



SOUTH AFRICAN HISTORY ARCHIVE

ANNUAL REPORT

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1. Mission

The South African History Archive (SAHA) is independent human rights Non-Governmental Organisation (NGO) dedicated to documenting and supporting past and contemporary struggles for justice in South Africa. It is a registered trust, governed by a Board of Trustees that appoints dedicated professionals to achieve its mission. Although closely connected in its formative years to the United Democratic Front, the Congress of South African Trade Unions and the African National Congress, SAHA has always been politically non-aligned and committed to collecting material from organisations and individuals across a broad socio-political spectrum. SAHA's founding mission is to strive to recapture our lost and neglected history and to record history in the making. This informs our focus on documenting the struggles against Apartheid, as well as those that accompany 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

Throughout the 1990s SAHA was a conventional archive, struggling to access resources in an increasingly arid funding environment. By 2000 the organisation was close to moribund, leading to a decision by the Board in early 2001 to reposition SAHA as a human rights archive dedicated to documenting and contributing to continuing struggles for justice in South Africa, with a strong focus on freedom of information. Over the next four years SAHA was taken through a series of fundamental recasting and restructuring processes. By the end of 2004 all the building blocks were in place. Financially sound, blessed with excellent human resources, and enjoying high regard in the archives and access to information sectors both locally and internationally, SAHA entered 2005 anticipating substantive growth.

However, 2005 turned out to be a difficult year for SAHA. In July we lost both our Director and one of the programme co-ordinators. SAHA's former director, Verne Harris, provided a part-time oversight role as interim director, whilst attempting to locate an appropriate candidate to tackle the range of challenges facing the organisation. Tensions in the Board resulted in the loss of two trustees. The mutually beneficial relationship between SAHA and the University of the Witwatersrand came under strain. The Joseph Rowntree Charitable Trust's decision to focus its South African funding on KwaZulu-Natal meant the loss of a major funder. Attempts to broaden the organisation's funding base proved unsuccessful. Understandably, staff morale suffered.

Nevertheless, as the performance reports below indicate, SAHA continued to deliver high quality output, especially under its Freedom of Information Programme (FOIP). If anything, FOIP production levels rose over the year. And, crucially, despite the setbacks noted above, organisational fundamentals remained in place. This is attested to by the "Organisational Management" section of this Report. A new Director will be taking up the position on 2 January 2006 and core funding for 2006 is secure.

2.2 STRUCTURES AND MANDATES

In the period 2001-2004 SAHA was restructured around three core programmes - the Struggles for Justice Programme (SFJ), the Freedom of Information Programme (FOIP) and the Gay and Lesbian Archives (GALA). Both SFJ and FOIP are headed up by respective programme co-ordinators, whilst GALA has its own director, all of whom report to the SAHA Director. The Director is appointed by and accountable to the Board of Trustees, which meets at least twice a year. Each year the Board appoints a Management Committee from its number, which provides more hands-on oversight and which meets with the Director and the GALA Director as and when necessary.

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 forgotten or marginalised histories. This is achieved through collecting, processing, preserving and making available to human rights activists and the general public materials which contribute to the living memory of struggle, as well as undertaking research and analysis based on such materials and disseminating the results. See Section 3.1 of this Report for an account of the programme's activities in 2005.

FOIP was formally established in 2002 with four objectives. First, to be the flagship endeavour for repositioning SAHA as a human rights archive. Second, to test the right of access to information in South Africa. Third, to build up an archive of materials released in terms of the Promotion of Access to Information Act and fourth, to undertake research and analysis around freedom of information. See Section 3.2 of this Report for an account of this programme's activities in 2005.

In 1997, the Gay and Lesbian Archive (GALA) was launched as an independent special project of SAHA. For SAHA this was a valuable extension of its existing collections that echoed the organization'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 fulfill its role as a community initiative. 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 comprise organisational records. 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 history collection of both past and present 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. During 2005 the Advisory Committee decided that the time had come to seek independent legal status for GALA – the SAHA Board has sanctioned this, and the objective is to operationalise the separation by the end of 2006. A separate Annual Report details GALA’s work in 2005.

SAHA has a close and complex relationship with the University of the Witwatersrand, formalised in a memorandum of agreement dating from 1994. In essence, the University provides SAHA with a physical home and infrastructural support in return for access to SAHA resources. The University structure responsible for effecting the agreement is the Historical Papers Department (HP) of the University of the Witwatersrand Library. The latter gives SAHA and GALA physical space, infrastructure and the assistance of Library members of staff. In significant ways the SAHA and GALA collections are integrated with the broader HP collections. It is crucial that SAHA and GALA operations correspond with broader HP and University policies and processes. During 2004 and 2005 there were growing strains between HP and SAHA at an operational level, the University began reviewing the memorandum of agreement, and increasingly SAHA was required to pay for the infrastructural support provided by the University (see below). Clearly, in 2006 there is work to be done in stabilising and clarifying SAHA’s position vis-à-vis the University.

2.3 RESOURCES

Despite a difficult 2005, at year-end SAHA was in a relatively strong position financially. Grants by Atlantic Philanthropies and the Rosa Luxemburg Foundation, together with savings effected during the year, ensure a full budget for 2006. Partial core

funding from Atlantic is committed for 2007, and the prospects are encouraging for a renewed three-year grant from Rosa Luxemburg for SFJ.

During 2005 core grants were supplemented in a number of ways. The Human Rights Foundation funded a special project, to process and copy collection material related to the TRC project. Australian Volunteers International subsidised the position of FOIP Co-ordinator, something it is committed to until at least July 2007. And, of course, the University of the Witwatersrand contributed substantial indirect funding (estimated in the region of half a million rand). Since 1994, SAHA has benefited in numerous ways from its relationship with the University of the Witwatersrand. The provision of free physical space, infrastructural support and the assistance of Library staff are crucial to the sustainability of the organisation. Access to student interns and bursary workers has also been important. However, as was noted above, and as part of a broader academy governance process, the University has begun charging for its services – so, for example, SAHA must now pay for telephone, fax and photocopy services, archival storage materials, and for additional physical space occupied by GALA. Although it is unclear exactly what arrangements will accompany a renewed Memorandum of Understanding between the University and SAHA, the organisation is committed to ensuring a mutually beneficial association that furthers our core objectives.

2.4 PARTNERSHIP

A crucial factor in SAHA's success since 2001 has been the establishment of good working relationships with other organisations. During 2005 this continued to be a feature. Relationships ranged from formal partnerships to loose collaborative endeavours, from joint projects to the sharing of information and resources.

On the University of Witwatersrand campus, SAHA worked collaboratively with the Graduate School for the Humanities and Social Sciences, Historical Papers, the Research Unit for Law and Administration, the School of Law, the University Archives, William Cullen Library, the Wits Law Clinic, the School of Architecture and the School of Journalism, the Centre for Applied Legal Studies, the Forced Migration Studies Program.

SAHA is committed to the development of state capacities and, in this regard, it is worth highlighting that SAHA has worked with the following state agencies on a range of projects;[Still to add in ...]

Organisations and initiatives based outside South Africa with which SAHA worked during 2005 include; the International Standards Organisation, the International Records Management Trust, the National Security Archive, the University of the West Indies, the BioWeapons Prevention Project, Angola 2000 and the Southern and Eastern African Trade Information and Negotiations Institute and UNESCO.

Other South African organisations with which SAHA had working relationships include; the South Africa Human Rights Commission, the Congress of South African Trade Unions, the Steve Biko Foundation, the Nelson Mandela Foundation, the Freedom of Expression Institute, the Open Democracy Advice Centre, the Institute for Security Studies, the Centre for the Study of Violence and Reconciliation, the AIDS Consortium, the Anti Privatisation Forum, the Ceasefire Campaign, the Centre for Applied Legal Studies (and its AIDS Law Project), the Centre for Health Policy, Earthlife Africa, Jubilee South Africa, Khanya College the SA Institute of International Affairs and the Treatment Action Campaign.

3. Performance Reports

3.1 SFJ 2005 PROGRAMME REPORT

3.1.1 Introduction

The Struggles for Justice Programme (SFJ) was launched in 2002, after SAHA was formally restructured. SFJ's core business is preserving and creating access to collections of records that document struggles against Apartheid, as well as the struggles that still continue in Southern Africa. SFJ carries with it the original archival motivations behind the formation of SAHA in 1988, and continues to develop its capacity to expand on these motivations, in response to the evolving challenges facing the Heritage Sector. .

SFJ receives funding from Atlantic Philanthropies, which in 2005 provided R 1,944,028 for the programme. The programme also received R 314,765 from the Rosa Luxemburg Foundation during this year. This significant increase in funding has enabled SFJ, with the assistance of its dedicated contract workers to address a number of critical issues in the SAHA archive, such as the large backlog of collections waiting to be processed. It also enabled SFJ to grapple with larger organisational issues, such as better co-ordination SFJ's archival processing, including arrangement and description processes with collections generated by the work of GALA, FOIP, and Historical Papers. Other critical achievements include the finalisation of preparations for the January 2006 launch of a website of digitized documents from SAHA's TRC Audit collections (a joint project with Historical Papers), the development of a pilot Outreach project designed to bring archival traces from SFJ collections into Classroom settings, and five exhibitions of SAHA materials in 2005.

3.1.2 Management and infrastructure

Sam Jacob began his tenure on the 1st April 2004 and continued in his capacity as the Programme Co-ordinator during 2005. In July 2005, Sello Hatang, the Director of SAHA, resigned, and an interim arrangement was put in place, whereby the former

director provided part-time oversight of SAHA's programmes until a suitable candidate for director could be found.

The SFJ Programme Co-ordinator is aided by the Office Administrator who provides administrative support, as well as undertaking the digitisation of audio materials and helping users with poster requests. The Information Analyst administers SAHA's computer and database resources. In 2005, the Programme Co-ordinator retained the services of eight independent contractors. Four of these were retained to focus on the reduction of the programme's processing backlog. One student volunteer also assisted in this function. Two independent contractors assisted in the planning and design of SAHA's ongoing *SAHA in the Classroom* project and two independent contractors assisted in the encapsulation of posters and updating the poster database.

SFJ's Special Projects Officer, Oliver Barstow, continued his work with SFJ and his efforts were critical in the processing of an extremely important collection, the Hilda and Rusty Bernstein Papers. He was responsible for the design of an exhibition of archival material from this collection that was prepared for the annual Rusty Bernstein lecture, as well as the design and concept of promotional pamphlets. These pamphlets were designed to raise awareness about both the Struggles for Justice and Freedom of Information Programmes among students and local researchers.

Last year, David Wallace collaborated in the development of a formal evaluation tool for SAHA's programmes. David Wallace submitted his formal evaluation to funders and SAHA staff members in September 2005. With respect to SFJ, he found that the Programme was under-resourced, which in turn was limiting its capacity to develop its potential.

3.1.3 Outreach

Outreach can be broadly understood to mean any effort by SAHA as an organisation to make its resources more extensively utilised by a larger subset of researchers, both within South Africa, as well as internationally. Many efforts described subsequently also function to bring greater attention to SAHA and its resources, including efforts

detailed in the sections dedicated to: professional support, liaison and educational programmes (3.1.4), advocacy (3.1.5), special projects (3.1.10) and freedom of information work (3.2).

IN 2004, SAHA redesigned its website, which included an up-dated section dedicated to the SFJ Programme. Basic information about new collections made available to SAHA has been routinely added to the website during 2005 and where relevant existing information has been updated and altered. It was initially envisaged that SAHA would post on its website an increasing number of collection inventories in a searchable PDF format by the end of 2005. To this end, five inventories were made available on the current website. When these inventories related to new collections, email updates were sent out on the SAHA mailing list, in order to increase awareness of new material accessible to potential researchers.

During 2005, Historical Papers declared their own plan to convert their existing inventories to Encoded Archival Description (EAD) in early 2006. The SFJ Programme currently shares both the reading room and storage space with Historical Papers, and it is therefore prudent for the programme to also adopt EAD as a means of increasing both access and usability of SFJ inventories. Users could then more easily search a common gateway and find relevant records in the archival collections of both institutions. Repository-specific requests could also be accommodated, allowing users to search all of SAHA's inventories on its website. This method of presenting users with electronic, searchable inventories is less intensive in relation to bandwidth thereby facilitating enhanced access to detailed information about SAHA's 'products'. And as Encoded Archival Description is emerging as the international standard in archival website development, these efforts will ultimately allow SFJ new possibilities of making its collections accessible to a larger audience both nationally and internationally.

In 2004, SAHA released an updated version of its printed guidebook including descriptions of many recently processed collections. Since this last version has been published however an additional 18 collections have been processed and archival material has been added to 4 existing collections. With the completion of the joint TRC project between SAHA and Historical Papers (see 3.1.10 below), most of the

audit submissions and collections gathered as a result of the project's archival audit of documents relating to the TRC are now available for research use. An updated guidebook would also need to include descriptions of the documents turned over to SAHA from the 46 different individuals and organizations that contributed to the project. Although efforts were made throughout 2005 to update the text of the 2004 guidebook, it became increasingly clear that a new guidebook would need to be printed. The new guidebook will go to print in early 2006 and will be restructured significantly in response to requests from users and researchers.

Posters in SAHA's collection were used in various exhibits throughout the year, such as the Red Location Museum of Port Elizabeth (September 2005), the COSATU 10 years of democracy Congress in Gallagher Estates (January 2005) and COSATU's 20th Anniversary Worker's Exhibition and Cultural Festival in Durban (1-4 Dec). SAHA also provided guided tours of its facilities to many groups and individuals. The Vaal Museum also included images and references of SAHA posters in its permanent display. Judy Seidman facilitated SAHA's contributions to all of these exhibitions during 2005. Oliver Barstow aided the University of Witwatersrand's School of Architecture and Planning in designing an exhibit for the Third Annual Rusty Bernstein Memorial Lecture on the 1 September. Oliver Barstow used materials from SAHA's Rusty and Hilda Bernstein Collection and worked with the School to create an exhibit that can be re-used each year for subsequent Rusty Bernstein Memorial Lectures. SFJ materials were included in various exhibits within the William Cullen Library throughout the year. The SFJ Programme also contributed posters, t-shirts, badges and pins for displays that featured at the opening of the COSATU Archive and Information Centre on 15 February at COSATU House in Braamfontein.

2005 saw the conceptualization and design of SFJ's most recent Outreach Project, *SAHA in the Classroom*. The Project was initially framed in response to increasing requests from schoolteachers in Gauteng for materials that can be easily utilised in the classroom setting. The SFJ Programme enlisted the aid of Michele Friedman to determine the feasibility and need of primary source materials in classrooms, and soon after, the project began.

With the introduction of Outcomes-Based Education (OBE) and a revision of the curriculum, there have been a number of shifts in the approach to history teaching in South African schools. The focus has shifted from the routine learning of a set of facts to a more thought-provoking, problem-solving approach that encourages learners to analyse a range of different sources and interpretations of past events. However, the transition from the idealism of this approach to the practical implementation of a source-based study of history has not been without problems. A large number of schools remain under-resourced and many teachers are struggling to teach with old textbooks that do not make use of the new approaches and materials, or they have no textbooks at all.

In 2003, the Department of Education introduced a National History Examination at matric level based on a study of sources. The national examination also made the study of the period of South African history from 1976 to 1994 compulsory for the first time. For many teachers, this stipulation actually increased their difficulties in teaching history. Firstly, they were not well versed in this new approach, and secondly, there was very little source-based material available on this period.

In response to this critical need, the Project initiated a plan to produce eight student booklets framed around National Examination syllabus requirements for the 1976 to 1994 period. An initial phase will pilot two of the booklets in a variety of Grade 11 and 12 classrooms in Gauteng. Charles Dugmore aided the project by locating seven willing classrooms necessary to pilot these teaching tools. The booklets include source material with specific questions relating to the source material, and the questions follow the format of the National Examination. This includes three levels of questioning aimed at developing critical thinking skills in a systematic way and in accordance with the development of a hierarchy of skills. A crucial adjunct to the Source Booklets is the corresponding Teacher's Guide. These guides link the activities to the Learning Outcomes (LO) and Assessment Standards (AS) of the History curriculum and will provide answer to the questions in the booklets. They also provide advice for educators on how to use the sources in a classroom.

The initial hope was to finish the assessment of the two pilot booklets and teacher's guides by the end of 2005, but many teachers expressed that they would prefer to

evaluate the tools in 2006, when the school year began and teaching plans are designed.

Surveys for both teachers and students have been designed. By early 2006, the results should be apparent, and the Programme can determine if the other booklets should be produced, and in what fashion. All of the responses in 2005 to the pilot phase of the project have been wholly positive and enthusiastic.

3.1.4 Professional Support, Liaison and educational programmes

Work in this area can be divided into five main categories: support to educational teaching programmes (3.1.4.1); organisational participation (3.1.4.2); consultancy and informal advisory services (3.1.4.3); advocacy work (3.1.5); and freedom of information work (3.2).

3.1.4.1 educational programmes

2005 marked a transitional year for the Struggles for Justice Programme's engagement with Educational Programmes. While the ongoing educational efforts that the Programme engaged with in the past were under review, the pilot phase of the *SAHA in the Classroom* project (3.1.3) began conceptualization and development concurrently.

From 2001 to 2003 SAHA's former Director, Verne Harris, taught the course, titled "Reading the Trace: Memory and Archives", at the University of the Witwatersrand's (Wits) Graduate School for the Humanities and Social Sciences. A specific arrangement between SAHA and the University enabled the former director to devote a third of his time to teaching this course. In 2004, although working for the Nelson Mandela Foundation, he continued to meet his obligations to Wits through SAHA.

In 2004/5, the Graduate School went through a major review process, and subsequently embarked on a strategy of transferring teaching (as opposed to research) courses to other University structures. During 2005, SAHA participated in discussions with the History Department with a view to the latter absorbing the course. A range of administrative difficulties were encountered, and at the time of

writing no decision has been taken on the future location of the course. In these circumstances, it was decided not to offer the course in 2005.

During 2005, with the assistance of Charles Dugmore, some progress was also made in the planning of an archival component to the “Basic Research Skills” course taught in the Access for Success Programme offered by the Wits Plus Centre for Part-time Studies. With the assistance of Michelle Friedman, the SFJ Programme Co-ordinator has begun the process of planning for this course, which will be jointly taught in 2006. This offers a new chance to introduce the idea of archives into curricula intended for students entering a wide variety of fields, forcing SAHA to prove its relevance to a whole new class of students with differing needs and backgrounds.

Nevertheless, Harris undertook a range of educational work around the course:

- In June he presented the two-day short course “Reading the Trace: Memory, Archives and Information” to 25 course-goers. Attendance certificates were distributed to all the attendees.
- He acted as external examiner for the University of Natal's postgraduate courses in archives, museums and records management.
- He secured the services for SAHA of an internee from the Graduate School.
- He supervised one student registered for a Masters research report (by dissertation) and two for PhDs on an archival topic.
- He participated in international archival discourse, through professional articles and conference papers (see Appendix A), and serving on the editorial boards of the international journals *Archival Science* and *Comma*.
- He lectured at the University of Glasgow.
- He ran an archival methodology workshop for Wits graduate students.
- He served on a UNESCO international editorial reference group for the publication of a second edition of *A Philosophy of Audiovisual Archiving*.
- He was an honorary research associate of Wits, an associate of the Open Democracy Advice Centre, and a member of the Executive Committee of the Freedom of Expression Institute.
- Together with Shadrack Katuu, he ran freedom of information workshops at the Wits School of Journalism conference in November 2005.

3.1.4.2 organisational participation

The interim 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*.

Shadrack Katuu currently serves on the Executive Board and is Deputy Editor of the *ESARBICA Journal* and is responsible for the publication of *ESARBICA*'s bi-monthly newsletter and management of their mailing list. As part of the organisation's bi-annual conference in July, Shadrack was the primary facilitator of the pre-conference workshop that lasted 2 days and brought together more than 30 records professionals from Botswana, Kenya, Lesotho, Malawi, Mozambique, Namibia, South Africa, Zambia, Zanzibar, and Zimbabwe.

Shadrack Katuu serves on the Advisory Board of InterPARES II, which is the second stage of the InterPARES (International Research on Permanent Authentic Records in Electronic Systems) research legacy project. The project aims to develop theoretical and methodological knowledge essential to the long-term preservation of authentic records created and /or maintained in digital format. The project has now been in place for over 6 years, involving more than 80 researchers and 150 research assistants from all around the world. Shadrack is the only person and SAHA the only organisation from the African continent involved in the project.

3.1.4.3 consultancy, LIAISON and informal advisory services

In terms of consultancy work, SAHA has provided training for the Eastern Cape and KwaZulu Natal Provincial Archives around its core competencies of archive processing, records management and access to information.

In July, Shadrack Katuu presented a week long course on the management of electronic records at the University of West Indies' campus in Barbados to students that were drawn from more than 8 states from across the Caribbean region.

Shadrack Katuu also serves on Standards South Africa's Technical Committee 46 (TC 46), which is responsible for approving and managing national standards in the arena of librarianship as well as records and information management. This engagement resulted in SAHA's involvement in the global TC 46 that is a part of the International Standards Organisation and their participation as part of a South African delegation at an ISO TC 46 international meeting convened in Paris.

SFJ participated in the founding workshop of a multi-organisational initiative convened by the Nelson Mandela Foundation to explore ways bringing existing source material together to document the victims of apartheid. SAHA has offered its services to the initiatives Steering Committee and will contribute to further developments in this regard.

The SFJ Programme provided informal advice and support to: the Freedom of Expression Institute, the KwaZulu-Natal Provincial Archives Service, COSATU, ICASA, The Freedom Park Initiative, The Steve Biko Foundation, The Nelson Mandela Foundation, The Institute for Security Studies, The Cradle of Humankind Interpretation Centre, The Observer, The Media Arts Trust as well as the University of Witwatersrand Forced Migrations Programme.

The SFJ Programme Co-ordinator also attended the 75 Deutscher Archivtag in Stuttgart this year from 27 – 29 of September. After the conference, the Co-ordinator was able to conduct site visits to the Rosa Luxemburg Foundation, the Jewish Museum Berlin, the German Broadcast Archive in Potsdam-Babelsberg as well as the Archives of the Max Planck Institute. Several of these archives have begun educational outreach programmes of their own, some of which are very similar in approach and actualization to the projects that the SFJ Programme hope to continue in 2006.

3.1.5 Advocacy

SAHA's core business is about improving access to information and materials. The SFJ programme moves beyond the "business as usual" approach of archiving, including the secure storage of collections and the facilitation of access to materials in

a traditional institutional setting, to a more proactive stance in terms of locating valuable information that is or may be in danger of being discarded or lost. In addition, the SFJ programme explores alternative methods of increasing access to archival information to users outside of reading rooms, whether they are separated by physical location or economic means and lack of social privilege.

SAHA's training initiatives with provincial archival bodies, as well as other state and non-state actors are complementary processes designed to promote the related theme of improved record keeping and the related benefits to society of increased openness and transparency.

SAHA believes that continued dialogue about the conflicts of the past are an essential ingredient in the promotion of South Africa's reconciliation agenda. In this regard, specific attention has been given to promoting access to documentation and other relevant materials relating to the Truth and Reconciliation Commission. The digitisation phase of the TRC Archival Audit and Oral History Project (3.1.10) is another important way in which the SFJ Programme continues to perform an advocacy role in determining what is made accessible to the public. SAHA in conjunction with Historical Papers and a host of other repositories, have helped to ensure that a wider base of users would be able to access the various personal and organisational records associated with the TRC process online. SAHA is also in the process of working with the National Archives to ensure that specific TRC records can be accessed at both institutions. In addition, SAHA has and will continue to lobby and advocate for improved access to existing TRC materials currently located at the National Archives, but not demonstrably accessible.

SAHA believes that information accessed about past conflict can be used in innovative ways to promote dialogue in a number of unique ways. The *SAHA in the Classroom* project is a first attempt by the SFJ Programme to move beyond traditional approaches of presenting primary sources to an exclusive world of researchers and academics, and presents exciting possibilities for the popularisation of archival sources to a far wider South African audience.

3.1.6 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 original SAHA 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 (See Section 3.2 FOIP 2005 Programme). The vast majority of the remaining materials are organized by provenance, and document different facets of the struggles against Apartheid.

The various control mechanisms upgraded and expanded in 2002 and thereafter were maintained and enhanced in 2005. Increased cooperation between SFJ and Historical Papers has resulted in better coordination relating to the acquisition, processing and providing access to SFJ collections. Follow-up work in this regard is ongoing.

Good progress was made in respect to the processing of existing backlog materials. (See Section 8 of this Report for an account of arrangement and description work undertaken.), and this has development has been greatly enhanced as a result of SAHA's core funding support.

SAHA is part of continuing endeavours to address preservation issues at the Library. Some of the materials in the backlog that were processed this year were from earlier accessions, some as far back as 1992. Due to limited storage space, these collections had remained in their original boxes and were stored in dark corners of the library basement, where they were susceptible to damage by dust and mould. These records were prioritised for processing, both for preservation and access purposes. The materials were re-located to more suitable storage locations during the process and

were re-folded and re-boxed as soon as possible. As a result of these efforts, researchers can finally access a number of collections that were previously unavailable.

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 began and by the end of 2005, the Office Administrator converted 180 SAHA interviews to digital format, stored on CD. While the cassette master copies are still maintained for preservation purposes, SFJ hopes that these digital surrogates will both reduce wear and tear on the master copies themselves, and will remain useful in the near future, despite issues inherent to digital media such as fragility or obsolescence.

3.1.7 acquisition

The acquisition of vital collections through both the FOIP and SFJ programmes continued during early 2005. 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 Nuclear Energy Cooperation of South Africa, Johannesburg Water and the Johannesburg City Council. The TRC special project secured additional documents that were added to 3 major collections of TRC-related material accessed during the archival audit. 6 additional oral histories relating to the TRC process were also collected in 2005 (3.1.10).

During 2005, SAHA acquired the papers of Zackie Achmat and Jack Lewis. This accession amounted to approximately 23.5 linear metres of personal papers, and contained organisational records relating to the Bo-Kaap Youth Movement from the Western Cape, Marxist Worker's Tendency, the National Coalition for Gay and Lesbian Equality, AIDSLAW, Idol Pictures, Community Health and Media Trust, as well as the Treatment Action Campaign. The collection as such will be a testimony to the diverse forms of activism that both Achmat and Lewis participated, before, during

and after South Africa's transition to democracy. These papers provide a fascinating glimpse in the evolution of social movements in South Africa in the years following Apartheid. Also represented in the material are a great deal of creative works made by Achmat and Lewis, including raw film footage, first drafts of essays and personal writing. A significant portion of this accession, such as documents relating to gay and lesbian history in South Africa, and documents relating to the National Coalition for Gay and Lesbian Equality (NCGLE) will be transferred to GALA after the preliminary sorting of this collection is completed.

Also during 2005, additional archival material was added to pre-existing collections, such as the Jonathan Klaaren Collection and the Hilda and Rusty Bernstein Collection. Several other donors who responded to the TRC Archival Audit donated more information to SAHA in 2005. In addition, Judy Seidman donated 38 posters to SAHA this year, and t-shirts and memorabilia from Earthlife and Khanya College were added to the SAHA Ephemera collection. Additional new acquisitions include a wide array of SACHED's Upbeat publications and papers collected by David Forbes, Michael Harmel and Guni Govindjee. A complete listing of materials acquired during 2005 is included as an appendix to this section (Appendix B).

In September 2005, the Programmer Co-ordinator audited the amount of space currently utilised by SFJ Collections. Recent acquisitions, some of which are relatively large have raised concerns that SAHA collections have begun to exceed its fair share of the space allotted to it. The refurbishment of the sorting room shared by SAHA, GALA and Historical Papers, which began in 2004, has continued in 2005. While the room is continually being used for holding meetings and the processing of collections, due to the existing space crisis, larger portions of the room are being utilised for storage purposes. Effectively addressing this issue will be a major challenge in 2006.

3.1.8 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, one University of the Witwatersrand student working in the World of Work (WOW) Programme was utilised and four workers were contracted to process specific collections. Approximately 13.4 linear metres of material from 14 collections were fully processed, and another 39.5 linear metres from 4 collections are still in process. Recent acquisitions however have increased the backlog to an estimated 31.7 linear metres. Many of the materials arranged and described this year were from earlier accessions, some as far back as 1992. A complete listing of materials and collections arranged, described and sorted in 2004, as well as a listing of remaining collections that require further processing, is included as an appendix to this section (Appendix C).

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.
- The contents of the *Guide to the Resources of the South African History Archive* were updated and reprinted. This guide is set to be reprinted in early 2006.
- The descriptions of collections were updated in the process of upgrading and redesigning the SAHA website
- A total of 180 oral history interviews were converted from cassette tape to CD.
- More changes have been made to SAHA's inventory structure, to remain consistent with international standards as well as new institutional criteria articulated by Historical Papers. Some of these changes have been made to facilitate the conversion of inventories into EAD in 2006.
- Changes have been made to SFJ's discard policy in relation to processing. Previously, material not central to the collection was brought to each donor's attention, and if the donor did not wish to retain the material, the material was discarded immediately. In 2005, SFJ began to hold on to discarded material for a window period, allowing users and donors some time to browse through the collection, providing increased insurance that valuable documents will not be lost and materials not required could be forwarded to others.

3.1.9 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 a professional staff who integrates 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. The great majority of the users in 2005 were students, academics and professional researchers.

Reaching a wider audience remains an imperative for SAHA. The updates of the website provide remote users with a more complete window into SAHA resources. The content 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 (3.1.6), while motivated primarily by preservation concerns, is also designed to position SAHA to make the materials more widely available. Once information is digitised, it is much easier to copy and make available to researchers in a variety of formats, such as hosting relevant portions online or sending entire interviews to remote researchers on CD. 2005 will see more improvements in the use of digitisation to increase access to SAHA materials, as the digitisation phase of materials collected from both the TRC Archival Audit as well as the TRC Oral History Project is now (3.1.10).

Several thousand telephonic and email enquiries were dealt with during 2004. Many of these related to the materials secured through FOIP (3.2).

In 2005, SAHA put in place processes by which better tracking of previous enquiries can be achieved; resulting not only in more timely responses to requests but an increase in institutional memory regarding what SAHA material was isolated and provided in response to previous requests. New methods of logging user requests and uses of collection have also begun. By 2006, SAHA should be able to have a better sense of who its users are, and the many reasons they are using SAHA collections.

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.

3.1.10 'Struggles for Justice' 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 3.2.10).

TRC Project

One major special project pursued by SFJ was a joint SAHA/Wits Historical Papers Truth and Reconciliation Commission (TRC) archives project was a three year project launched in 2003. The project was funded by Atlantic Philanthropies to the tune of R1 238 000 over a three-year period:

- Phase One (2003) - audit TRC materials, collect TRC materials, undertake oral histories
- Phase Two (2004) - wrap up the 2003 endeavours, publish the results of the audit, and prepare for the final phase (digitisation)
- Phase Three (2005) – digitisation and development of website

The audit results still need to be published, the virtual archive constructed by the digitisation phase is still to be launched on the website in early 2006, and the virtual archive will need to be maintained and augmented. Efforts will be made to try and secure further funding for the project post-2005.

3.2 FREEDOM OF INFORMATION PROGRAMME 2005

3.2.1 Introduction

SAHA's Freedom of Information Programme (FOIP) was formally launched in 2002 upon the provision of core programme funding from Atlantic Philanthropies and a supplementary grant from the Joseph Rowntree Charitable Trust (JRCT). The primary objective to establish a firm foundation and operating infrastructure during 2002 was achieved. During 2003, SAHA focused its attention was on developing FOIP as a sustainable core function attracting supplementary funding for the year and expanding human resources dedicated to the Programme. In March 2003, the JRCT awarded FOIP a further R400 000 for the period July 2003 to July 2005, and in 2004 Atlantic Philanthropies committed itself to providing further core funding until the end of 2007.

As reported in 2004, FOIP continues to make many requests for information with respect to issues arising from the Apartheid era, and in this regard continues to assist NGO's, activists and researchers with outstanding and refused requests for access to such information. SAHA's most notable achievements in this regard include an out of court settlement with the Department of Justice which resulted in the release of a large proportion of 'sensitive TRC records' housed in 34 boxes to which access had been previously refused.

Once again, a notable feature of work in 2005 has been progress with collaborative endeavours between SAHA and other NGO's and communities. The second half of 2005 focused on streamlining existing processes and identifying projects and areas for future focus. As a result, 2006 will see the FOIP finalise previously reported projects as well as a reorientation of focus areas. This will, however, remain under the rubric of the organisation's focus on past and contemporary struggles.

3.2.2 Management and Infrastructure

FOIP experienced a significant staff turnover during the reporting period, as a new programme coordinator took over mid 2004 and required time to become familiar with the operations of FOIP and SAHA as a whole. By late 2005, however, FOIP operations had returned to their normal level.

FOIP's legal support capacity remained strong throughout the reporting period. Two law lecturers at the University of the Witwatersrand provided legal advice and the Wits Law Clinic undertook a considerable amount of pre-litigation support, both at nominal cost. During 2005, SAHA was directly involved in several legal matters relating to access to information. A private law firm, Nicolls Cambanis and Associates, continued to undertake litigation work on a pro bono basis in relation the 34 Boxes matter, and have undertaken to take on litigation with Advocate Nazreen Rajab against the Department of Defence for its apparent failure to retain copies of records transferred to a foreign state during December 2005. In addition, Advocate Mark Wesley was retained on a pro bono basis to conduct litigation against the Department of Justice for access to records relating to the 'Cradock 4' Amnesty Hearing, commenced in June 2005.

In addition, during the year SAHA has also received advice from Iain Currie of the Wits Faculty of Law regarding numerous issues relating to the Promotion of Access to Information Act of 2000 (PAIA) and the publication of records, whilst Lisa Thornton has provided advice regarding possible litigation against a private company.

3.2.3 Supporting Users

SAHA offers assistance to individuals, researchers and organisations by submitting requests pursuant to the Promotion of Access to Information Act of 2000 (PAIA) if they support at least one of the following objectives:

- Research into Apartheid;
- Past and contemporary human rights endeavour; or
- Testing untested PAIA provisions.

This involves completing request forms, submission of requests, monitoring of the request process, provision of legal advice and support with internal appeals.

In the report period 347 out of 385 requests were submitted on behalf of such users. In a number of cases, SAHA went beyond routine assistance in supporting requests – these include matters involving the family of Dulcie September, the ANC's representative who was gunned down at her Paris office in 1988, as well as maker of a film about assassinated activists from the Eastern Cape, known as 'The Cradock Four', and in its collaboration with Earthlife Africa (see below).

FOIP also continued to assist a range of individual and organisational users with access to materials released to SAHA under PAIA. The wide range of assistance in this report period involved both distance provision, as well as direct assistance in the reading room. During the report period, collections of released materials from FOIP were again the most heavily consulted of all the SAHA collections. SAHA's capacity to assist in this regard has been significantly enhanced through requests and the provision of assistance through electronic mail.

3.2.4 Access to Information

Utilisation and testing of the PAIA remains the mainstay of the Freedom of Information Programme. The focus of this work in 2005 was conducted under FOIP's Nuclear Weapons History Project and HIV Aids project, as well as in its collaboration with Earthlife Africa's 'Nuclear Energy Cost the Earth Campaign'. In relation to the Nuclear Weapons History Project SAHA submitted further requests and lodged internal appeals against refusals and deemed refusals of requests. In relation to the HIV Aids Project SAHA attempted, with some measure of success, to secure the voluntary release of records on implementing companies' HIV/ AIDS policies. In our continuing collaboration with Earthlife Africa, SAHA submitted large-scale requests for medical files of former and current workers in the nuclear industry and made associated requests to a number of bodies such as the National Nuclear Regulator the Department of Minerals and Energy. (See section below on SAHA's 'Special Projects') FOIP also continued to make a large number of requests and internal

appeals on behalf of individuals, researchers and other organisations and activists (See section below on ‘Advocacy’).

A total of 385 requests were made during the reporting period. Some 219 requests were made on behalf of former or current employees of the Nuclear Energy Corporation of South Africa. A further 47 requests were made in collaboration with Earthlife for contextual information about the employees’ medical files and environmental, financial, safety and managerial aspects of the nuclear energy industry and Pebble-Bed Modular Reactor Pty Ltd, the firm currently seeking authorisation to build energy plants in South Africa.

Under the Nuclear Weapons Project a further 27 requests were made. One request was made on behalf of a Film Producer for records of the Truth and Reconciliation Commission, which are now in the custody of the Department of Justice and housed at the National Archives of South Africa. The remainder of the requests concerned a diverse variety of matters, including personal files, policies and practices on HIV/AIDS, corporatised service utilities, regional trade in arms from South Africa, military history, Chemical and Biological Weapons Conventions obligations, land rights, migration and displacement and animal welfare.

There has been a renewed surge in the number of requests for files of individuals compiled by agencies of the Apartheid-era security establishment, coinciding with the inclusion of an index of Security Legislation Directorate files on SAHA’s website.

3.2.4.1 Internal Appeals

FOIP was involved in twelve ‘Internal Appeals’ during 2005 compared with only two in 2004. These appeals related to documentation relating to the Truth and Reconciliation Commission, South Africa’s former Nuclear Weapons Program, Military Intelligence, the nuclear energy industry, individuals’ personal files created in the Apartheid-era and animal welfare. Consistent with SAHA’s past experience of Internal Appeals, they have achieved varying degrees of success, often dependent on the government body and/or Ministry involved and/or the subject matter of the relevant request. SAHA has continued to express its dissatisfaction with many public bodies’ failure to fulfil their legal obligations and an apparent lack of commitment to

develop and maintain the transparency and accountability required of a democratic government.

3.2.5 Litigation

3.2.5.1 'Sensitive' TRC Records

Over half of the “sensitive” records of the TRC that were subject to court action against the Minister of Justice were released over the last eighteen months, mostly without masking. Despite this, a number of important issues remained in dispute. While the proceedings were adjourned in 2004 to allow for a negotiated settlement, very little progress was made in 2005. The Department of Justice provided lengthy reasons for refusal, citing grounds such as that the records related to ongoing investigations (i.e. the assassination of Dulcie September), that the records contained information relating to third parties, that the records would violate non-proliferation obligations (i.e. with respect to chemical and biological weapons) and that the records related to ‘section 29’ hearings, and were therefore confidential. SAHA sought clarification regarding a number of issues raised in the refusals, but to date the Department has failed to respond. While SAHA maintains it is still entitled to up to 95% of the records sought, resource constraints do not enable SAHA to pursue the matter. The door is, however, open for others to try. Nevertheless, SAHA has now obtained some 60 to 70% of the records sought, a significant achievement in light of the Department’s consistent refusal to allow public access.

It has become apparent that the Department of Justice uses similar reasoning for refusing other requests for access to information, asserting that matters are *sub judice*, that third party interests prevail etc. Notwithstanding the substantive inadequacies of the reasoning provided regarding refusals in some of these matters, it is important that such reasoning is not used as a “template” for responding to other requests. In one such case, involving TRC records relating to the “Cradock 4”, SAHA has commenced separate legal proceedings to obtain access.

3.2.5.2 'Cradock 4' Amnesty Committee Hearing Records

In June 2005, FOIP commenced legal proceedings against the Department of Justice for their refusal of provide access to transcripts of testimony and related documents presented as evidence in the publicly convened Amnesty Committee Hearing into the deaths of the 'Cradock 4'. Following commencement the Department provided access to a portion of the transcripts, the biographical backgrounds of the victims and a 'map' of the crime scene. Apart from these exceptions, the Department have invoked, in blanket fashion, exemptions under the legislation that SAHA contend do not apply and that have no legal merit. Despite SAHA's requests for clarification, the Department have not provided any meaningful clarification of their limited reasons to refuse access and, following service of our Replying Affidavit, the matter will be set down for a court hearing in 2006.

It has become apparent that requests for access to records of the TRC are often met with refusal in the first instance, and may require commencement of legal proceedings prior to obtaining an adequate and substantial response. This situation is highly problematic given the limited resources of many requesters. SAHA understands that government departments are also faced with resource restrictions, but given the Department of Justice's 'point' role in terms of PAIA, they have a particular obligation in terms of ensuring that the spirit of the legislation is incorporated into its handling of requests. SAHA remains concerned that this has not been the case, but will continue to work towards the promotion and facilitation of the Department's responsibilities in this regard.

The resolution of matters relating to accessing TRC records is likely to have significant implications for how similar requests are dealt with in the future. This is consistent with SAHA's approach over the last few years of using litigation to resolve such important substantive issues, whether through settlement or contested hearings.

3.2.5.3 Transfer of records to a foreign state by the Department of Defence

Following a series of efforts to obtain access to Military Intelligence records relating to Rhodesia/Zimbabwe held by the Department of Defence Documentation Centre, including submission of an internal appeal, FOIP has prepared the originating

documents and will commence legal proceedings against the Department in early 2006. While a number of records under the original request were released, the remainder were ignored, refused by exemption or transferred to a foreign state. In the case of the transferred records, the Department of Defence did not retain a copy of the records, and it is alleged that they failed to sever individual's identifying details from any of these documents. SAHA contends that the Department's actions do not comply either with its own legal responsibilities or best archival practice.

3.2.6 Records obtained

For the fourth consecutive year since the PAIA was introduced, SAHA has generally experienced a slow rate of response from government departments to requests, and a noticeable difference between individual departments' attempt to comply with their obligations. (See the table at Appendix D for a breakdown of response rates by requestee.)

A number of significant releases of records occurred in 2005:

- Eskom released copies of its "Service Delivery Framework Agreement", feasibility studies conducted with respect to the Pebble Bed Modular reactor (albeit heavily masked), and related research on consumer debt and electricity metering. These records were requested with the objective of seeking insight into Eskom's methodology to extend and maintain delivery amongst South Africa's poorest communities and its commitment to balancing its costs recovery objectives, an issue which has been the subject of controversy in several communities.
- The Nuclear Energy Corporation of South Africa released a substantial number of personnel medical records of current or former nuclear energy plant workers (See below under 'Collaboration').
- Johannesburg City Council released a significant volume of documents relating to the introduction of pre-paid water meters, the full significance of

which remains to be assessed. Johannesburg Water similarly released some records relating to their establishment and the introduction of pre-paid water meters, although a number of related requests remain outstanding.

- Copies of applications for various (now-expired) nuclear-related patents were obtained from the Companies and Intellectual Property Registration Office pursuant to SAHA's Nuclear Weapons History Project.
- Documents about the implementation of corporate HIV/ AIDS policy were obtained without resort to PAIA from AngloGold, Goldfields, Ithala Development Finance Corporation and a contractor retained by Ford. Pursuant to this project, and upon the request of Daimler Chrysler, SAHA submitted requests to them for access to information regarding their policies and implementation (in addition to that available on their website).
- The National Archives has now released Security Legislation Directorate files relating to individuals who have been deceased for over 20 years following SAHA's submissions that such Files should be accessible under PAIA without requiring the authorisation of the individual or the individual's next of kin.
- Further records, the significance of which is yet to be fully assessed, were obtained from the Department of Defence pursuant to SAHA's Joint Project with the Gay and Lesbian Archive on Gays in the Apartheid Military (see Special Projects below).
- In relation to animal rights, the Pretoria Zoo released a copy of its agreement with a Malaysian Zoo for the transfer of four gorillas alleged to have been illegally smuggled from Cameroon. SANParks released limited records regarding authorisations provided for elephant exports. Further, the Mpumalunga Parks Board released material relating to the incidence of elephant and human interaction, including detail on the harm to persons, damage to property and action taken against the responsible elephants.

- In March 2005 SAHA received personal records of a requester following submission of an internal appeal against a refusal to the Department of Justice.

- Also of note is access obtained to records from the Department of Defence on behalf of the Open Democracy Advice Centre regarding allegedly contaminated areas used for military and nuclear-related activities. SAHA is currently exploring options for a researcher to peruse the voluminous materials to identify appropriate records to copy.

- In response to a generic request submitted in the second half of 2005, SAHA has now begun to receive copies of filing plans from each of the 31 National government departments. The filing plans will be used as aids for SAHA and for researchers to target requests, with a view to more appropriately framing the subject matter and the identifying the possible location of such records.

3.2.7 Liaison and Advocacy

SAHA's FOIP has continued to work closely with a number of organisations, involving both sharing of information and joint endeavour, with a number of groups.

These include:

- The Access to Learning Materials in Southern Africa Project
- AIDS Consortium
- Angola 2000
- Anti-Privatisation Forum (APF)
- Bioweapons Prevention Project
- Ceasefire Campaign
- Centre for Applied Legal Studies
- Centre for Health Policy
- Centre for the Study of Violence and Reconciliation (CSVR)
- Centre for the Study of Economic Crime at the University of Johannesburg
- Congress of South African Trade Unions (COSATU)
- Earthlife Africa
- Forced Migration Studies Program, WITS University (FMSP)

- Foundation for Human Rights (FHR)
- Freedom of Expression Institute (FXI)
- South African Human Rights Commission (SAHRC)
- Independent Communications Authority of South Africa
- Izikho Museum
- Jubilee South Africa
- Khanya College
- Khulumani Support Group
- Media Institute of Southern Africa
- National Prosecuting Authority (NPA)
- National Security Archive (NSA)
- Nelson Mandela Foundation
- Open Democracy Advice Centre (ODAC)
- Platform against Nuclear Energy (PLAGE)
- Public Service Accountability Monitor (PSAM)
- Queens College (City University of New York)
- Research Unit for Law and Administration (RULA)
- Southern and Eastern African Trade Information and Negotiations Institute (SEATINI)
- South African Institute of International Affairs
- Swiss National Scientific Research Foundation
- Treatment Action Campaign
- Translocating Project – Graduate School, WITS University
- University of the Western Cape (UWC)
- WITS AIDS Law Project
- WITS Faculty of Law
- WITS Law Clinic
- WSIS, UNESCO Commission South Africa

The development of relationships with many of these organisations has facilitated intensification of SAHA's ongoing efforts to reach communities and constituencies.

SAHA was elected to the international board of the BioWeapons Prevention Project and attended its meetings in June and December 2005. SAHA's presence on the board is predicated on its ability to ensure issues relating to access to information are effectively addressed by the Project. To this end, SAHA's relationship with BWPP has allowed for the dissemination of information regarding FOIP's collection on chemical, biological and nuclear weapons to an international network of organisations working upon prevention, and has potential for future researcher and project collaboration.

Collaboration with Earthlife Africa (Johannesburg branch) has resulted in large-scale requests for, and releases of, employee medical records and records regarding the nuclear energy industry and future proposals. This collaboration included an empowerment and skills transfer component, with requests submitted on behalf of ex-nuclear industry workers having been compiled in large part by volunteers with Earthlife who were trained for this purpose by SAHA's (former) Director and FOIP Co-ordinator. In total, SAHA has submitted 219 requests for medical records. SAHA and NECSA entered into an agreement that SAHA would refrain from taking legal action provided all records were provided by 31 December 2005. At that time only two requests were outstanding. The intensification of SAHA's efforts to obtain such records during this time has resulted NECSA's devotion of considerable resources to reorganising and digitising their medical and other record keeping systems.

Furthermore, requests to Eskom arising from our collaboration with Earthlife and the Centre for Applied Legal Studies (CALs) who are working with the Soweto Electricity Crisis Committee and affected local communities has led to the disclosure of a range of information regarding delivery of electricity. This collaboration has brought considerable publicity in the media.

SAHA's collaboration with the Anti Privatisation Forum (APF), and with the Freedom of Expression Institute (FXI) and the Open Democracy Advice Centre (ODAC) regarding their litigation against Johannesburg Water, has resulted in the release of a substantial collection of records.

Collaboration with Angola 2000 resulted in partial releases by the South African Police Service and CIPRO of statistics regarding authorised small fire-arms exports from South Africa to Angola, which will be used by their in their discussions with the Angolan government in their endeavours to reduce the sale and use of small fire-arms in Angola.

Preliminary discussions with the University of the Witwatersrand's Forced Migration Studies Program (FMSP) have resulted in the formulation of a joint migration project to be undertaken in 2006 whereby FOIP collects valuable current and historic records relating to migration policy and practice for purposes of a FMSP publication (see under Special Projects for more information).

SAHA has also been collaborating with Historical Papers at the University of the Witwatersrand's Cullen Library under a formal joint project for digitisation of records of the TRC. Integral to this project are attempts to resolve potential barriers to publication presented by issues such as copyright, privacy, defamation and other specific restrictions on access provided for under statute and common law.

FOIP attended meetings of the South African UNESCO Commission and provided input into the Civil Society statement on Information and Communication Technologies (ICT) as a submission to the preparatory World Summit on Information Systems (WSIS) process.

SAHA continues to form further relationships with organisations operating in other Southern African countries. This is reflected in assistance to Southern and Eastern African Trade Information and Negotiations Institute (SEATINI) and FXI in preparing requests regarding a forthcoming meeting of the World Trade Organisation's Council of Ministers, and builds on recent involvement in other regional initiatives, such as FXI's regional Freedom of Information Programme and the Access to Learning Materials in Southern Africa Project.

Advocacy considerations are woven through all FOIP work. The following interventions are worthy of special mention:

- SAHA collaborated with ODAC and the Public Service Accountability Monitor (PSAM) in compiling an Amicus Brief in support of litigation in which Ebrahim Harvey and FXI are seeking access to documents regarding the corporatisation of Johannesburg Water, as well as further pursuing collaboration with the Anti-Privatisation Forum in an attempt to secure the release of related documents;
- SAHA provided advice and assistance to the Commonwealth Human Rights Initiative (CHRI) in its efforts to lobby for an appropriate dispute-resolution mechanism in draft legislation providing for Freedom of Information in India. It also provided CHRI with assistance in formulating a position on similar draft legislation in Kenya;
- SAHA continued to lobby for amendments to PAIA and with respect to Regulations made under the Act, including comment on draft Regulations dealing with dissemination of voluntarily released information;
- SAHA continued to lobby the National Archives with respect to preservation of and access to a range of records, most notably with respect to obtaining access to a list of Apartheid-era Security Police files held on individuals;[To my knowledge, no lobbying was done in 2005 on homeland records. The focus was continued questioning around the transfer of Security Police files from SAPS to the National Archives.]
- SAHA has collaborated with the National Prosecuting Authority, other non-governmental organizations and academics to revive attempts to seek information with respect to individuals who “disappeared” under Apartheid;
- SAHA has made other representations to ensure that Government Departments and agencies comply with restrictions on disposal of records imposed by the National Archives Act and PAIA and kept relevant regulatory agencies apprised of these efforts;
- SAHA has continued to lobby relevant Government Departments and agencies with a view to achieving simpler access to records of open hearings of the TRC, without need for resort to using PAIA;[SAHA achieved success in this area. The lobbying was with Justice and National Archives, and the in principle decision to put them in the public domain was taken in 2004 – in 2005 SAHA monitored implementation of the decision.]

- SAHA has been involved in early stages of a campaign under the auspices of Open Society to improve access to Learning Materials in Southern Africa by tackling issues with respect to matters such as copyright and competition in the publishing industry.

3.2.8 Information Dissemination and Publications

FOIP has utilised a number of methods of disseminating information about the availability of its activities and services, as well as more general and specific information and developments concerning the right to access information. These included the following:

- SAHA Brochure – In early 2005 FOIP developed and printed a brochure which has been disseminated at conferences and workshops, when providing education and to other universities and organisations;
- SAHA Website – In 2005, the University of the Witwatersrand, which hosts the SAHA website, ceased keeping statistics with respect to the number of visitors to pages on SAHA site. Consequently, we have been unable to track the correlation between users of the website and requests for assistance to access information, which in 2004 appeared to be rising dramatically. SAHA plans to rectify this situation in 2006. Users however have been able to access publications and information regarding the availability of the service and released records from the website;
- SAHA Updates – FOIP updates regarding work undertaken by the programme and important developments were distributed to SAHA’s mailing list regularly throughout the year, reaching over 200 individuals and organisations in many countries;
- SAHA Newsletter – SAHA published the second edition of its newsletter on its website to consolidate and expand on reporting of developments covered by periodic updates; and
- Media coverage - The media gave significant coverage to work done by FOIP through numerous newspaper articles and radio interviews. The Director and FOIP Coordinator gave a total of 9 interviews on radio and television.

FOIP also published the following reports:

- The proceedings of last year's Conference on "Dealing With the Past, Freedom of Information and Privacy", jointly organised by SAHA and the Rosa Luxemburg Foundation.
- An analysis of the 'Guide to PAIA' launched by the Human Rights Commission in accordance with its duties under the Act.
- e-PAIA – A report on access to born-digital electronic records revealed that there had been very little development of policy on electronic record keeping and access to electronic records by public bodies.

The Director, FOIP Coordinator, Information Analyst and Special projects Officer presented papers at 32 gatherings. For further information regarding staff members publications and presentations please see Appendix A.

3.2.9 Education and Capacity Building

Over and above numerous informal inputs and contributions, and the many endeavours outlined above, FOIP undertook the following:

- General briefings on PAIA, open to all interested parties, at the University of the Witwatersrand and the University of Johannesburg (hosted by the Centre for the Study of Economic Crime at that University);
- Training for, or on behalf of, the Centre for Applied Communication at the University of South Africa, Earthlife Africa, the Eastern Cape Provincial Archives and Records Service, Free State Municipal Councillors (in collaboration with the Human Rights Institute of South Africa) and Kwa Zulu Natal Provincial Archives (twice);
- Formal presentations on PAIA in workshop or seminar environments were given to gatherings organised by the Access to Learning Materials in Southern Africa Project, District Six Museum, Earthlife Africa and FXI;
- SAHA's Director facilitated two sessions at a Conference organised by the Access to Learning Materials in Southern Africa Project and one session at a Conference organised by the District Six Museum;

- Less formal inputs in workshop or seminar environments were given to the Human Rights Commission and Jubilee South Africa's African Debt and Reparations Campaign Meeting;
- Consultancy and advisory services for the Biko Foundation, the Disappearances Network, Earthlife Africa, Eskom's New Economic Partnership for Africa's Development (NEPAD) Unit, FXI, the Media Institute of Southern Africa and the National Research Foundation;
- PAIA and Freedom of Information were key elements of a postgraduate course in archives which the former Director teaches for the University of the Witwatersrand on SAHA's behalf.

3.2.10 Special Projects

In the second half of 2005, FOIP began a process of strategically refocusing the special projects, in some cases with a view finalising their output. This initiative was necessary for a number of reasons: the projects had commenced some time ago (in some cases over 3 years ago); a substantial amount, and likely the bulk, of material had already been accessed; outcomes were unlikely to change with the continuation of the projects; and there are a number of other initiatives which could not be undertaken without such a refocus. FOIP special projects that continued during 2005 were as follows.

3.2.10.1 Gays in the Apartheid Military

This joint FOIP/ GALA project was designed to access documentation with respect to evolving policies, programmes and practices relating to gays in the military during the Apartheid era. Laura Pollecott continued to work as a contract researcher to drive the project (funded by Atlantic Philanthropies), producing a second project report in September 2005. She has continued to access traditional sources of military records and other previously untapped documentary sources. A substantial number of additional records were obtained from the Department of Defence in early 2005, and the project is currently in the process of examining a further batch released by the Department in November 2005. There have been significant delays in accessing information from the Department of Defence due to the large number of requests

received by them from many researchers, as well as the absence of a dedicated PAIA budget in the Department. Although significance of the content of the records remains to be fully analysed, it should be noted that, while the requests focussed on the experience of homosexuals or persons perceived to be homosexuals in the military, these records have also provided useful insights into the treatment of conscientious objectors.

3.2.10.2 Nuclear Weapons History

This Project arose from a workshop convened by SAHA in 2002 entitled “Unlocking South Africa’s Nuclear Past”, and from Dr Garth Shelton’s subsequent research on South Africa’s Nuclear Weapons Programme. A number of new requests were made in early 2005, and records relating to now-expired patents with potential application to nuclear weapons were subsequently obtained from the Companies and Intellectual Property Registration Office, supplementing records previously accessed from the Departments of Defence and Foreign Affairs.

It has become apparent that there is resistance to releasing records on South African-Israeli nuclear collaboration, in particular, and difficulties with respect to the lack of response to Internal Appeals against “mute” refusal of requests for information, as well as the destruction of and inability to locate relevant records. The retention of filing plans referred to above may assist in this regard. There is a substantial amount of interest in South Africa’s nuclear weapons history, and associated interest in the nuclear energy industry, sufficient to warrant the continuation of this project in 2006. The sixtieth anniversary of the bombing of Hiroshima this year has prompted particular interest from media and the tenth anniversary of the Chernobyl disaster in 2006 may well do the same, providing further opportunities for publicising and debating relevant issues .

3.2.10.3 HIV Aids Project

The project aimed to access information on HIV/AIDS policies and programmes of business corporations, to secure information of value to a range of interest groups, and to assess the impact of PAIA in relation to records of private bodies. The project has provided a useful insight into the private sector’s attitudes to disclosing information with and without recourse to PAIA, and to its practices regarding record-keeping.

Policies have been obtained from all companies from whom requests have been made and documents on formulation and implementation of policy have also been obtained from almost all companies, either consensually or using PAIA. During the report period, material was obtained without recourse to PAIA from Goldfields, Ithala Development Finance Corporation and a policy consultant retained by Ford. This later development is significant in light of the extent to which companies make use of consultants to develop and implement their policies and the fact that it is the first time that SAHA has obtained relevant documents from such a consultant. Requests made to Daimler Chrysler to supplement records obtained consensually are still outstanding.

3.2.10.4 OSI Monitoring Project

This project, coordinated by ODAC and international in its overall scope, involved testing responses to requests for information from different requesters to a number of governmental bodies. Whilst the time within which responses to requests were to be recorded for the purposes of the formal project have now expired, SAHA continued to pursue some of the relevant requests, including through Internal Appeals against “mute” refusal of requests, for the purposes of further testing responses and seeking release of useful information. Of twenty requests, six resulted in full releases, eight were refused, and the remaining six were retracted.

For a summary of the South African section of the report go to <http://www.opendemocracy.org.za/documents/SA2004OSJIMonitoringStudySummaryRTKday.doc>

3.2.10.5 Forced Migration Project

In July 2005 SAHA and the Forced Migration Studies Program (FMSP) met for the first time to discuss prospects for a joint project on migration. The outcome of discussions resulted in an informal agreement to undertake a joint project examining and comparing historical and current migration policies and practices in South Africa. FOIP has agreed to undertake the task of accessing information related to the project, the records of which will be archived and disseminated to researchers. FMSP and those researchers will be instrumental in defining the parameters of the project and hence the information sought. In conjunction with this project, SFJ is already assisting FMSP to digitise its current records, and it is intended that the records

obtained through FOIP will be added to FSMP's digitised collection. The projected outcome is the publication of papers in 2007 that will be jointly edited by FMSP and FOIP.

4. Organisational Management

4.1 ORGANISATION

SAHA is a registered Trust and as a politically independent organisation, is governed by a twelve-member Board (of which the Director is an *ex officio* member). The Board lost two members during the course of 2005. [Cross reference the Overview account?]The Board and its Management Committee met twice in 2005. [I think the Board met twice, and the MC met twice.]

SAHA continues to function around three core operational programmes – Struggles for Justice (SFJ), Freedom of Information (FOIP) and the Gay and Lesbian Archives (GALA). Whilst GALA functions virtually autonomously, there is considerable room for developing further synergies between SFJ and FOIP. This potential will receive further attention during 2006. [Mention preliminary steps to establish GALA as an independent organisation?]

The Management Committee continued to oversee SAHA's operations ...[Perhaps in a sentence or two define the role of the MC and indicate how it is appointed.]....

The year began with SAHA having five full-time (and one part-time) members of staff (excluding GALA staffers). By year-end, following the resignation of the director, five staffers were on the payroll. During the year the services of one volunteer and nine independent contractors have been utilized. Human resources management is dealt with in Section 4.3 of this Report.

4.2 FINANCE

The bookkeeping and broader financial management processes introduced in 2001 were maintained. Douglas and Velcich continued to provide audit, tax and payroll services. An independent bookkeeping consultant maintains the monthly accounting records and management reports, and prepares the annual records for audit. The

Office Administrator, with supervision and training by the consultant, performs the day-to-day financial administration.

As in 2004, SAHA entered the financial year with a substantial reserve. Continuing core funding from Atlantic Philanthropies ensured that both the Struggles for Justice (SFJ) and the Freedom of Information Programme (FOIP) were fully funded this year and will remain so in 2006. Additional funding will have to be secured for special projects. The last two tranches of the grant from The Joseph Rowntree Charitable Trust was received during the year, and attempts to obtain further funding from them were unsuccessful due to a change in their funding focus. During the year, grants for special projects were received from Atlantic Philanthropies and Rosa Luxemburg Foundation [No, RLF fund SFJ – ie not a special project.]. The Board, with R 1 014 744 to be held in reserve, approved an operating budget of R 1 899 156. Expenditure against the adjusted budget for 2005 was as follows[note that subject to audit]:

STRUGGLES FOR JUSTICE

	Budget	Expenditure
Accounting and auditing expense	R 22,000	R 19,188
Acquisitions ¹	R 5,000	R 1,240
Board meetings	R 15,000	R 13,009
Contingencies	R 5,000	R 0
Education	R 40,000	R 39,900
Equipment/ Technical Support	R 10,000	R 10,771
Fundraising ²	R 5,000	R 370
Postage & Stationery	R 10,000	R 9,428
Refurbishing Space ³	R 0	R 30,000
Historical Papers ⁴	R 825,156	R 824,748
Special Projects	R 10,000	R 9,723
Staffing	R 200,000	R 194,500
Supplies ⁵	R 20,000	R 7,887
Training & development ⁶	R 13,000	R 5,500
Travel/ subsistence ⁷	R 10,000	(R 1,890)
*TRC Project (see below)	Funded	
**RLF (see below)	Funded	

Reserve	R 753,872	R 0
Total	R 1,944,028	R 1,164,374

¹ The Bernstein accession cost SAHA only a small amount for shipping

² SAHA was unable to contract the services of a suitable person to fundraise

³ It was thought that the refurbishing of space would be delayed to 2006

⁴ R 804 000 was received from Atlantic Philanthropies for projects of the Historical Papers Department of The University of the Witwatersrand, and this was disbursed together with the balance remaining from 2004

⁵ SAHA had budgeted to acquire archival boxes and folders, but this did not take place.

⁶ Training was postponed to early January 2006

⁷ No expenditure was incurred as this was covered under FOIP

FREEDOM OF INFORMATION PROGRAMME

	Budget	Expenditure
Access/ Copying	R 20,000	R 13,801
Administration	R 90,000	R 93,067
Commissioned research	R 42,000	R 42,000
Contingencies	R 7,000	R 2,354
Equipment	R 15,000	R 10,147
Legal Costs	R 50,000	R 13,490
Marketing/ publicity	R 20,000	R 41,211
Staffing	R 380,000	R 387,245
Training & development	R 20,000	R 18,888
Travel/ Subsistence	R 65,000	R 65,955
Reserve	R 260,872	R 0
Total	R 969,872	R 688,157

TRC SPECIAL PROJECT

	Budget	Expenditure
Contingencies	R 21,220	R 12,113
Digitisation Scoping	R 0	R 0
Legal Costs	R 10,000	R 0
Materials	R 75,000	R 65,243

Processing	R 65,000	R 60,000
Publication	R 33,000	R 1,800
Staffing	R 387,000	R 377,571
Travel/ Subsistence	R 9,000	R 7,454
Total	R 600,220	R 524,180

ROSA LUXEMBURG FOUNDATION

	Budget	Expenditure
Contingencies	R 13,765	R 9,906
Equipment	R 0	R 0
Outreach	R 25,000	R 48,979
Backlog Projects	R 83,500	R 89,754
Staffing	R 166,500	R 166,428
Training and development	R 1,000	R 1,000
Travel/ Subsistence	R 25,000	R 15,292
Total	R 314,765	R 331,359

4.3 HUMAN RESOURCE

2005 saw significant human resource changes at SAHA with resignation of the Director, cessation of the FOIP Coordinator's contract, and amendment and renewing of the Information Analyst's contract.

The Director Sello Hatang continued to assist with the management of both programmes and retained some of his previous responsibilities in relation to FOIP until July 2005 when he resigned to take up a position at the South African Human Rights Commission.

The former Director, Verne Harris, continued to work for SAHA one day per week until the end of May 2005 and was also available to provide support regarding FOIP. His new contract was more narrowly focussed on teaching the Archives course on behalf of SAHA. He also undertook the position of Acting Director on a limited basis from August until December.

Piers Pigou was appointed by the SAHA Management Committee and will formally commence as Director in January 2005. During November and December 2005 he was oriented to the operations of SAHA and consulted with staff regarding future activities.

The FOIP Coordinator, Rolf Sorensen, completed his two-year contract with SAHA on 28 June 2005, and a new Programme Co-ordinator, Kate Allan, officially commenced. Upon her arrival she was afforded a two-week handover in which she was provided with training upon the operation of the programme.

The SFJ Co-ordinator has now completed over 20 months of his contact, and will be looking to secure the services of a full-time assistant during 2006 (who will receive appropriate training and orientation), as part of SAHA's efforts to develop its in-house archival capacities.

The Office Administrator, Olga Pickover, in addition to her administrative duties assisted researchers and managed the Poster and Ephemera databases, and is responsible for the Oral History digitisation process. The Office Administrator also continues to support both Programme Co-ordinators.

The Information Analyst Shadrack Katuu worked for the Programme for three and a half days per week until September 2005 under an amendment to his contractual terms. From that time he has been employed one day per week, with contractual provision for his further employment to provide Records Management training on behalf of SAHA.

The Special Projects Officer / Archivist Oliver Barstow continues to be employed on a full time basis to assist both programme Co-ordinators. He has undertaken a wide range of tasks associated with the programmes and has been vital in facilitating the design and publication of SAHA's brochures, guidebook and website. His performance has been outstanding and his contract was renewed, due to expire at the end of May 2006.

Independent contractors are vital to the operation of the FOIP and SFJ programme projects. FOIP retained two independent contract workers: Laura Pollecut continued work on SAHA and GALA's Joint Project on Gays in the Apartheid Military, and Brad Abbot of I-Forest was retained to conduct and report on the e-PAIA project (for more detail see FOIP report). SFJ engaged five independent contractors who were primarily involved in the processing of old and new collections. This also includes Ms Kriger's, whose contract expired in February 2005, but before leaving produced a draft TRC Directory. In addition, one independent contractor and two staffers were appointed for the TRC digitisation programme, with guidance from Michele Pickover

Dr David Wallace of the Catholic University in Washington DC made a further visit to SAHA in May and June 2005 to continue his comprehensive review of SAHA's operations for the purpose of formal evaluation. He submitted his audit of SAHA to the board in September 2005. He also assisted in reviewing progress of the project, e-PAIA.

SAHA's relationship with Historical Papers and the William Cullen Library at the University of the Witwatersrand is valuable to both programmes in its provision a range of support services. The reading room in the William Cullen Library, sustained largely by Historical Papers staff, is utilised by SAHA to assist researchers.

All staff undertook training and participated in capacity building measures in the reporting period by attending numerous conferences and workshops (please see individual programme reports for further details). The Office Administrator, Olga Pickover, completed an accountancy course and is undertaking driving lessons to assist her to undertake her duties.

APPENDIX A: Publications, papers and presentations by SAHA staff members

VERNE HARRIS

Publications - Books

1. A Prisoner in the Garden: Opening Nelson Mandela's Prison Archive (Penguin, Johannesburg, 2005) (head of project team)

Publications - Journal Articles

'Something is Happening Here and You Don't Know What it Is': Jacques Derrida Unplugged", Journal of the Society of Archivists 26,1 (2005) (a Norwegian translation was published in the Norwegian publication Bok Og Bibliotek 1-2005)

Publications - Miscellaneous

The Madiba Legacy Series of comics (Nelson Mandela Foundation, Johannesburg, 2005) (head of project team)

An entry for "archive" in a dictionary of southern African art and architectural terms (David Krut Publishing, Johannesburg, 2005)

An essay entitled "The Archive is Politics", published in Marion Beyea et al (eds), The Power and Passion of Archives: A Festschrift in Honour of Kent Haworth (Association of Canadian Archivists, 2005)

A chapter entitled "Ethics and Electronic Recordmaking" in Julie McLeod and Catherine Hare (eds), Managing Electronic Records (Facet Publishing, London, 2005)

Presentations – Conference Papers

"Records and Cultures: Understanding the Conditions for Good Recordkeeping", seminar "Records Management for Good Governance" hosted by the KwaZulu-Natal Archives, March 2005

"What is a Truth Commission? Lessons from the South African Experience", a public lecture at the University of Glasgow, April 2005

"The Record, the Archive and Electronic Technologies in South Africa", conference "Electronic Document and Records Management", Johannesburg, May 2005

"What is 'the Mandela Archive'?", conference "Landscapes of Postcolonial Memorialisation", Cape Town, May 2005

"Using the Access to Information Act" (with Shadrack Katuu), conference "Power Reporting", University of the Witwatersrand, Johannesburg, November 2005

SHADRACK KATUU

Publications

Reviewing *A Prisoner in the Garden: Opening Nelson Mandela's Prison Archive*
ESARBICA Newsletter Vol. 12 (December), pg. 5-7
<http://www.geocities.com/esarbica/nletter.html>

"Do we have what it takes to connect the dots?" Mmegi monitor July 20th 2005
<http://www.mmegi.bw/2005/July/Wednesday20/845724626788.html> KATUU, S
(2005) "Managing digital records" IT Web May 11th
<http://www.itweb.co.za/office/marcusevans/0505110847.htm>

"Metadata schema analysis" Analysis done on behalf of the National Archives and Records Service of South Africa's Minimum mandatory metadata schema. April 2005.

"Brief critique of the Draft Freedom of Information Bill 2005" paper prepared for the Kenya Human Rights Commission's hearing on the FOI Bill on the 18th March 2005.
http://www.humanrightsinitiative.org/programs/ai/rti/international/laws_&_papers.htm#20

Presentations

Managing records and information in banks – a case of Swazi Bank. Workshop convened by Swazi Bank <http://www.swazibank.sz> on the 12th – 13th December 2005 in Mbambane, Swaziland

Using the Access to Information Act Presentation made at an Investigative Journalism Workshop convened by the Journalism Programme at the University of the Witwatersrand on the 28th – 29th November 2005 in Johannesburg, South Africa. (with V. Harris)

Managing records and information in tertiary institutions Workshop convened by the Strathmore University Archives Committee at Strathmore University <http://www.strathmore.edu/> on the 31st August in Nairobi, Kenya

Managing e-records projects Workshop convened by Afya Sacco at the UN OCHA (Office for the Coordination of Humanitarian Assistance) offices on the 24th August in Nairobi, Kenya

Managing electronic records Workshop convened by Melrose Training between 3rd -5th August in Durban, South Africa

XVIII Bi-Annual ESARBICA Conference: The African Agenda Convened in Gaborone Botswana hosted by the Botswana National Archives and Records Services between the 27th – 29th July.

Arrangement and description of archives - Workshop convened in Pietermaritzburg hosted by the Kwa Zulu Natal Provincial Archives between 22nd - 24th June.

Managing records for good governance Convened in King Williams Town hosted by the Eastern Cape Provincial Archives between the 6th – 8th June.

“Implementing EDMS/ERMS systems – a generic methodology” workshop at **Developing Standards and Systems for Electronic Documents and Records Management** conference convened by IQPC between 30th May and 1st June 2005 in Johannesburg, South Africa. <http://www.iqpc.com/cgi-bin/templates/singlecell.html?topic=536&event=6928>

“**Implementing EDMS/ERMS Projects, Using a Generic Methodology**” workshop at Conference titled Electronic Document and Records Management convened by Marcus Evans on the 23rd – 25th May 2005 in Johannesburg South Africa. <http://www.marcusevans.com/events/CFEventinfo.asp?EventID=9595>

“**Managing Information Security: a Comprehensive Approach**” paper at Conference titled IT Security 2005 convened by Marcus Evans on the 18th – 20th May 2005 in Johannesburg South Africa. <http://www.marcusevans.com/events/CFEventinfo.asp?EventID=9541>

Managing records and archives for good governance Workshop convened by Angola 2000 and IDASA between 6th – 7th April in Luanda, Angola.

“**Effective electronic and document management**” Convened by Young Dimensions on the 25th April 2005 in Johannesburg, South Africa.

“**Implementing technology projects**” workshop presented at the Knowledge Upgrade workshop on the 10th – 11th March, 2005 in Johannesburg South Africa.

“**Implementing Knowledge systems**” paper to be presented at the KM Africa Conference hosted by Development Bank of Southern Africa in Johannesburg South Africa between 1st – 3rd March 2005 http://www.kmafrica.info/paper_detail.asp?id=43

SELLO HATANG

Publications

“**Freedom Of Information: Problems, Prospects And Lessons: The South African Experience**”, ESARBICA Conference XVIII Bi-Annual ESARBICA Conference: The African Agenda – Botswana National Archives, Gaborone, Botswana, 27-29 July 2005

Presentations

State of Access to Information three years after the passing of PAIA – Kaw-Zulu Natal Provincial Archives, 31 March 2005

Paper Title, District Six Museum Conference – Presentation and session facilitator, Cape Town, May 2005

Access to Learning Materials Conference – Facilitator, 24/25 Jan 2005

ROLF SORENSON

Publications

“Costs in Public Interest Litigation: The Case of Biowatch”, De Rebus, August 2005.

Presentations

“Application of the Promotion of Access to Information Act to Local Government” – Presentation to Free State Local Councillors for Human Rights Institute of South Africa, Bloemfontein, 3 March 2005-12-15

“Use of South Africa’s Promotion of Access to Information Act to obtain Information on International Financial Institutions: Addressing Likely Challenges” – Presentation to South African Regional Conference on Freedom of Information organised by Freedom of Information Institute, Johannesburg, 25 April 2005

“The Place of Nuclear Energy in the Modern, Globalised, Liberal-Democratic State: Reflections on the Anniversary of the Chernobyl Nuclear Accident” – Presentation at Chernobyl Commemoration Day Ceremony organised by Earthlife Africa, Atteridgeville, 26 April 2005.

KATE ALLAN

Presentations

‘Nuclear Energy Cost the Earth Campaign’ Earthlife Africa Workshop, Pelindaba – Presentation on progress of PAIA requests and resultant / potential future action – 10 September 2005

“Burning bodies: The peril of poor record-keeping practices in South Africa’s nuclear industry” – Paper for distribution, PLAGE’s Conference ‘Updating International Nuclear Law’, Austria, 20-23 October 2005.

OLIVER BARSTOW

Publications

“The Tall Horse”, ESARBICA newsletter, Issue No. 8, April 2005

“The Thinking Machine”, Itch Magazine, November 2005.

Presentations

“Victims of Apartheid: Presentation of SAHA/HP archival holdings”, Workshop
‘Documenting the Victims of Apartheid’, The Nelson Foundation, November 2005.

**“The Rusty Bernstein Memorial Lecture: Exhibition and Publicity Poster
Development”**. The School of Architecture, September 2005.

APPENDIX B: 2005 Accessions by SFJ Programme

Accession Number	Collection Title	Estimated Amount of Materials	Description of Materials
05/001	Jonathan Klaaren Papers	8 boxes	Material added on to existing collection (AL 2992: 02/005). Documents relating to Refugees Law Development, Human Rights in Transition, Immigration and Refugee Law Development as well as material surrounding a key Constitutional Court Immigration Case.
05/002	EarthLife	3 t-shirts	Three t-shirts: "No Nuclear Power: Eskom" Postcards, Newsletters regarding Bophelong Community History, Khanya's Working Class History Programme, BOCOSFO's June 16 Message, CD: Songs of Migration, 3 Calendars, 3 Posters.
05/003	Khanya College	Postcards, CDs, calendars	Copies of Upbeat as well as information relevant to TCC and DUSSPRO as well as posters and laminates.
05/004	SACHED/Upbeat	Posters and Publications	
05/005	David Forbes	2 boxes plus outsized items	2 Posters, Rhodeo Newspaper, National Student, State of the Nation, 56 Posters on Boards

05/006	Judy Seidman	33 posters	Posters relating to AIDS, Mayday, Health Before Profits, General Posters and recent COSATU posters Family postcards and correspondence, Biographical and literary papers including copies of Harmel's Science Fiction Manuscript "The White People" and an autobiography by Ray Harmel. Photographs, a scrapbook and clippings of Michael Harmel's contributions to The Adelphi.
05/007	Michael Harmel	5 boxes	
05/008	TRC Audit	22 boxes	Add on to materials in AL 3021. Documents relating to the TRC.
05/009	Govindjee	1 box	Clippings and newscuttings from newspapers during Apartheid. Personal papers of Zackie Achmat and Jack Lewis, as well as organisational records relating to the Treatment Action Campaign,
05/10	Achmat and Lewis	65 boxes and 3 poster tubes	Community Health and Media Trust, and Idol

05/11	Hilda and Rusty Bernstein	4 boxes	<p>Pictures, as well as documents relating to earlier activism and various film projects. [A significant portion of these materials will be handed over to GALA.]</p> <p>Personal correspondence, prison letters from Rusty Bernstein to his family, transcript of interview between Toni Strasburg and Hilda Bernstein and a video of same interview. DVD copy of Strasburg biographical documentary, "Memories of Dreams."</p>
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APPENDIX 'C': SFJ Backlog Project

Call Number	Collection Title	Type of Backlog	# of boxes processed
AL 2566	PLAN-ACT	Add on	3
AL 2992	Klaaren	Add on	10
AL 3027	Harmel, Barbara	New Accession	18
AL 3051	Hilda and Rusty Bernstein Collection	Add on	4
AL 3073	Favis, Merle	New Accession	5
AL 3081	Barrett, John	New Accession	7
AL 3109	WGIR (UDF)	New Accession	44
AL 3111	Wyley, Chantelle	New Accession	1
AL 3112	Maysom, Penelope	New Accession	2
AL 3114	Anderson, Gavin	New Accession	1
AL 3138	Forbes, David	New Accession	1
AL 3156	Urban Research Services	New Accession	10
AL 3157	Van Zyl Collection	New Accession	23
AL 3158	Harmel, Mike	New Accession	5

13.4 meters FULLY PROCESSED

COLLECTIONS STILL BEING PROCESSED BY END OF 2005

Call Number	Collection Title	Type of Backlog	# boxes sorted
AL 2719	Centre for South-South Relations	Add-on to Existing	17
AL 3044	SANCO	New Accession	45
AL 3071	Pollecutt, Laura	New Accession	21
AL 3182	NAMDA	New Accession	167
AL 3183	Lawyers for Human Rights	New Accession	145

39.5 meters SORTED and BEING PROCESSED

UNPROCESSED MATERIALS IN 2005

Call Number	Collection Title	Type of Backlog	# boxes to be processed (estimate)
03/005	KOINONIA	New Accession	45
05/003	SACHED	New Accession	35
05/009	Govindjee	New Accession	2
05/010	Achmat/Lewis Papers	New Accession	235

31.7 meters left to be processed

APPENDIX D: 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
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PUBLIC BODIES - NATIONAL

ARMSCOR		6		6					57 days
Denel		1			1				164 days
Dept of Agriculture	2					2			315 days
Dept of Arts and Culture	1	1	1		1				104 days
Dept of Correctional Services		1			1				126 days
Dept. of Defense	5	5		8	2		1		225 days
Dept. of Environmental Affairs and Tourism	1	6	2		4	1			170 days
Dept. of Foreign Affairs	1	4		2	2	1			110 days
Dept. of Home Affairs		4	1		3				218 days

Requestee	Carried Over requests	No. of requests	Requests granted	Refusals	Pending, or Inadequate Response	Retracted	Internal appeals	Court action	Average Response Time
Dept. of Justice	4	1		5			5	1	239 days
Dept. of Labour		1			1				275 days
Dept. of Minerals and Energy		3	1	1	1				29 days
Dept of Public Enterprises	1					1			355 days
Dept. of Trade and Industry	3	3	1	4	1		3		324 days
Dept. of Transport		1			1				44 days
Eskom		5	1	2	2				66 days
Government Information System		1			1				40 days
National Archives	4	30	29		5				64 days
National Intelligence Agency	5	9		3	11				177 days
National Nuclear Regulator		11			11				281 days
National Treasury		1			1				185 days

Requestee	Carried Over requests	No. of requests	Requests granted	Refusals	Pending, or Inadequate Response	Retracted	Internal appeals	Court action	Average Response Time
Nuclear Energy Corporation of South Africa	4	261	22		243				226 days
Office of the President	2	3		3	2		3		286 days
Parliament	1					1			309 days
SABC		1			1				33 days
South African National Parks	1	1	1	1					108 days
South African Police Services	1	7	1	3	4				158 days
South African Revenue Service	1					1			554 days
South African Secret Service		3		3					81 days
Telkom		1			1				23 days

**PUBLIC BODIES –
PROVINCIAL**

Requestee	Carried Over requests	No. of requests	Requests granted	Refusals	Pending, or Inadequate Response	Retracted	Internal appeals	Court action	Average Response Time
Gauteng Province		1			1				78 days
Gauteng MEC Agriculture, Conservation, Environment and Land Affairs		1			1				19 days
Limpopo Department of Environmental Affairs		1			1				70 days
Limpopo MEC Finance, Economic Affairs, Tourism and Environment		1		1					172 days
Mpumalanga Parks Board		1	1						136 days
North West MEC Agriculture, Conservation, Environment and Tourism		1			1				106 days

**PUBLIC BODIES –
LOCAL GOVERNMENT**

City of Johannesburg		1			1				58 days
City of Johannesburg Council		1	1						35 days

Requestee	Carried Over requests	No. of requests	Requests granted	Refusals	Pending, or Inadequate Response	Retracted	Internal appeals	Court action	Average Response Time
Johannesburg Water		3	3						51 days
Kanaland Municipality	2					2			315 days

PRIVATE BODIES

Daimler Chrysler		4			4				23 days
Total	39	382	65	42	305	9	12	1	