

**PUBLIC SERVICE COMMISSION**



**PROTOCOL ON THE REPRODUCTION OF PSC  
PUBLICATIONS**

**DECEMBER 2010**

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## **1. INTRODUCTION**

The Public Service Commission (PSC) is an independent and impartial public institution, established in terms of Section 196 of the Constitution of the Republic of South Africa, 1996. The PSC is tasked and empowered to, amongst others, investigate, monitor, and evaluate the organisation and administration of the Public Service. This mandate also entails the evaluation of achievements, or lack thereof of Government programmes. Linked to the aforementioned powers, the PSC has an obligation to also promote measures to ensure effective and efficient performance within the Public Service and to promote values and principles of public administration as set out in the Constitution, throughout the Public Service.

In executing its constitutional mandate, the PSC publishes research reports aimed at contributing towards good governance in the Public Service. The PSC's Protocol on the Reproduction of PSC Publication is compiled in line with the Copyright Act of 1978 (as amended). For the purpose of this protocol document, research reports, guidelines, newsletters, magazines, fact sheets or any other material published by the PSC will be referred to as publications.

## **2. PROTOCOL ON THE REPRODUCTION OF PSC PUBLICATIONS**

The work of the PSC is being used by a number of government departments as well as other stakeholders, such as members of institutions of higher learning. In instances where the PSC has run out of printed copies of its publications and cannot reprint due to financial constraints, stakeholders are permitted to photocopy or print the PDF version of the publication, which is posted on the PSC internet site: [www.psc.gov.za](http://www.psc.gov.za). Likewise, in instances where the PSC has printed copies of the reports and stakeholders would still want to photocopy or download the Report from the website, the PSC encourages such a practice.

Furthermore, in instances where departments or any stakeholder would like to reprint the PSC publication at own cost, the requester must approach the PSC for permission. In order to protect the PSC brand, the following steps must be followed:

### **✓ Step 1**

The requester should make the request for the reproduction of a publication in writing to the Director-General of the Office of the Public Service Commission, as the Information Officer. The requester must clearly indicate at the time of making the request, whether the intention is to print the whole publication or certain sections of the publication.

✓ *Step 2*

The Director-General will respond in writing, either granting permission or declining the request. It should be noted that it is the prerogative of the Director-General to grant or decline such a request.

✓ *Step 3*

Upon notification of permission granted, it is the responsibility of the requester to approach the service provider who printed the publication to request the reprint and the reprinting costs will be incurred by the requester. The Head of Communication of the Office of the Public Service Commission will also advise the service provider about the permission which has been granted to the requester for the reprint of the publication as well as the contents of the agreement entered into between the two parties (PSC and the requester).

The requester will be required to enter into an agreement with the PSC, which will entail the following clauses:

- “The interest of the PSC is noted”.
- “As the requester for the reprint of the PSC publication, you will not manipulate or change the content or the corporate look and feel of the publication”.
- “The PSC will sign-off on the final printers proof prior the reprinting of the publication”.
- “The reprinting of the publication will be done in line with the PSC’s specifications, e.g. format and paper type of the publication”.

✓ *Step 4*

In cases where permission has been granted for the reproduction of the publication, **preferably** the service provider who has printed the publication in question should be the one reproducing publication. However, the requester is allowed to approach other service providers to compare the reproduction costs of the publication. Irrespective of who the appointed service provider is for the reproduction of the publication, the PSC will sign off the copy of the publication to be reproduced prior to the reprint.

In cases where the service provider who printed the publication is no longer in business and the requester does not want to use a service provider which is not sanctioned by the PSC, the requester can contact the Head of Communication of the Office of the Public Service Commission, who will then advise on the preferred service provider to contact, who will be selected from the PSC’s Panel of Printers.

### **3. QUALITY ASSURANCE**

The service provider will be requested to furnish the PSC with the printer's proof prior to reprint in order to ascertain that the document has not been amended in any way. The printers proof must be submitted to the Head of Communication at the Office of the Public Service Commission.

### **4. CONTACT DETAILS**

#### **The Director-General: Office of the Public Service Commission**

**Contact person/s:**

Mashwahle Diphofa, Tel: (012) 352 1011

Fax: (012) 325-8323

Email address: Mashwahle@opsc.gov.za

#### **The Head of Communication: Office of the Public Service Commission**

**Contact person/s:**

Humphrey Ramafoko, Tel: (012) 352 1196

Fax: (012) 325-8344

Email address: Humphreyr@opsc.gov.za

**Postal address:**

Private Bag X121

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### **5. CONCLUSION**

It is believed that this document will give appropriate guidance to stakeholders on the reproduction of PSC's publications.