

SECTION 51 MANUAL FOR CHEMICAL AND ALLIED INDUSTRIES' ASSOCIATION (CAIA)

Prepared in terms of the requirements of the Promotion of Access to Information Action, No. 2 of 2000

1. Contact details

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Executive Director

2. The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not later than August 2003. Please direct any queries to them:

PAIA Unit, The Research and Documentation Department
Postal address: Private Bag 2700 ,Houghton ,2041
Telephone: +27 11 484-8300
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Website: www.sahrc.org.za
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3. Records available in terms of any other legislation

As required by law.

4. Access to the records held by the private body in question

i. Records of the body which are available without a person having to request access in terms of this Act in terms of section 52(2).

- CAIA Constitution;
- Brochures on activities, ChemNews and Responsible Care Report.

ii. Records that may be requested.

Administration

- Office lease agreement, lease agreements of and maintenance contracts for equipment;
- Software Licence agreements
- Insurance policies

Human Resources

- Employment contracts and records
- Remuneration records

- Conditions of employment including disciplinary and grievance procedures and rules of retirement fund and medical aid society

Finances

- Financial statements
- Annual budget

Operations

- Agendas and Minutes of regular meetings of Board and Standing Committee on Responsible Care
- Position papers on various topics
- Articles and presentations on various topics

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual

The manual is also available for inspection at the offices of CAIA free of charge; and copies are available with the SAHRC, in the Gazette and is available on the CAIA website.