tapula
Subject: Meeting 08/07/10: Training

Dear Patrick and Sandy

Thank you for a very interesting and productive meeting last week. It was lovely meeting you both.

I am keen to finalize arrangements for the training of the 25 LAB personnel in November. The training will cover a contextual understanding of the Promotion of Access to Information Act (PAIA), interpretation, application and trouble shooting on the contentious areas for personnel from the regions and a few from H/O. Please feel free to supplement the needs list and we will make adjustments to the program accordingly.

I understand that participants are in fact PA's who will thereafter continue capacity building through train the trainer interventions, and can advise that the ODAC legal practitioner will participate at the end of the scheduled two days with litigation based input specifically directed to their needs.

The Commission will of course continue to engage with you on the provision of training to the 'hotline' personnel and is also looking forward to exploring the prospect for a support agreement between ourselves and LAB on PAIA.

I have every confidence that this training intervention will successfully assist practitioners engage with PAIA and that over time the training support can reach all Justice Centres and satellite offices.

Look forward to the needs list if any and confirmation of dates soonest.

Kind regards

Chantal Kisoona

Information and Communications: PAIA

South African Human Rights Commission

Tel. 011 484-8300 (ext 2107)

Fax 011 643 64 72

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(f)



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