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No. 28505

# **M A N U A L**

*IN ACCORDANCE WITH*

**THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)**

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### **Mandate**

- The Godisa Trust has been established by the Government of The Republic of South Africa through the Department of Science and Technology and the Department of Trade and Industry - it is a schedule 3A public company.
- The Godisa programme has no exclusive markets or technologies and it will be guided by the quality of Expressions of Interest provided by promoters. However, the Godisa Trust is eager to promote incubators in key areas, which will support national economic and social development.

### **Functions and Objectives**

- The establishment of technology centres such as incubators, innovation centres, demonstration centres or hybrid centres with the aim of accelerating the establishment of technology driven enterprises.
- The enhancement of entrepreneurial and innovative thinking through effective and efficient centre processes.
- The facilitation of effective, efficient and economical transfer and development of technological and business skills and know-how in centres.
- The establishment and maintenance of networking arrangements between centres, as well as with other similar organisations.
- Improve the business performance, profitability and survival rate of newly established technology based SMMEs
- Provide sector focussed SMME clusters with access to up-to-date technology and management support.
- Promote technology transfer/diffusion within the small, medium and micro-enterprise (SMME) sector of the local economy.
- Promote economic growth and employment creation through the enhancement of technological innovation.
- Promote competitiveness and the assimilation of "best practice" production technologies
- Apart from financial aid, provide assistance, eg. training, consultation, advice or other measures deemed necessary for the effective, efficient and economical functioning of centres.
- Incorporation of the DTI incubator type centres into the Godisa Trust.
- Continual improvement of the Godisa Trust by benchmarking and research.

### **Structure**

Board of trustees  
-  
Exco – including CEO  
-  
CEO  
-  
Godisa staff

Godisa consists of a national office situated in Pretoria and various independent but affiliated centres/provincial offices that are situated in:

Acorn – Cape Town  
BTI – Sunninghill Johannesburg  
Egoli Bio – Johannesburg  
Zenzele – Randburg

Chemin – Port Elizabeth  
Timbali - Mpumalanga  
UZN ISC - Durban  
Softstart - Pretoria

Godisa is made up of a Board of Trustees, Exco, CEO and Godisa staff. The board of trustees are Ms Lerato Thahane, Ms Marjorie Anne Pyoos, Dr Anusha Lucen, Dr Johannes Frederik Andries Potgieter, Ms Alice Nomvuyiso Damane, Mr Michael Garth Myers and they hold that position for a period for three years.

### **Contact Details – Section 14(1)(b)**

#### **Info officer**

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#### **Deputy info officer**

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Website: [www.godisa.net](http://www.godisa.net)

(Further detailed information can be found on our website)

### **Access to Records**

#### **Automatic Disclosures: - Section 14(1)(a)**

- A notice in terms of Section 15(2) describes the categories of records of the bodies that are available without a person having to request access in terms of the act.

Information for the Godisa Trust notice in terms of Section 15(2) was not available at the time of publication of this manual.

However, all information available on the web-site [www.godisa.net](http://www.godisa.net) is voluntarily disclosed

#### **Records that may be requested – Section 14(1)(d)**

##### **Finances and accounting**

- Auditor's annual report.
- Audited financial statements.
- Annual report, including balance sheet and statement of income and expenditure certified by the Auditor-General.
- Annual budget and corporate plan as provided for in the Public Finance Management Act, Act No. 1 of 1999.
- VAT, SITE and PAYE records

##### **Operational Information and Agreements**

- Documents relating to the policy, objectives and governance of Godisa.
- Joint Venture Agreements with subsidiaries and/or agreements with any person, government or administration.
- Rental agreements, title deeds, mortgage bonds and notarial bonds relating to movable and immovable property.
- Company records relating to companies established by the Godisa or in association with joint venture partners and/or any person for the purpose of developing or exploiting an invention or technological expertise.
- Memorandums of understanding.
- Metadata and spatial information.

##### **Human Resources**

- Policies and procedures.
- Contracts, conditions of service and other agreements.
- Statutory employee records.
- Pension fund records of the pension fund established under the Associated Institutions Pension Fund Act. 1962.

### Umkhomba ndlela

I-Godisa Trust iqulunqhwe nguRhulumente woMzantsi Afrika ngentsebenziswano ye Sebe lezoBugcisa ne Nkcubeko, kwa ne Sebe lezoRhwebo. I-Godisa Trust yinkampani yoluntu ka-schedule 3A.

Njengoko i-Godisa ingenawo amalungelo abucala okushishina okanye awozobugcisa izakuphenjelwa indlela ngumgaqo wembonakaliso mdla (Expression of Interest) yabapapashi bayo. Nangona kunjalo i-Godisa Trust izimisele ukwenyusa abanxhulumanisi kwiindawo ezityunjiweyo ukuncedisana nophuhliso kwezoqoqosho nakwezentlalo.

### Imisebenzi kwa nemiqondo yeliqumrhu

- Ukuqulunqhwa kweendawo zobugcisa ezizakuthi, kweminye imisebenzi yazo, zikhusele, ziqale, okanye zibonise uluntu ulwazi kwezobugcisa ngeenjongo zokukhawulezisa ukuqalwa kwamashishini awezobugcisa.
- Ukuphuhliswa kweengcinga zokushishina nokuqala amathuba kwiindawo zobugcisa ezizakusebenza ngomdlanga nangokuzinikela.
- Ukufezekiswa kodluliso lwazi lokushishina, nokuphuhliswa kwezobugcisa kwindawo ezityunjiweyo.
- Ukuqulunqhwa nokuphathwa ngokwabelana ulwazi kwindawo ezityunjiweyo, nakwezinye indawo ezenza imisebenzi eyeleleneyo.
- Ukuphuculwa koshishino, ingeniso, nolwandiso lwamathuba empumelelo kumashishini obugcisa asaqalayo (SMMEs).
- Ukunikwa kwentlangano zamashishini asaqalayo (clustered SMMEs) ithuba lokufumana uncedo kwezobugcisa nakwimpatho yamashishini.
- Ukuququzelela udluliso lwazi kwezobugcisa phakathi kwamashishini amancinci, aphakathi, naselekhulile kwezoqoqosho lwezithili.
- Ukuququzelela uphuhliso kwezorhwebo nokudalwa kwamathuba emisebenzi ngokukhuthaza impucuko kwezobugcisa.
- Ukukhuthaza ukhuphiswano nokwamkelwa kwamanqanaba aphezulu ( best practice) ekwenzweni komsebenzi okanye ekwaxhiweni kwezinto zobugcisa.
- Ngaphandleni koncedo mali, i-Godisa izakuncedisa ngeendlala ezahlukeneyo, eziquka ukuqeqesha, ukuthethathethana, noku cebisa, kwaye nezinye indlela zoncedo ezibonakala zinyanzekile ukuqinisekisa intsebenzo egqwesileyo kwindawo ezityunjiweyo.
- Ukuhlenganisa amaziko aluhlobo olufana nalawo ezeSebe loRhwebo okufukama ( incubation) amashishini akhulayo azakufakwa ngaphantsi kwe-Godisa Trust.
- Ukuqhubeka ukuphucula i-Godisa Trust ngokuthelekisa inqhubo yayo nenqanaba elibekiweyo nangokufuna ulwazi olutsha.

**Ubume be-Godisa**

i-Bhodi ye- Trustees

-  
Abaphathi ( Executive Committee)  
quka Umkhokheli (CEO)-  
Umkhokheli (CEO)-  
Abasebenzi be-Godisa

I-Godisa iquka i-ofisi kazwelonke ese-Pitoli kwane ofisi ezizimeleyo ngokuhlangeneyo kumaphondo ngamaphondo. Ezi-ofisi zise:

I-Acorn-eKapa  
I-BTI- e-Sunninghill, eGoli  
I- Egoli Bio – ese-Goli  
I-Zenzele- ese-Randburg

I-Chemin-ese- Bhayi  
I-Timbali-ese-Mpumalanga  
I-UZN ISC-ese-Thekwini  
I-Softstart-ese-Pitoli

I-Godisa iquka i-Bhodi ye-Trustees, abaphathi bayo (Exco), uMkhokheli wayo (CEO) nabasebenzi bayo. Ibhodi ye-trustees iquka u-Misi Lerato Thahane, u-Misi Marjorie Anne Pyoos, u-Gqirha Anusha Lucen, u-Gqirha Johannes Frederik Andries Potgieter, u-Misi Alice Nomvuyiso Damane, u-Mnu. Michael Garth Myers kwaye bazakuba yibhodi ngokwexesha leminyaka emithathu.

**Iincukacha zokuxhulumana**  
**(ngokwemigaqo ka-Section 14(1)(b))**

Ongumazisi  
Igama: Charles Wyeth  
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**Ulwazi olugabalala:**

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Lynnwood 0040

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Imibuzo: [info@godisa.net](mailto:info@godisa.net)

Ingcombolo ezipheleleyo ziyafumaneka kwi-website yethu engu: [www.godisa.net](http://www.godisa.net)



**Imvume yokuphonononga amarhekhodi we-Godisa**

**Ulwazi olungabonwa ngaphandle kwesicelo:- ngokuka- section 14 (1)(a)**

- Isaziso ngokuka-section 15(2) sichaza uluhlu lwamarekhodi amaqumrhu angabonwa luluntu ngaphandle kwesicelo ngokomthetho.

Ulwazi ngokwesaziso se-Godisa Trust ngokuka-section 15(2) besingekabikho ngexesha lokushicilelwa kwa le-manyuwali.

Kodwa noxa kunjalo lonke ulwazi neenkukacha ziyafumaneka kwi-web-site yakwa-Godisa engu [www.godisa.net](http://www.godisa.net). Olulwazi lufumaneka lula ngaphandle kwesicelo.

**Amarhekhodi angacelwa-ngokuka-section 14(1)(d)**

**Aqulathe ulwazi ngezezimali**

- Ingxhelo yonyaka ye-Auditor
- Impepha zemali ezi-odithiweyo
- Ingxhelo yonyaka, equlathe i-balance sheet neempepha ezibonisa ingeniso nenchitho mali ezisetifaywe yi-Auditor-General.
- Imali yonyaka ne plani yequmrhu ngokukwe- Public Finance Management Act Yokuqala ka-1999.
- Amarekhodi e-VAT, SITE ne-PAYE.

**Ulwazi ngokwenkqubo msebenzi ne zivumelwano**

- Iimpepha ezinqhamelene ne-policy, imiqondo, kwanokuphathwa kwe-Godisa.
- Izivumelwano zentsebenziswano nee-subsidiaries okanye isivumelwano nomntu, urhulumente, okanye iqumrhu.
- Izivumelwano zokuqasha indawo, ii- title deeds, nee- mortgage bonds ezinxulumene nee mpahla ( movable property) okanye imihlaba/ izakhiwo ( immovable property).
- Amarhekhodi enkampani anxhulumene nezinye iinkampani eziqulunqhwe yi-Godisa okanye ngokwentsebenziswano yamanye amaqumrhu okanye abantu ngenzame zokuphuhlisa ezobugcisa.
- Iimboniswano eziqulathwe kwii-memorandum.
- Ulwazi lwe-Metadata nolwe-spatial.

**Awanxulumene noluntu**

- Ii-polisi nemigaqo
- Izibhambathiso, imo yokusebenza kwabasebenzi nezinye izivumelwano
- Amarhekhodi abasebenzi ngokomthetho.
- Amarhekhodi eemali zenkamnkam ngokwe-Associated Institutions Pension Fund Act ka-1962.

**Artikel 14 Handleiding – Die GODISA Trust**

1. Inhoudsopgawe
2. Besonderhede ingevolge Artikel 14
  - 2.1. Mandaat (opsioneel)
  - 2.2. Funksies
  - 2.3. Struktuur - Diagram (opsioneel)
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3. Kontakbesonderhede – Artikel 14(1)(b)
4. Artikel 10-gids – Artikel 14(1)(c)
5. Toegang tot Rekords
  - 5.1. Outomatiese openbaarmaking – Artikel 14(1)(e)
  - 5.2. Rekords wat versoek mag word – Artikel 14(1)(d)
6. Versoekprosedures – Artikel 14(1)(d)
  - 6.1. Openbaarmaking van rekords
  - 6.2. Aard van die versoek
  - 6.3. Fooie betaalbaar
7. Dienste beskikbaar – Artikel 14(1)(f)
8. Reëling vir die voorsiening van openbare betrokkenheid in die formulering van beleid en die uitvoering van magte – Artikel 14(1)(g)
8. Remedies beskikbaar in geval van nie-voldoening aan die vereistes van die Wet – Artikel 14(1)(h)
10. Enige ander inligting soos voorgeskryf mag word – Artikel 14(1)(i)

### Mandaat

- Die Godisa Trust is gestig deur die Regering van die Republiek van Suid-Afrika deur die Departement van Wetenskap en Tegnologie en die Departement van Handel en Nywerheid. Dit is 'n skedule 3A openbare maatskappy.
- Die Godisa program het nie enige eksklusiewe markte of tegnologieë nie en sal gelei word deur die kwaliteit van Uitdrukings van Belange wat deur promotors verskaf word. Desnieteenstaande is die Godisa Trust ywerig om kweekmasjiene in sleutelareas te bevorder wat nasionale ekonomiese en sosiale ontwikkeling sal ondersteun.

### Funksies en Doelstellings

- Die vestiging van tegnologiesentrums soos kweekmasjiene, innovasiesentrums, demonstrasie-sentrums of hibriedsentrums met die doel om die vestiging van tegnologiegedrewe ondernemings te versnel.
- Die verbetering/bevordering van entrepreneuriese en innoferende denke deur effektiewe en doeltreffende sentrum prosesse.
- Die fasilitering van effektiewe, doeltreffende en ekonomiese oordrag en ontwikkeling van tegnologie- en besigheidsvaardighede en kennis in sentrums.
- Die vestiging en onderhoud van netwerkreëlings tussen sentrums en soortgelyke organisasies.
- Bevordering van besigheidsprestasie, winsgewendheid en oorlewingskoers van nuutgevestigde tegnologiegebaseerde KMMO's.
- Voorsiening van sektorgefokuse KMMO-groepe, met toegang tot op-datum tegnologie- en bestuursondersteuning.
- Bevordering van tegnologiese oordrag/diffusie binne die klein-, medium en mikro-ondernemingsektor (KMMO-sektor) van die plaaslike ekonomie.
- Bevordering van ekonomiese groei en werkskepping deur die verbetering van tegnologiese innovasie.
- Bevordering van mededingendheid en die assimilasie van die "beste praktyk" produksie tegnologieë.
- Buiten finansiële bystand, voorsien bystand soos: opleiding, konsultasie, advies en ander maatreëls wat nodig geag mag word vir die effektiewe, doeltreffende en ekonomiese funksionering van sentrums.
- Inkorporering van die DHN kweekmasjien-tipe sentrums in die Godisa Trust.
- Voortgesette verbetering van die Godisa Trust deur vergelykende peiling en navorsing.

**Struktuur**

Raad van trustees  
-  
Uitvoerende komitee – insluitend HUB  
-  
HUB (Hoof Uitvoerende Beampte)  
-  
Godisa personeel

Godisa bestaan uit 'n nasionale kantoor, geleë in Pretoria en verskeie onafhanklike maar geaffilieerde sentrums/provinsiale kantore wat geleë is in:

Acorn – Kaapstad	Chemin – Port Elizabeth
BTI – Sunninghill Johannesburg	Timbali - Mpumalanga
Egoli Bio – Johannesburg	UZN ISC - Durban
Zenzele – Randburg	Softstart - Pretoria

Godisa se struktuur bestaan uit 'n Raad van Trustees, Uitvoerende komitee, HUB en Godisa personeel. Die Raad van Trustees is Me Lerato Thahane, Me Anne Pyoos, Dr Anusha Lucen, Dr Johannes Frederik Andries Potgieter, Me Alice Nomvuyiso Damane en Mnr Michael Garth Myers. Die trustees beklee hulle posisies vir 'n tydperk van drie jaar.

**Kontakbesonderhede - Artike 14(1)(b)****Inligtingsbeampte**

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- Volledige inligting kan op ons webtuiste gevind word.