

# **SOUTH AFRICAN HISTORY ARCHIVE**

## **ANNUAL REPORT**

**2003**



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## TABLE OF CONTENTS

<b><u>1</u></b>	<b><u>MISSION</u></b>	<b><u>3</u></b>
<b><u>2</u></b>	<b><u>OVERVIEW</u></b>	<b><u>4</u></b>
2.1	INTRODUCTION	4
2.2	RESTRUCTURING AND ORGANISATIONAL MANAGEMENT	4
2.3	RESOURCES	6
2.4	PARTNERSHIP	7
<b><u>3</u></b>	<b><u>PERFORMANCE REPORTS</u></b>	<b><u>8</u></b>
3.1	STRUGGLES FOR JUSTICE PROGRAMME	8
3.1.1	OUTREACH	8
3.1.2	PROFESSIONAL SUPPORT AND LIAISON	9
3.1.3	ADVOCACY	10
3.1.4	CUSTODY, CONTROL AND PRESERVATION	11
3.1.5	ACQUISITION	12
3.1.6	ARRANGEMENT AND DESCRIPTION	12
3.1.7	ACCESS AND USE	13
3.1.8	SPECIAL PROJECTS	14
3.2	FREEDOM OF INFORMATION PROGRAMME	15
3.2.1	INTRODUCTION	15
3.2.2	MANAGEMENT AND INFRASTRUCTURE	15
3.2.3	ACCESS TO INFORMATION	16
3.2.4	LIAISON AND ADVOCACY	17
3.2.5	INFORMATION DISSEMINATION	19
3.2.6	SUPPORTING USERS	20
3.2.7	EDUCATION AND CAPACITY BUILDING	20
3.2.8	SPECIAL PROJECTS	21
<b><u>4</u></b>	<b><u>ORGANISATIONAL MANAGEMENT</u></b>	<b><u>23</u></b>
4.1	ORGANISATION	23
4.2	FINANCE	24
4.3	HUMAN RESOURCES	26
<b><u>5</u></b>	<b><u>EXPRESSION OF GRATITUDE</u></b>	<b><u>27</u></b>
	APPENDIX A: PUBLICATIONS AND PAPERS BY STAFF MEMBERS	28
	APPENDIX B: FREEDOM OF INFORMATION PROGRAMME STATISTICS	32
	APPENDIX C: SAHA WEBSITE STATISTICS	35

## **1 MISSION**

The South African History Archive (SAHA) is an independent human rights archive dedicated to documenting and supporting the struggles for justice in South Africa. In South African parlance it is a Non-governmental Organisation (NGO). It is a registered trust, governed by a Board of Trustees, which appoints dedicated professionals to achieve its mission. Although in its early years it was closely connected to the United Democratic Front, the Congress of South African Trade Unions and the African National Congress, it has always been politically non-aligned and committed to collecting material from organisations and individuals across a broad political spectrum. Its founding mission was to strive to recapture our lost and neglected history and to record history in the making. This informed a focus on documenting the struggles against Apartheid. Today there is an equal emphasis on documenting the making of democracy. With its physical positioning at the University of the Witwatersrand, there is a special endeavour to weave the collections into processes of education for democracy.

## **2 OVERVIEW**

### **2.1 Introduction**

This was another very good year for SAHA. While 2001 can be characterised as a year of review and platform-building, and 2002 as one of rapid growth and development, 2003 was the year in which the dreams of 2001 were realised. As this report demonstrates, by almost every measure SAHA has grown as an organisation positioned at the cutting edge of the information, records and archives fields in South Africa. Restructured early in 2003, it has secured a firm organisational foundation and a professional and stable staff establishment. Its funding base is now substantial, diverse and sustainable. It offers an enviable range of public services constantly in the process of enhancement and expansion. Its reputation is established both nationally and internationally as a human rights archive at the forefront of freedom of information endeavours in South Africa. During 2003 its contribution to public debate was sustained and respected - around issues ranging from the Truth and Reconciliation Commission to amendments to legislation, from dealing with the past to freedom of information, from records destruction to the Hefer Commission. Arguably the most important measure of the organisation's value is public use of its resources – and here, again, excellent progress was made in 2003. The figure of over 230 000 hits recorded on its website during the year amply illustrates the trend.

### **2.2 Restructuring and Organisational Management**

In June 2001 the Board approved the repositioning of SAHA as a human rights archive dedicated to documenting and contributing to continuing struggles for justice in South Africa. As this Report demonstrates, the repositioning has been successfully executed. Throughout the period 2001-2003 considerable work has been done to provide SAHA with the organisational base to support the repositioning. The final phase to this work was completed in 2003. Firstly, adequate resourcing was secured for the first time in a decade (see paragraph 2.3 below). Secondly, three new Board members were appointed with the credentials to support and promote the new direction being taken by SAHA. And thirdly, the restructuring of the organisation around three core programmes was effected.

The three programmes are the Struggles for Justice Programme (SFJ), the Freedom of Information Programme (FOIP) and the Gay and Lesbian Archives (GALA). A programme co-ordinator position has been allocated to each programme, and fundraising from now on will be done on a programme basis. The Director and Deputy Director ensure high level co-ordination and, where necessary, integration.

SFJ is an expansion of SAHA's traditional collecting function. The aim of the Programme is to contribute to continuing struggles for justice in South Africa by documenting these struggles. It does this by: collecting, processing, preserving and making available to human rights activists and the general public materials which contribute to the living memory of struggle; and undertaking research and analysis based on such materials and disseminating as widely as possible the results. See paragraph 3.1 of this report for an account of the programme's activities in 2003.

FOIP was established formally in 2002 with four objectives: to be the flagship endeavour for repositioning SAHA as a human rights archive; to test the right of access to information in South Africa; to build up an archive of materials released in terms of the Promotion of Access to Information Act; and to undertake research and analysis around freedom of information. See paragraph 3.2 of this Report for an account of the programme's activities.

In 1997 the Gay and Lesbian Archives (GALA) was launched as an independent special project of SAHA. For SAHA this was a valuable extension of its existing collections that echoed SAHA's historic commitment to documenting human rights struggles in South Africa. GALA has attempted to integrate acquisition and outreach programmes in order to raise public awareness about the archives and to fulfil its role as a community archive. Theatre, video and film productions and an innovative tour "Queer Johannesburg" have complemented more traditional exhibitions as part of the archive's outreach strategy. The bulk of the collections are organisational records dating from the 1960s. These document the history of the lesbian and gay civil rights movement in South Africa. More "personal" records, including letters, scrapbooks and photograph albums, complement these collections. There is also an extensive oral narrative collection of both historical and contemporary material. Notwithstanding endeavours to integrate GALA more effectively into the broader SAHA family, GALA retains a significant degree of independence, raising its own funding, keeping separate books, and

being overseen professionally by an Advisory Committee. A separate Annual Report details its work in 2003.

SAHA has a close and complex relationship with the Historical Papers Department (HP) of the University of the Witwatersrand's Library. The latter gives SAHA and GALA physical space, infrastructural support and the assistance of Library members of staff. In significant ways the SAHA and GALA collections are integrated with the broader HP collections. Clearly, then, it is crucial that SAHA and GALA operations articulate with broader HP and University policies and processes. In 2003 weekly management meetings involving HP, SAHA and GALA staff were held to promote such articulation. Good working relationships were also effected with the University's Graduate School for the Humanities and Social Sciences (see also paragraph 4.3 of this Report), the University Archives and a number of other University components. SAHA contributed to a process designed to audit and promote better co-ordination of all University archival resources – the SAHA Director was made co-ordinator of the task team driving the process.

### **2.3 Resources**

Since 1994 SAHA has benefitted in numerous tangible ways from its relationship with the University of the Witwatersrand. The provision of free physical space, infrastructural support and the assistance of Library staff has been critical to sustainability. In 2003 this remained of fundamental importance to SAHA operations. However, it should be noted that this arrangement is changing in fundamental ways. During 2002, for the first time, SAHA was required to pay for its telephone accounts. In 2003 the decision was taken by the University to charge for fax and photocopying services, and for photocopying paper

The period 2000-2003 has seen a substantial infusion of resources. Budgets (excluding GALA) have risen from R160 000 to R1 710 000 in these four financial years. This has enabled SAHA to transform what was essentially a holding operation into proactive and multi-faceted endeavour. Supporting the transformation have been factors such as an improvement in support services (notably financial management), the capacity to purchase new equipment, and the expansion of human resources. In 2000 SAHA (again excluding GALA) had one full-time staffer. In 2003 SAHA drew on the services of six full-time staffers, eight independent contract workers, and five

volunteer workers. Three of the latter were University of the Witwatersrand students, illustrating again the value of SAHA's linkages with the University. Substantial time and energy were devoted to training and capacity building. (See paragraph 4.3 of this Report for an account of human resources management.)

## **2.4 Partnership**

As in 2002, critical to successful endeavour in 2003 was the degree to which SAHA was able to effect good working relationships with other organisations. These ranged from formal partnerships to loose collaborative endeavour, from joint projects to the sharing of information and resources. On campus at the University of the Witwatersrand, SAHA worked collaboratively with the Graduate School for the Humanities and Social Sciences, Historical Papers, the Research Unit for Law and Administration, the Schools of Journalism and Law, the University Archives, William Cullen Library and the Wits Law Clinic. Worth highlighting is the number of state agencies with which SAHA worked on a range of projects – the Human Rights Commission, the Justice College, KwaZulu-Natal Province, National Archives, North West Province, the Constitutional Court and the Truth and Reconciliation Commission. Organisations based outside South Africa with which SAHA worked during 2003 included: UNESCO (SAHA was declared a co-operating organisation in the South African National Commission of UNESCO), the Eastern and Southern Africa Regional Branch of the International Council on Archives, the International Council on Archives, the International Federation of Human Rights Archives and Documentation Centres, the International Records Management Trust, the National Security Archive (Washington DC), Queens College (City University of New York), the University of Michigan, the University of Toronto and the Swiss National Scientific Research Foundation. Other South African organisations with which SAHA had working relationships included: the Anti-privatisation Forum, the Baragwanath Perinatal Research Unit, the Biko Foundation, the Centre for the Study of Violence and Reconciliation, Deloitte and Touche, the Freedom of Expression Institute, Freedom Park Trust, Idasa, the Institute for Advanced Journalism, Jubilee South Africa, Khulumani, the Nelson Mandela Foundation, the Open Democracy Advice Centre, Robben Island Museum, the South African Democracy Education Trust, the South African Society of Archivists and the SABC.

### 3 PERFORMANCE REPORTS

#### 3.1 STRUGGLES FOR JUSTICE PROGRAMME

##### 3.1.1 Outreach

By “outreach” is meant endeavour designed to promote the organisation and to make its resources more widely available and more extensively utilised. Most such endeavour was focused in the areas of professional support and liaison (covered in paragraph 3.1.2), advocacy (paragraph 3.1.3), freedom of information work (paragraph 3.2), and special projects (paragraph 3.1.8).

Expansion in the use of the SAHA website was pleasing. Monthly average hits rose from 5 741 in 2000 to 21 266 in 2003. (See Appendix C.) The website was updated twice in 2003. David Wallace of the University of Michigan undertook a thorough review of the website, and many of his recommendations will be implemented in 2004. The entire contents of the *Guide to the Resources of the South African History Archive* is made available online, and in 2003 the Guide was extensively reshaped. During 2003 an electronic information dissemination facility was introduced, with over 200 individuals and organisations worldwide being supplied with updates on matters of archival interest in South Africa. A total of 72 updates were distributed during the year.

SAHA contributed to a number of exhibitions of archival materials in the University of the Witwatersrand’s William Cullen Library and loaned materials to a number of institutions.

Attending professional gatherings and writing professional articles are important means of organisational promotion, as well as contributing to professional discourse and securing capacity building. During 2003 SAHA staff presented papers at twenty conferences/seminars in South Africa, Canada, Great Britain and Switzerland. For a full listing of papers and articles produced by staff members see Appendix A to this Report.

The work of SAHA was publicised in internal University of the Witwatersrand publications, and SAHA’s freedom of information work received substantial coverage in South African and overseas media.



### 3.1.2 Professional Support and Liaison

Work in this area can be divided into seven main categories: support to University of the Witwatersrand teaching programmes; consultancy work; organisational participation; informal advisory services; institutional visits; advocacy work; and freedom of information work. The latter two are dealt with in paragraphs 3.1.3 and 3.2 of this Report respectively.

Since 1999 the University's Graduate School for the Humanities and Social Sciences has offered a postgraduate course in archives as part of its heritage studies programme. The Director of SAHA was appointed as co-ordinator of this course in 2001, and continues to explore ways of ensuring that the SAHA collections are utilised effectively as a teaching resource. During the year three archives students did practical work at SAHA, and in June the Director ran an archival methodology workshop for University postgraduate students. The Director also presented a short course on archives, records and information on three occasions during 2003, reaching more than 80 participants. And, of course, the SAHA collections are available to University staff and students for research purposes.

In terms of consultancy work other than in the terrain of freedom of information (see paragraph 3.2.7), SAHA provided the following services: the running of a four-day course for the Robben Island Museum; participation in a records management workshop for NGOs in Zimbabwe on behalf of Idasa; assistance to the Nelson Mandela Foundation in developing an archives and records management policy; running two training workshops for KwaZulu-Natal Province; undertaking a records scoping study for the Gauteng Shared Services Centre; and working with the Baragwanath Perinatal Unit and various University of the Witwatersrand partners in developing a funding proposal for an HIV/AIDS museum.

The Director was an Executive Board member of the Eastern and Southern Africa Regional Branch of the International Council on Archives (ESARBICA), served as editor of the *ESARBICA Journal*, and was a member of the editorial boards of the international journals *Archival Science* and *Comma*. Ethel Kriger is Chairperson of the South African Society of Archivists. Shadrack Katuu is Deputy Editor of the *ESARBICA Journal*. SAHA entered into a formal co-operation agreement with the Freedom Park Trust

Informal advice and support was provided to: the Freedom of Expression Institute, the KwaZulu-Natal Provincial Archives Service, the South African Society of Archivists, Idasa, the Freedom Park Trust, the South African Democracy Education Trust, the SABC, the Constitutional Court and the Swiss National Scientific Research Foundation. In December SAHA hosted Professor Wendy Duff of the University of Toronto and facilitated a workshop presented by her at the National Archives.

Formal institutional visits were undertaken to: the National Archives of Canada, the Swiss National Scientific Research Foundation, the Linen Hall Library in Belfast, the Mayibuye Centre and the Nelson Mandela Foundation.

### **3.1.3 Advocacy**

The primary thrust of SAHA's advocacy work in 2003 was in the arena of freedom of information (see paragraph 3.2.4 of this Report). Beyond this, the many problem areas in the establishment of a new national archival system for South Africa received attention. Energies were focused on the following issues:

- SAHA analysed the Truth and Reconciliation Commission (TRC) Codicil in terms of recordkeeping and archives, and highlighted key areas requiring attention. It lobbied consistently for effective addressing of problem areas in relation to the TRC archive. (See also paragraph 3.1.8 below.)
- SAHA discovered that the magistrate's court record of the TRC vs PW Botha had been destroyed. It is taking up the issue as a matter of national archival policy and is lobbying for a review of disposal authorities relating to such records.
- SAHA interventions led to the transfer of surviving Apartheid-era security police files from the South African Police Service (where the records were in chaos and effectively inaccessible) to the National Archives.
- SAHA was a prominent voice in public debates around the Hefer Commission of Enquiry into spying and abuse of office allegations against the National Director of Prosecutions. The Director appeared on national television three times in relation to the Enquiry.

- In various forums and through the media, SAHA called for a thorough archival audit of all surviving Apartheid era security establishment records.

### **3.1.4 Custody, Control and Preservation**

In terms of an agreement between SAHA and the University of the Witwatersrand, the SAHA collections are housed in the University's William Cullen Library. University infrastructure and human resources are made available to facilitate control and preservation.

The collections fall into two categories: the archives groups, arranged according to the creator of the group, and the special collections. There are six of the latter: the database collection (a huge accumulation of paper-based materials from diverse sources arranged by subject), the poster collection, the photograph collection, the ephemera collection (t-shirts, badges, stickers, banners, etc), the slide collection, and a collection of materials released under the Promotion of Access to Information Act. The vast majority of the materials document the struggles against Apartheid.

The various control mechanisms upgraded and expanded in 2002 were maintained and enhanced in 2003. Dr David Wallace of the University of Michigan was brought out to conduct a review of the databases. Follow-up work is continuing.

Good progress was made with the processing of existing backlog materials. (See paragraph 3.1.6 of this Report for an account of arrangement and description work undertaken.) However, a huge increase in acquisitions means that we are still confronted by a major challenge in this area. Dedicated funding has been secured to address the challenge systematically in 2004.

SAHA is part of continuing endeavours to address preservation issues at the Library.

In 2001 the deterioration of sound recordings on cassette tapes was identified as an area requiring priority attention. A joint digitisation project (involving conversion from tape to CD) was conceptualised by SAHA, GALA and Historical Papers. SAHA purchased the equipment and paid for staff training. Conversion work was begun, with the intention being to convert all

sound recordings of the three organisations through a sharing of the human and other resources of the organisations. In 2002 the software was upgraded and enhanced training secured. By the end of 2003 153 SAHA interviews had been converted to CD.

### **3.1.5 Acquisition**

During 2003 there was a quantum leap in acquisitions endeavour. This was located primarily in the Freedom of Information Programme (see also paragraph 3.2) and the TRC special project (see also 3.1.8). The substantial archive of materials released under the Promotion of Access to Information Act was added to consistently throughout the year. Most acquisitions were from the South African National Defence Force, the National Archives, the Department of Justice and the Department of Foreign Affairs. The TRC special project secured the acquisition of 11 major collections of TRC-related material.

Collecting around struggles against Apartheid continued to accumulate materials. During the year 14 donations of materials were effected, in the main from individuals who were activists during the Apartheid era. The special project on the 1981/2 detentions (see paragraph 3.1.8 of this Report) secured several of these donations as well as resulting in the recording of a further four interviews.

### **3.1.6 Arrangement and Description**

Arrangement and description are the key professional processes ensuring the accessibility of archival records. In order to address the huge backlogs of unprocessed materials and to ensure that all new acquisitions were processed on receipt, three University of the Witwatersrand students doing practicals or working off bursaries were utilised and four occasional workers paid to do specific tasks. In addition, a volunteer student from the University of Amsterdam spent 6 weeks at SAHA processing the Barbara Hogan collection. Considerable one-on-one training and supervision were required to support this endeavour. Over 13 linear metres of material was fully processed, and another 4 linear metres was subjected to preliminary processing. Nevertheless, by year-end the backlog inherited from 2002 had grown substantially.

Other tasks completed are as follows:

- The existing InMagic databases were reviewed by Dr David Wallace of the University of Michigan.
- Good progress was made with the encapsulation of newly acquired posters.
- Cataloguing work was successfully completed on the unprocessed southern African materials at the National Security Archive in Washington (see paragraph 3.1.8).
- The contents of the *Guide to the Resources of the South African History Archive* were re-organised and updated.
- A total of 65 oral history interviews were converted from cassette tape to CD.

### **3.1.7 Access and Use**

SAHA and GALA are physically located in the Historical Papers Department of the University of the Witwatersrand at the William Cullen Library, East Campus. A single reading room accesses all three archives. It is serviced by Historical Papers professional staff who integrate knowledge of all three collections. SAHA and GALA staff provide expert support when required. It is open to the public on weekdays (except public holidays) between 08:30 and 16:00. Here guides, inventories, indexes and reference books are available for inspection. The SAHA special collections are searchable by computer, with the databases accessible in the SAHA office, which is close to the reading room. In 2003 a total of 1 458 research visits were recorded in the reading room. The great majority of the users were students, academics and professional researchers.

Reaching a wider audience remains an imperative for SAHA. The website provides remote users with a window into SAHA resources. See paragraph 3.1.1 for an account of website use and electronic dissemination of information. The contents of the *Guide to the Resources of the South African History Archive* has been converted into entries on the automated and web-accessible National Register of Manuscripts.

The digitisation of SAHA's sound recordings, described in paragraph 3.1.4 of this Report, while motivated primarily by preservation concerns, is also designed to position SAHA to

make the materials more widely available. For instance, publication in CD Rom format can be considered.

Several thousand telephonic and email enquiries were dealt with during 2003. Many of these related to the materials secured through FOIP (see paragraph 3.2.6 of this Report).

SAHA contributed to a number of exhibitions of archival materials in the University of the Witwatersrand's William Cullen Library and loaned materials to various institutions.

With the exception of the provision and postage of copies of records, all SAHA access and use services are provided free of charge.

### **3.1.8 Special Projects**

Not dealt with here are the special projects of GALA (see separate annual report) and those of the Freedom of Information Programme (see paragraph 3.2.8).

Three other projects were pursued:

- A grant was secured from Atlantic Philanthropies to document (through oral histories and the collection of archival materials) the 1981/2 detentions, the subsequent emergence of the Parents' Detainees Support Committee, and the lives of those involved thereafter. Michelle Friedman was contracted to drive the project. By year-end the project was all but complete, with several document acquisitions secured and 22 interviews completed.
- SAHA entered into a joint project with the National Security Archive (NSA) in Washington to catalogue that institution's as yet unprocessed accumulation of southern African materials. SAHA contracted independent researcher Linda Duvenage to spend three months in Washington undertaking the work. This was completed successfully, and as part of the project SAHA acquired electronic versions of all the NSA's southern African materials.
- A joint SAHA/Wits Historical Papers Truth and Reconciliation Commission (TRC) archives project was launched in 2003. The project is funded by Atlantic Philanthropies to the tune of R1 238 000 over a three-year period. The first phase involves conducting a wide-ranging audit of TRC-related materials with a view to

publishing a directory of materials and identifying potential records acquisitions. The second phase is targeted at collecting materials, processing them, undertaking an oral history project, and publishing the directory. The final phase involves the digitising of selected materials for dissemination. Ethel Kriger was appointed to drive phase 1. She has almost completed the audit, and a draft directory is in place. She also initiated and supervised the acquisition of 11 major collections. Some processing work is underway. Michelle Friedman was contracted to assist in the conceptualisation of the oral history project – preparatory work was completed by year-end. Phase 2 will begin early in 2004.

## **3.2 FREEDOM OF INFORMATION PROGRAMME**

### **3.2.1 Introduction**

SAHA's Freedom of Information Programme was formally launched in 2002, with core programme funding from Atlantic Philanthropies in place to sustain it for three years. A supplementary grant of R200 000 was received from the Joseph Rowntree Charitable Trust (JRCT) for 2002. The top priority for 2002 was to establish a firm foundation and operating infrastructure. This objective was achieved. In terms of SAHA's work plan for 2003, the focus in 2003 was to be on developing FOIP into a sustainable core function of SAHA. Critical to this endeavour was the attracting of supplementary funding for the year and the expansion of human resources dedicated to the Programme. In March the JRCT awarded SAHA a further R400 000 for FOIP, to be paid in eight tranches between July 2003 and July 2005.

The year 2003, as this report details, has been extremely successful for FOIP. It is well on the way to becoming a sustainable core function of SAHA.

### **3.2.2 Management and Infrastructure**

The Programme Co-ordinator, Sello Hatang, was appointed in March 2002. By the end of 2002 he was fully trained and taking full managerial responsibility for the programme. In 2003 he was supported in the management of the Programme by the SAHA Director and an Office Administrator. At the beginning of June a postgraduate student from the University of

Michigan began a three-month internship in the Programme. At the end of June an Australian volunteer (Rolf Sorensen, a lawyer) started a two year stint in the Programme (under the auspices of Australian Volunteers International) as a special projects officer. Use was also made of three independent contractors employed for specially commissioned work. The position of programme information analyst was filled in September, with the incumbent, Shadrack Katuu, on a two-year contract with SAHA.

With several new staff members in place, a major focus of the second half of the year was on staff training. Both the special projects officer and the information analyst were given intensive orientation and one-on-one training, as well as exposed to external training opportunities. In September SAHA brought Dr David Wallace of the University of Michigan to the office to provide expert training to the two staffers in all aspects of FOIP support systems. He also provided a comprehensive quality review of these systems.

All the FOIP information support systems were sustained and updated regularly during the report period – the filing system to manage hard copy process documentation, an inventory of materials released in terms of PAIA, two InMagic databases – one to track the request process and one to catalogue the released materials -, the electronic mailing list, and the FOIP page on the SAHA website. Dr Wallace's review issued in a quality upgrade plan addressing all the systems. Good progress is being made with implementation.

FOIP's legal support capacity remained strong in the report period. Two University of the Witwatersrand law lecturers provided legal advice at a nominal cost. The Wits Law Clinic undertook much pre-litigation support, also at nominal cost. And Lisa Thornton Attorneys continued to undertake litigation work on a pro bono basis.

### **3.2.3 Access to Information**

The focus of access work in 2003 was on research and analysis in relation to special projects (see paragraph 3.2.8 below), advocacy (see paragraph 3.2.4 below), and the support of court actions on five access refusals. Eighty-seven new access requests were submitted in the report period, thirty-two on behalf of individuals or organisations who approached SAHA for assistance. For detailed statistics on the requests, see Appendix B. The court actions resulted in two separate out of court settlements, one with the Minister of Justice, the other with the



Minister of Arts and Culture. Both ministries reneged on parts of the settlement agreements and we were forced to set dates for court hearings in early 2004. The case against the Minister of Arts and Culture was settled on 5 December 2003 with the ministry having to pay for party to party costs. The case against the Minister of Justice will be heard in January 2004, but has already forced the release of significant volumes of TRC records. Some of these have been added to SAHA's archive of released materials. This archive remains the most heavily consulted of the SAHA collections.

The special projects have begun to deliver significant releases of records (see paragraph 3.2.8 below). For instance, in October the Department of Defence released to SAHA the first official record documenting South Africa's nuclear weapons programme to be released since the Apartheid government's pre-1994 disclosures. This has been acknowledged as a landmark development by nuclear history experts.

During this report period we also assisted *The Mail & Guardian* with one of their requests that resulted in them taking the Minister of Defence to the High Court for refusing them access to records relating to companies and countries that had dealings with the Apartheid government during the UN sanctions period.

### **3.2.4 Liaison and Advocacy**

SAHA continued to enjoy close working relationships, involving both the sharing of information and joint endeavour, with the Biko Foundation, the Centre for the Study of Violence and Reconciliation (CSVR), the Freedom of Expression Institute (FXI), the Human Rights Commission, the National Security Archive (NSA, Washington DC), the Open Democracy Advice Centre (ODAC), Queens College (City University of New York) and the Research Unit for Law and Administration (RULA). New relationships have been developed with Khulumani, Jubilee South Africa, the Anti-privatisation Forum, the Swiss National Scientific Research Foundation, and Deloitte and Touche. Special attention has been paid to reaching communities with the access to information message. This has been done largely through Khulumani and the Anti-privatisation Forum. In November the FOIP Co-ordinator addressed a public meeting in Phiri.

The joint project with CSVR around the unfinished business of the TRC continued. The two organisations co-convened a conference titled *Information for Justice: Using Access Legislation to Promote Human Rights* on 10 July 2003. A report titled *The Status of Access to Information in South Africa* was handed out at this conference. SAHA brought out the conference keynote speaker, Will Ferroggiaro of the National Security Archive in Washington, setting up meetings for him with key freedom of information roleplayers in South Africa. In June a joint project with the NSA in Washington began, with SAHA providing the NSA with a South African researcher to process U.S. documents on Southern Africa. The researcher brought back digital versions of all the records that the NSA has on South Africa. This is an important collection considering that we cannot easily access records about the Apartheid government's activities in other African countries nor about its nuclear weapons programme from our own government. The second phase of this project was for us to formulate and submit requests via the NSA for additional records on South Africa from the US government. These have been formulated and submitted to the NSA. The collaboration with Queens College on nuclear history continued, with the Director and FOIP Co-ordinator co-authoring *Unlocking South Africa's Nuclear Past* and an article with Peter Liberman for the *Journal of Southern African Studies*. The Director and the FOIP Co-ordinator met with visiting state delegations from Armenia and Ethiopia. During a visit to Canada, the Director had meetings with the Information Commissioner, the Deputy Privacy Commissioner and the National Archivist. In the United Kingdom, the Director met with the Freedom of Information Campaign. And, on a visit to Switzerland, the Director met with officials at the National Scientific Research Foundation and the National Archives. For other aspects of liaison see paragraphs 3.2.7 and 3.2.8 below.

Advocacy is woven through all FOIP work. However, nine interventions are worthy of special mention:

- SAHA continued to lobby for amendments to PAIA. Inputs were made to forums convened by the Human Rights Commission and the Department of Justice, and a written submission was made to Parliament's Portfolio Committee for Justice.
- The Minister of Justice is contemplating new regulations relating to the publication of PAIA manuals. SAHA contributed inputs to the Minister, and was invited to a workshop convened on the subject by the Department of Justice. Subsequently, SAHA was requested by the Department of Justice to make inputs on any other changes to the regulations in addition to the amendments on the manuals.

- SAHA continued to lobby for the systematic declassification of state documents related to the Apartheid nuclear weapons programme (see paragraph 3.2.8 below).
- SAHA made a written submission to the Classification and Declassification Review Committee appointed by the Minister for Intelligence.
- SAHA was contracted by the Human Rights Commission to do research and make a presentation on the role of the Human Rights Commission as a PAIA enforcement mechanism with ruling powers.
- SAHA made a submission to the Law Commission on the drafting of privacy and data protection legislation.

### **3.2.5 Information Dissemination**

- The SAHA website page for FOIP expanded to include a sub-page dedicated to South African nuclear history. The page was regularly updated, and used to disseminate updates, reports, articles and other information related to FOIP. Analysis of the website by the information analyst reveals that it has received an average of over 21 000 hits a month during 2003 (see Appendix C).
- Seventy-two FOIP updates were distributed through the SAHA electronic distribution facility, which reaches over 200 individuals and organisations in many countries.
- SAHA published the booklet “Unlocking South Africa’s Nuclear Past”. Five hundred copies were distributed free of charge, the great majority to key decisionmakers in the terrain.
- SAHA contributed information on South Africa to two international freedom of information website.
- The Director, Programme Co-ordinator and Special Projects Officer presented papers at over twenty gatherings (see Appendix A).
- The media gave wide coverage to work done in terms of FOIP – numerous newspaper articles appeared, and between them the Director and Co-ordinator gave over twenty interviews on radio and television.

### **3.2.6 Supporting Users**

SAHA offered assistance to users in putting in PAIA requests if the requests supported at least one of the following objectives: research into the Apartheid era; human rights endeavour; or testing as yet untested PAIA provisions. This assistance involved the completing of request forms, the delivering of requests, monitoring of the request process, provision of legal advice, and support with internal appeals. In the report period 32 out of 87 requests were submitted on behalf of users. SAHA went beyond routine assistance in supporting the research projects of the Dulcie September family, the Swiss National Scientific Research Foundation, and a *Mail and Guardian* journalist.

A wide range of individual and organisational users were assisted in accessing materials released to SAHA under PAIA. This involved both distance provision and assistance in the reading room. During the report period the released materials collection was the most heavily consulted of all the SAHA collections.

### **3.2.7 Education and Capacity Building**

Over and above numerous informal inputs and contributions, and the many endeavours outlined in paragraphs 3.2.4–3.2.6 above, SAHA undertook the following:

- Training inputs on PAIA were given to the SABC, Robben Island Museum, Mpumalanga Province, North West Province, and the KwaZulu-Natal Archives Service.
- Briefings on PAIA in workshop/seminar environments were given to visiting government delegations from Armenia and Ethiopia, to a representative of the Indian NGO Mazdoor Kisan Shakti Sangathan, to the national Department of Finance, the Human Rights Commission, the Institute for Advanced Journalism, the National Archives of Canada, the Faculty of Information Studies at the University of Toronto, the Swiss National Scientific Research Foundation, Anglo American, the Media Institute of Southern Africa, and to magistrates at the Justice College.
- Freedom of Information consultancy work for the Freedom of Expression Institute, the Human Rights Commission, Anglo American and Deloitte and Touche.

- The Director made freedom of information and PAIA a key element of the postgraduate course in archives taught by him for the University of the Witwatersrand.

### 3.2.8 Special Projects

Three FOIP special projects were continued in the report period:

- **Gays in the Apartheid Military.** This is a joint FOIP/GALA project designed to access documentation on the evolving policies and programmes in relation to gays in the military during the Apartheid era. The focus has been on military records, but other previously untapped documentary sources have also been researched. Laura Pollecutt was appointed as a contract researcher to drive the project, with dedicated funding from Atlantic Philanthropies. A significant collection of materials has been accumulated and analysed. A project report was published by SAHA.
- **Nuclear History.** In 2002 SAHA hosted the workshop “Unlocking South Africa’s Nuclear Past”, which attracted 49 participants representing key state agencies, NGOs and academic research initiatives. Subsequently Dr Garth Shelton was contracted to research the documentation of South Africa’s nuclear weapons programme. This research has formed the basis for a focused records request endeavour, which started in July. The first round of requests have been submitted, and while progress has been slow due to obstruction by the state agencies concerned, SAHA has already demonstrated that the claim that all relevant records were destroyed in the 1990s is not true (see paragraph 3.2.3 above). As is reported on above, a sub-page dedicated to nuclear history was opened on the SAHA website during the period under review, and an educational booklet was published. The Director and FOIP Co-ordinator are working with U.S. scholar Peter Liberman on an analysis of research into South Africa’s nuclear weapons programme. Recently we received records on the nuclear weapons programme from the Department of Foreign Affairs. We are analysing the quality of these records in consultation with experts in the field.
- **HIV/AIDS.** Preliminary commissioned research for a project designed to access information on HIV/AIDS policies and programmes of business corporations was completed. Such endeavour is aimed to secure information of value to a range of interest groups and to test PAIA in relation to the records of “private bodies”. In May a

successful workshop of potential partner organisations was convened. A pilot project was run by SAHA with requests being submitted to 10 companies. The results were promising.. A follow-up workshop was held in December with some of the stakeholders. The focus for 2004 will be on HIV/AIDS policy implementation of the chosen companies.

## 4 ORGANISATIONAL MANAGEMENT

### 4.1 Organisation

SAHA is a registered Trust. Politically independent, it is governed by a twelve-member Board (the Director is an *ex officio* member of the Board). After extensive canvassing, three new members were appointed to the Board in 2003. As is explained in the overview to this Report, SAHA has a complex relationship with GALA and the Historical Papers Department of the University of the Witwatersrand. The Board met twice in 2003, as did the Board's Management Committee.

During 2001 and 2002, considerable work was done on strengthening SAHA's organisational base. The final stage in this process was the restructuring initiated in 2002. During 2003 the restructuring was completed, and by year-end SAHA was firmly shaped around three core operational programmes – Struggles for Justice (SFJ), Freedom of Information (FOIP) and the Gay and Lesbian Archives (GALA). The process is detailed in the overview to this Report.

The Management Committee continued to oversee SAHA's repositioning and to ensure effective policy implementation. The Management Policy was further refined. The Director attended GALA Advisory Committee meetings, and the GALA Director attended both Board and Management Committee meetings. Weekly joint SAHA/GALA/Historical Papers management meetings were held. Consolidated SAHA/GALA audited financial statements were produced for the first time. The FOIP information management instruments were reviewed (see paragraph 3.2.2).

The year began with SAHA having three full-time members of staff (excluding GALA staffers). By year-end six staffers were on the payroll (excluding three GALA staffers). During the year the services of five volunteers and eight independent contractors had been utilised. Human resources management is dealt with in paragraph 4.3 of this Report.

For the management of the archival collections, see paragraphs 3.1.4 and 3.1.6 of this Report.

## 4.2 Finance

The bookkeeping and broader financial management processes introduced in 2001 were maintained. Douglas and Velcich provided audit, tax, payroll and bookkeeping services. The latter was effected by a bookkeeping consultant under the direction of Douglas and Velcich. Day-to-day recordkeeping was done by the Office Administrator with supervision and training by the consultant.

A revised Deed of Trust was registered early in the year to meet new legislative requirements in relation to tax-exempt status.

As in 2002, SAHA entered the financial year with a substantial reserve. In January 2003 grants from Atlantic Philanthropies for Struggles for Justice (SFJ) and for the Freedom of Information Programme (FOIP) came on stream. In addition, a sum of R400 000 (to be paid in eight tranches from 2003 to 2005) for the enhancement of FOIP was secured from the Joseph Rowntree Charitable Trust and a sum of R110 000 was secured from the University of the Witwatersrand's Graduate School for the Humanities and Social Sciences in return for a third of the Director's time being devoted to co-ordination of the school's postgraduate course in archives. During the year grants for special projects were received from Atlantic Philanthropies. An operating budget of R1 710 000 was approved by the Board, with R100 000 to be held in reserve. Expenditure against the adjusted budget for 2003 was as follows:

### STRUGGLES FOR JUSTICE

	<u>Budget</u>	<u>Expenditure</u>
Salaries/honorarium	R306 500	R307 789
Training and capacity building	R3 000	R2 040
Outreach	R4 500	R4 273
Equipment/technical support	R1 500	R1 485
Accounting/auditing expenses	R10 000	R21 085
Acquisitions	R7 000	R6 529
Board meetings	R12 500	R12 090
Postage/stationery	R5 000	R3 075
Supplies	R3 000	R2 013



Contingencies	R12 000	R7 745
TRC Special Project	R304 000	R262 523
Other Special Projects	R211 000*	R178 174
Reserve	R60 000	R60 000
<b>Total</b>	<b>R940 000</b>	<b>R868 821</b>

(\* - Of this amount, R196 000 was simply held for the Historical Papers Department of the University of the Witwatersrand on behalf of Atlantic Philanthropies for archival projects. By year-end R160 000 of it had been disbursed.)

#### FREEDOM OF INFORMATION PROGRAMME

	<u>Budget</u>	<u>Expenditure</u>
Staffing	R310 500	R297 984
Training/development	R35 000	R25 099
Marketing/publicity	R40 000	R38 922
Equipment	R5 000	R1 394
Administration	R80 000	R69 902
Access/copying	R30 000	R23 644
Travel/subsistence	R45 000	R42 013
Commissioned research	R64 500	R37 710
Legal costs	R100 000	R95 588
Contingencies	R20 000	R8 442
Reserve	R40 000	R40 000
<b>Total</b>	<b>R770 000</b>	<b>R680 698</b>

It should be noted that as far as possible, within the constraints of appropriate management interventions and the requirements of our funders, FOIP processes were integrated with core activities (SFJ) and the generous FOIP funding thereby utilised to cross-subsidise core activities. In particular, it was looked to integrate training and capacity building, outreach, accounting/auditing, and equipment and technical support expenditure.

### 4.3 Human Resources

SAHA's relationship with the University of the Witwatersrand ensures that William Cullen Library staff, particularly those of the Historical Papers Department, provide a range of support services to SAHA. Especially important is the reading room service, sustained largely by Historical Papers professional staff. The head of Historical Papers, Michele Pickover, is also a Board member of SAHA. Until October 2003 she was paid an honorarium to ensure effective articulation between SAHA, GALA and Historical Papers operations, as well as to provide the SAHA Director with assistance and support.

The Director, Verne Harris, devotes two thirds of his time to SAHA. In terms of an agreement with the University's Graduate School for the Humanities and Social Sciences, the other third is dedicated to co-ordinating the School's postgraduate course in archives. His Deputy, Sello Hatang, doubles up as FOIP Co-ordinator. Olga Pickover is the Office Administrator. The SFJ Programme has only one full-time staff member, and she is dedicated to the TRC Special Project. It is imperative that capacity in this area be increased – funding from the Rosa Luxemburg Foundation has been secured to support a Programme Co-ordinator and contract workers in the period 2004-2006. In addition to the Co-ordinator, FOIP was sustained by two staffers and a U.S. student intern (see paragraph 3.2.2). Three staffers sustained GALA. A University of Amsterdam intern and three University of the Witwatersrand students supported SAHA operations, either as volunteers or in completing their practical work for the postgraduate course in archives. Eight independent contractors were utilised for special projects, working off processing backlogs, and database support work.

Considerable training and capacity building work was done. Verne Harris, Sello Hatang, Rolf Sorensen and Shadrack Katuu developed their understanding of freedom of information and the Promotion of Access to Information Act by attending numerous conferences, seminars and workshops. Sello Hatang was mentored by the Director to equip him for senior management responsibilities. By year-end he was managing the day-to-day activities of the organisation. All the new staff members were taken through an intensive in-service orientation and training programme. Olga Pickover continued with in-service training in archival arrangement and description and in all aspects of office management. She also attended courses on computer basics, Word 2000, Powerpoint, Excel and service and communication excellence. All the volunteer workers were given intensive in-service training.

## **5 EXPRESSION OF GRATITUDE**

Many people have contributed to ensuring a successful year for SAHA, from funders to staffers, from Board members to independent contractors. To all of them I am profoundly grateful. Thank you.

Verne Harris  
Director, SAHA  
25 January 2004

## APPENDIX A: PUBLICATIONS AND PAPERS BY STAFF MEMBERS

### Verne Harris and Sello Hatang:

*Unlocking South Africa's Nuclear Past* (South African History Archive, Johannesburg, 2003)

“South Africa, Nuclear Weapons and Secrecy: Are We Really Such a Shining Example of Nuclear Disarmament?”, *Natal Witness* 19 February 2003

“Tinker, Tailor, Informer, Spy: ‘Disloyalty’ to the ANC Can result in Revelations of a Dubious Past” (with Rolf Sorensen), *Natal Witness* 22 September 2003

“Smoke and Mirrors”, *This Day* 24 November 2003

“Freedom of Information in South Africa and Archives for Justice”, presented at the workshop “Transactions of Public Culture” convened by the University of the Western Cape, Cape Town, January 2003

### Verne Harris:

“The Archival Sliver: Power, Memory and Archives in South Africa”, *Archival Science* 2,1-2 (2002)

“Telling Truths About the TRC Archive”, *SASA Newsletter* 2002-3

“Stories and Names: Archival Description as Narrating Records and Constructing Meanings” (with Wendy Duff), *Archival Science* 2,3-4 (2002)

“Archives and Indigenous Peoples: Introduction” (with Adrian Cunningham), *Comma* 2003.1

An essay entitled “How much truth can we handle? The case of South Africa”, published by the Burgerkomitee Leipzig on the internet at <http://runde-ecke-leipzig.de/aufarbeitung/international>, 2003

“Access to Information”, *Natal Witness* 9 January 2003

“One Hell of a Place: Zimbabwe”, *Natal Witness* 4 February 2003

“The Cry of the Ashes: Why Would People Wish to Destroy the Archival Treasures of Iraq?”, *Natal Witness* 28 April 2003

“The Nuclear Grandads” (with Evelyn Groenink), *Natal Witness* 24 July 2003

“Bridging Old Divides: Any Sustained Political Settlement in Ireland Must be Inclusive””, *Natal Witness* 15 August 2003

“Storytelling and Healing: Always Probe the Meaning of Stories”, *Natal Witness* 6 October 2003

“Utopia’s Shadows”, *Natal Witness* 29 October 2003

“After the Hefer Circus”, *Natal Witness* 29 December 2003

“Does South Africa Have Freedom of Information?”, University Lecture, University of Natal, Pietermaritzburg, March 2003

“The Archive is Politics”, presented at the symposium “The Power and Passion of Archives”, University of Toronto, March 2003

“Does South Africa Have Freedom of Information?”, seminar for the Faculty of Information Studies, University of Toronto, March 2003

“Access to Information Laws and the South African Truth and Reconciliation Commission”, seminar for the Centre for Innovation Law and Policy, University of Toronto, March 2003

“The Archive is Politics”, lecture for the National Archives of Canada, Ottawa, April 2003

“The Archive is Politics”, Special Libraries and Information Services seminar, Johannesburg, May 2003

“Improving South Africa’s Freedom of Information Regime”, Indaba on the Promotion of Access to Information Act, convened by the Human Rights Commission, Johannesburg, May 2003

“Public Domain Sources”, workshop “Investigative Reporting”, Institute for the Advancement of Journalism, Johannesburg, May 2003

“The Challenges of Preserving Electronic Memory Over Time”, conference “Challenges and Best Practices in Electronic Records Management”, convened by Long Sight, Sandton, July 2003

“The Archive is Politics: Truths, Powers, Records and Contestation in South Africa”, keynote address at the conference “Political Pressure and the Archival Record”, University of Liverpool, Liverpool, July 2003

“Freedom of Information and Socio-economic Rights”, Foundation for Human Rights annual strategic planning conference, Magaliesberg, August 2003

“The Challenges of Preserving Electronic Memory Over Time”, conference convened by the KwaZulu-Natal Archives Service, Durban, August 2003

“The Church and National Heritage Legislation in South Africa”, Church State Conference, University of Stellenbosch, Stellenbosch, September 2003

“Whose Data is it Anyway? Public Resource or Commodity?”, seminar at Wits Medical School, September 2003

“Archives, Fact and Fiction”, French Institute Literary Salon, Fort West, October 2003

“Freedom of Information and Archives in South Africa”, Centre of the Swiss National Science Foundation, Berne, October 2003

“Archival Appraisal, South Africa and Deconstruction”, University of Lausanne, Lausanne, October 2003

“Electronic Memory: Less Talk and More Action”, conference “Records Management for Government”, Johannesburg, December 2003

**Sello Hatang:**

“Two Years On: The State of Access to Information in South Africa”, South African Human Rights Commission Indaba, Johannesburg, July 2003

“Records, Archives and Access to Information”, North West Provincial Government heritage seminar, Mmabatho, September 2003

“SAHA and Freedom of Information in South Africa”, Rosa Luxemburg Foundation workshop, Durban, November 2003

**Shadrack Katuu:**

“Managing Electronic Records: Thinking Globally and Acting Locally”, conference “Records Management for Government”, Johannesburg, December 2003

“A Generic Methodology for Implementing Electronic Records Management Projects”, conference “Records Management for Government”, Johannesburg, December 2003

**APPENDIX B: FREEDOM OF INFORMATION PROGRAMME STATISTICS**

Requestee	Carried Over requests	No. of requests	Requests granted	Refusals	Pending, or Inadequate Response	Retracted	Internal appeals	Court action	Average Response Time
<b>PUBLIC BODIES - NATIONAL</b>									
ARMSCOR	2	11		11 <sup>1</sup>	2				94 days
Central Firearms Register		1		1					70 days
Dep. of Health	1			1					665 days
Dept. of Agriculture	1	1	1	1					90 days
Dept. of Defence	40	10	33	10	6	1	1	1	137 days
Dept. of Environmental Affairs	2		1		1				333 days
Dept. of Finance		1	1						123 days
Dept. of Foreign Affairs	1	10	3	3	5				26 days
Dept. of Justice	15	10	8	15	2		13	3 <sup>2</sup>	119 days
Dept. of Trade and Industry		3		3					46 days
George Magistrate's Court		2	2						75 days
Health Professions Council of South Africa	6		2	4					10 days

<sup>1</sup> All refused but are pending reconsideration.

<sup>2</sup> Three of the appeals resulted in one single court action.



Requestee	Carried Over requests	No. of requests	Requests granted	Refusals	Pending, or Inadequate Response	Retracted	Internal appeals	Court action	Average Response Time
National Archives	13	9	7	10	5		2	4	209 days
National Intelligence Agency	3	4	1	3	3				80 days
Nuclear Energy Corporation of South Africa	1	6		1	6				177 days
Nuclear Fuels Corporation of South Africa		1		1					2 days
Office of the Auditor General	1	1		1	1				177 days
Office of the President		2			2				241 days
South African Council for Non-proliferation of Weapons of Mass Destruction	1	1			1	1			167 days
South African Police Service	11	4	4	7	4				197 days

**PUBLIC BODIES -  
PROVINCIAL**

KwaZulu-Natal Parks Board	2			2					34 days
Limpopo MEC Finance Economic Affairs, Tourism and Environment	7			7					159 days
Mpumalanga MEC Agriculture, Conservation, and Environment	4			4					159 days

Requestee	Carried Over requests	No. of requests	Requests granted	Refusals	Pending, or Inadequate Response	Retracted	Internal appeals	Court action	Average Response Time
Western Cape National Conservation Board	3			3					166 days

**PRIVATE BODIES**

Denel		2		2					24 days
Eskom		2	1	1					13 days
i Themba Labs		1	1						12 days
ISCOR	1			1					75 days
Ithala Development Finance Corporation Limited		1		1					23 days
Legal Transcriptions cc/bk		1	1						51 days
South African Breweries Limited		1	1						12 days
Telkom		2	2						43 days
<b>Total</b>	<b>115</b>	<b>87</b>	<b>69</b>	<b>93</b>	<b>38</b>	<b>2</b>			

**APPENDIX C: SAHA WEBSITE STATISTICS**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	SUM	AVE
2000	3,979	7,814	6,139					5,826	6,139	7,955	6,643	5,180	49,675	5,742
2001	6,928	9,877	11,342	11,261	12,748	8,650	6,772	7,529	9,736		13,045	8,945	106,833	9,070
2002	10,967	16,232	17,420	15,677	13,228	7,378	9,752	11,914	14,562	18,787	23,659	15,929	175,505	13,654
2003	16,728	21,629	24,697	24,723	24,543	14,428	18,093	18,560		35,361	33,165		231,927	21,266

