government communications

Department:
Government Communication and Information System
REPUBLIC OF SOUTH AFRICA

UMGAQO-NKQUBO WEELWIMI WEZIKO LEZONXIBELELWANO NOKUSASAZWA KOLWAZI LUKARHULUMENTE

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1. INTSHAYELELO

1.1. UMzantsi Afrika lilizwe elineenkcubeko ezahlukeneyo nelizingca ngeelwimi ezininzi ezahlukeneyo. Ulwimi sisixhobo esingundoqo esinokusetyenziselwa ukumilisela nangakumbi ulawulo lwentando yesininzi futhi luncedise kwezentlalo, ezenkcubeko, ezingqiqo, ezoqoqosho kunye nezopolitiko eMzantsi Afrika.

1.2. Iimeko yeelwimi yatshintsha kakhulu emva kokuba kungene umbuso wolawulo lwentando yesininzi ngowe-1994, xa uMgaqo-siseko wathi wamisela imithetho nemigaqo yokuba iilwimi ezahlukeneyo zihlonitshwe ngokusesikweni kwaye kukhuthazwe nokusetyenziswa kweelwimi ezahlukeneyo. Le meko ikhoyo ngoku ikuvumelayo ukusetyenziswa kweelwimi ezininzi inika ithuba iilwimi ezazihlelekile ngaphambili ukuba ziphuhle futhi zikhule.

1.3. ICandelo lesi-6 loMgaqo-siseko ligxininisa ukuba iilwimi ezili-11 ezisemthethweni ziyalingana. Ezo lwimi zezi: isiBhulu, isiNgesi; isiNdebele; isiXhosa; isiZulu; Sepedi; Sesotho; Setswana; Siswati, Tshivenda kunye neXitsonga.

1.4. Ngenxa yegunya lomgaqo-siseko lokunika uluntu ulwazi olungenazimpazamo naziphene kunye nolufumaneka lula futhi ngexesha olufuneka ngalo, i-GCIS inoxanduva lokukhokela nokuququzelela iinkqubo namaphulo abalulekileyo karhulumente onxibelelwano ukuze iqinisekise ukuba uluntu lunolwazi kwaye luyakwazi ukufumana nokusebenzisa iinkqubo nemigaqo-nkqubo karhulumente elulutho kulo. I-GCIS sele kuyiminyaka ithe gqolo ipapasha okanye ikhupha ulwazi kunye nezicatshulwa zonxibelelwano ngazo zonke iilwimi ezisemthethweni.

1.5. Ngokukhuthaza kunye nokulwela ukuba wonke ubani alufumane ngokulinganayo ulwazi neenkonzo zikarhulumente njengenxalenye yoxanduva lwayo ngokomgaqo-siseko nokuzibophela ekwenzeni okulungileyo, i-GCIS iqinisekisa ukuba iilwimi ezazihlelekile ngaphambili, kodwa esele zizilwimi ezisemthethweni kungoku nje, zinikwa amathuba.

2. IINKCAZELO

Kulo mgaqo-nkqubo la magama namabinzana angezantsi anezi ntsingiselo zilandelayo, eziya kutshintsha apho kuthiwe athetha enye into:

"I-*Braille*"	I-*Braille* yesiNgesi, ekwabizwa ngokuba yi-*Grade-2 Braille*
"UMgaqo-siseko"	UMgaqo-siseko woMzantsi Afrika wowe-1996
"i-DG"	UmLawuli-Jikelele we-GCIS
"i-GCIS"	IZiko lezoNxibelelwano nokuSasazwa koLwazi lukaRhulumente (i-GCIS)
"ICandelo leeNkonzo zoLwimi"	Icandelo leelwimi le-GCIS elasekwa ngokusesikweni ngowe-2008
"UMphathiswa"	UMphathiswa wezoNxibelelwano
"Ukusetyenziswa kweelwimi ezininzi"	Ukusetyenziswa kwezinye okanye zonke iilwimi ezisemthethweni
"Ulwimi olusemthethweni"	Naluphi na kwiilwimi ezisemthethweni ezili-11 njengoko kumiselwe liCandelo 6 (1) loMgaqo-siseko woMzantsi Afrika we-1996
"i-PanSALB"	IBhodi yeeLwimi zoNke zoMzantsi Afrika eyasekwa ngokweCandelo 2 loMthetho we-PanSALB, wowe-1995 (uMthetho uNombolo 59 wowe-1995)
"Iilwimi ezazihlelelekile ngaphambili"	isiNdebele, isiXhosa, isiZulu, Siswati, Sesotho, Setswana, Sepedi, Tshivenda kunye neXitsonga
"Ukukhubazeka ngemizwa"	Ukungaboni, ukungakwazi ukuthetha okanye nokungeva ngeendlebe
"ULwimi lweZandla"	ULwimi lweZandla lwaseMzantsi Afrika
"UMthetho"	UMthetho wokuSetyenziswa kweeLwimi eziseMthethweni, wowama-2012 (uMthetho uNombolo 12 wowama-2012)

“Abanye abachaphazelekayo”	Baquka abanikezeli-zinkonzo kunye nabo banokusebenzela i-GCIS

3. IMITHETHO-SISEKO YOMGAQO-NKQUBO

3.1. UMgaqo-nkqubo weeLwimi we-GCIS usekelwe kule mithetho-siseko ilandelayo:

3.1.1. Ukuqonda nokwamkela ukuba kukho iilwimi neentlobo zeenkcubeko ezahlukeneyo e-GCIS, kunye nokuba abemi boMzantsi Afrika bangabantu abasebenzisa iilwimi ezininzi ezahlukeneyo.

3.1.2. Ukuphuhlisa nokukhuthaza zonke iilwimi ezisemthethweni kulandelwa imithetho-siseko ye-*Batho Pele*.

3.1.3. Ilungelo labantu lokusebenzisa ulwimi abaluthandayo xa befuna uncedo futhi benxibelelana ne-GCIS.

3.1.4. Ilungelo labantu lokufikelela okanye nokufumana ulwazi okanye neenkonzo zikarhulumente ngolwimi abaluthandayo, apho oku kungazikubangela inkxamleko egqithisileyo.

3.1.5. Indima ebalulekileyo edlalwa lulwimi ekuqinisekiseni ukuba kukho unxibelelwano olungenamagingxigingxi phakathi kukarhulumente nabantu.

3.1.6. Ingxaki efuna ukusonjululwa yokubonelela ngeenkonzo zonxibelelwano abantu abanokukhubazeka okuthile, okufana nokungaboni okanye nokungeva okanye nokungaboni ngamehlo.

3.1.7. Igunya lomthetho nelomgaqo-siseko lokukhuthaza ukusetyenziswa kweelwimi ezahlukeneyo ukuqinisekisa ukuba kukho unxibelelwano olungqongqo nolungasokolisiyo phakathi kukarhulumente noluntu.

3.2. I-GCIS iza kusebenzisa ulwimi olusulungekileyo nolungantsokothanga ukuphucula unxibelelwano.

4. IINJONGO NOMHLABA

4.1. Injongo yalo mgaqo-nkqubo kukuqinisekisa ukuba i-GCIS ithobela umthetho kunye nemiqathango yomgaqo-siseko. Ukwaneenjongo zokukhuthaza ukusetyenziswa kweelwimi ezininzi ukuze kuqinisekiswe ukuba kukho unxibelelwano oluvakalayo

nolungasokolisiyo phakathi kukarhulumente noluntu njengoko zicacisiwe kulo Mthetho kunye nakuMgaqo-siseko.

4.2. Lo mgaqo-nkqubo ubophelela onke amasebe kunye nabasebenzi be-GCIS.

4.3. Uza kusetyenziswa nanjengesikhokelo sokucebisa xa amanye amasebe karhulumente efuna uncedo ngeenkonzo ezingolwazi zika-GCIS.

4.4. ISebe: IiNkonzo zokuXhasa ukuPhathwa kwemiSebenzi yeQumrhu lilo elinegunya lokunyanzelisa ukuthotyelwa nokusetyenziswa kwalo mgaqo-nkqubo.

5. IGUNYA NGOKOMTHETHO

Lo mgaqo-nkqubo usekelwe kule mithetho ilandelayo:

5.1. UMgaqo-siseko weRiphabhulikhi yoMzantsi Afrika wowe-1996;

5.2. UMthetho wokuSetyenziswa kweeLwimi eziseMthethweni (uMthetho uNombolo 12 wowama-2012);

5.3. IsiCwangciso-sikhokelo seSizwe soMgaqo-nkqubo weeLwimi, sowama-2003;

5.4. UMthetho oKhuthaza ukuFumaneka koLwazi, (uMthetho uNombolo 2 wama-2000);

5.5. IsiCwangciso-sikhokelo sesiCwangciso-qhinga sesiSizwe soNxibelelwano sowama-– 2014-2019.

6. MALUNGA NE-GCIS

6.1. I-GCIS yasekwa ngowe-1998 ngokweCandelo 239 loMgaqo-siseko njengequmrhu eliqinisekisa ukusasazwa kolwazi nemiyalezo karhulumente eluntwini ngendlela ecacileyo kwakunye nangemimiselo yomgaqo-siseko welizwe.

6.2. I-GCIS inikwe igunya lokuququzelela, ukukhokela nokucebisa kunxibelelwano lukarhulumente, kuquka nokunxibelelana namajelo eendaba, unxibelelwano oluphuhlisayo nezentengiso. Injongo yayo kukudala unxibelelwano oluhlangeneyo oluhambelanayo nolucacileyo phakathi korhulumente nabemi boMzantsi Afrika, into leyo enceda uluntu ukuba lubandakanyeke kumaphulo okuzisa iinguqu kweli lizwe.

6.3. Owona msebenzi uphambili we-GCIS kukunikezela ngolwazi olungenaziphene ngemiba karhulumente ngexesha elifanelekileyo kubemi boMzantsi Afrika ngeendlela zokunxibelelana zale mihla kunye nezi zesiqhelo. I-GCIS isebenzisa imithombo yolwazi namaqonga ahlukeneyo ukubonelela iintlobo zabantu namaqela ejolise kuwo

ngolwazi oluzeleyo. I-GCIS ibonelela ngolu lwazi njengoko oku kulilungelo lomgaqo-siseko labemi boMzantsi Afrika apho iCandelo 195(g) loMgaqo-siseko likubethelela ukuba ukuze sikhuthaze ukwenziwa kwezinto elubala, uluntu kufuneka lunikwe ulwazi olungenaziphene, olufumanekayo ngexesha elifanelekileyo.

6.4. Ngenxa yeli gunya likhankanywe apha ngasentla i-GCIS ibonelela ngolwazi kwiimbombo zonke zoMzantsi Afrika.

7. UMSEBENZI WECANDELO LEENKONZO ZOLWIMI

7.1. ICandelo leeNkonzo zoLwimi lase-GCIS lasekwa ngekaTshazimpunzi ngowama-2008. Umsebenzi walo eliwugunyazisiweyo kukubonelela ngenkonzo yoguqula, ukuhlela nokucokisa kulingiswa iziphene kulwimi olubhaliweyo kwa-GCIS.

7.2. Umsebenzi walo kukukhangela nokuvuna, ukwakha nokuqokelala isigama esifanelekileyo.

7.3. Lisebenzisana namanye amaqumrhu ezeelwimi, futhi lifake isandla nakumba wokuphuhlisa nokukhuthaza iilwimi ezazihlelelekile ngaphambili.

7.4. ICandelo leeNkonzo zoLwimi liza kuba noxanduva eligunyazisiweyo lokuphumeza lo mgaqo-nkqubo lize licebise namanye amahlakani ngendlela osebenza ngayo kunye nabo bonke ubucukubhede obuqulathwe kulo mgaqo-nkqubo.

8. UMONGO WOMGAQO-NKQBUBO

8.1. Iilwimi ezisemthethweni ze-GCIS

8.1.1. Njengecandelo elinoxanduva leenkonzo zonxibelelwano zikarhulumente, i-GCIS iza kwenza konke okusemandleni ayo okunxibelelana ngazo zoli-11 iilwimi ezisemthethweni, xa kukho imfuneko futhi nemeko ivuma. Iilwimi eziza kusetyenziswa kufuneka zisetyenziswe ngendlela eza kuzithathela ingqalelo iimfuno zabantu abanokukhubazeka.

8.1.2. I-GCIS iza kuthathela ingqalelo imiba efana nokusetyenziswa, amathuba okwenziwa ngempumelelo, ubukho bezixhobo nabasebenzi, iilwimi ezithethwa kuloo mmandla kwakunye nokuthelekisa iimfuno nezinto ezifunwa luluntu lwaloo mmandla kunxityelelwana nalo xa kuthathwa isigqibo ngelwimi (iilwimi) elisemthethweni eliza kusetyenziswa.

9. IINDLELA ZOKUNXIBELELANA NABANYE ABACHAPHAZELEKAYO

9.1. Ukunxibelelana noluntu

9.1.1. I-GCIS iza kunxibelelelana ngezi ndlela zilandelayo noluntu:

Uhlobo lonxibelelwano	Ulwimi
Unxibelelwano ngomlomo, kuquka neentlanganiso ezisesikweni, izaziso, iintetho ezisesidlangalaleni, iinkomfa, njl njl.	I-GCIS iza kusebenzisa isiNgesi sitshintshane nalo naluphi na ulwimi kwezi zisemthethweni, ngokuxhomekeke kwinjongo okanye iqonga elisetyenziswa ukuqhuba olo nxibelelwano.
Unxibelelwano olusesikweni olubhaliweyo, kuquka unxibelelwano lwe-elekkhtronikhi, zonke iintlobo zembalelwano, iingxelo zoonondaba, imemorandamu, izimemo, izigidimi, amaxwebhu apapashiweyo, amaphetshana olwazi, iibrontsha, njl njl.	La maxwebhu aza kupapashwa ngesiNgesi uninzi lwawo. Onke amaxwebhu onxibelelwano olubhaliweyo kufuneka aguqulelwe kulwimi oluthethwa kakhulu kwelo phondo lithile. ICandelo leeNkonzo zoLwimi le-GCS lilo eliza kuqinisekisa ukuba ezi zicelo ziyazalisekiswa.
Iifomu	Ziza kufumaneka ngesiNgesi.
Imibhalo neeMpawu	Njengoko i-GCIS ifuna ukunxibelelana nabantu abaninzi kangangoko kunye nokuba kungekho sithuba saneleyo sokubhala ezi ntlobo zemibhalo, yonke imibhalo kunye neempawu zangaphakathi nezangaphandle ze-GCIS ziza kubhalwa ngesiNgesi.
Iingxelo zonyaka kunye namanye amaxwebhu abalulekileyo e-GCIS.	Ziza kupapashwa ngesiNgesi.

Imithombo yolwazi ye-GCIS ebonwa iviwa	Imithombo yolwazi ye-GCIS ebonwa iviwa iza kusebenzisa intetho ebhaliweyo ekhapha imifanekiso ukulungiselela abo bangevayo kakuhle ngeendlebe.

9.1.2. Izicelo zokunxibelelana nangaluphina ulwimi zingafakwa kulandelwa inkqubo ecaciswe kumhlathi 9.4 ngezantsi.

9.2. **Unxibelelelwano lwangaphakathi kunye nonxibelelwano olusesikweni nabanye abachaphazelekayo**

9.2.1. Ezi ntlobo zonxibelelwano zilandelayo ziza kuqhutywa ngesiNgesi, ngaphandle kokuba kukho imfuneko emva kokuba kuthathelwe ingqalelo imiba efana nokusetyenziswa, ukwenziwa ngempumelelo, ubukho bezixhobo nabasebenzi, iilwimi ezisetyenziswa kuloo ngingqi kunye nokuqwalaselwa kwezinto ezifunwa nezikhethwa luluntu, olo hlobo lonxibelelwano lungaqulwa lususwe esiNgesini lusiwe kulwimi (iilwimi) oluceliweyo:

9.2.1.1. Zonke iintlobo zonxibelelwano lomlomo, olubhaliweyo nolwe-elekhtronikhi lwangaphakathi kwa-GCIS (iimemomarandamu, amaphetshana olwazi, iibrontsha, iibhanile (i-bhana), izaziso ezisesikweni, amaxwebhu, oolindixesha, ipowusta, izaziso, iintetho ezisesikweni, iintlanganiso, njl njl).

9.2.1.2. Zonke iintlobo zonxibelelwano olusesikweni lomlomo, olubhaliweyo nolwe-elekhtronikhi apho kunokuchaphazeleka abanye abantu/amaqela angeyonxalenye ye-GCIS kuquka iintlanganiso, iingxoxo zamaqela, unikezelo-ntetho, iindibano zodliwano-ndlebe lomsebenzi, iiseshoni zoqeqesho, iintlanganiso zolungiso-similo, njl njl.

9.2.2. Abasebenzi be-GCIS bangasebenzisa naluphina ulwimi abaluthandayo kunxibelelwano lomlomo, olubhaliweyo okanye olwe-elekhtronikhi, ukuba abo babandakanyekayo kolo nxibelelwano bayaluva beluqonda olo lwimi (iilwimi) lukhethiweyo.

9.3. **Unxibelelwano namalungu oluntu anokukhubazeka ngokwemizwa:**

9.3.1. Apho kukho imfuneko kwaye kuthathelwe ingqalelo imiba efana nokusetyenziswa, amathuba okwenziwa ngempumelelo, izixhobo zokusebenza, iimeko zengingqi, oku kuthelekiswe nezinto ezidingwa kunye nezifunwa luluntu, i-GCIS iza kuguqula ulwazi olupapashiweyo lubhalwe ngohlobo lwe-*Braille* ukulungisela abo bangaboniyo

ngamehlo ize incedise kumalungiselelo okutolikela olu lwazi kuLwimi lweZandla ukulungiselela abo bangeva kakuhle ngeendlebe.

9.3.2. Amagosa e-GCIS asebenzisana noluntu ngqo aza kuqeqeshwa kwizakhono zokusebenzisa uLwimi lweZandla ukuze akwazi ukunxibelelana namalungu oluntu angeva kakuhle ngeendlebe.

9.4. **Inkqubo elandelwayo ukuze ufumane iinguqulelo:**

9.4.1. Kwiimeko apho unxibelelwano lungekhoyo nge-*Braille*, uLwimi lweZandla okanye ngolwimi oluthile, kungathunyelwa isicelo ku-DG sokuba olo lwazi luguqulelwe kolunye ulwimi, libhalwe ngohlobo lwe-*Braille* okanye lutolikelwe kuLwimi lweZandla.

9.4.2. Isicelo eso kufuneka sithunyelwe ku-DG kule imeyile: *languagequeries@gcis.gov.za* okanye kwi-Ofisi enguNdlunkulu we-GCIS.

9.4.3. I-GCIS iza kusiqwalasela eso sicelo ngokuthi ithathele ingqalelo imiba efana nokusetyenziswa, amathuba okwenziwa ngempumelelo, izixhobo zokusebenza, iimeko zengingqi, oku kuthelekiswe nezinto ezidingwa kunye nezifunwa luluntu.

9.4.4. Ukuba isicelo samkelwe emva kokuba kuqwalaselwe le miba ichazwe kumhlathi 9.4.3 ngasentla, i-GCIS iza kuthi, zingaphelanga iintsuku ezilishumi, yenze iinzame, ngokwesicelo eso, zokuba kufunyanwe uguqulelo, utoliko lolwimi lwezandla okanye ubhalo nge-*Braille*. Kwimeko apho i-GCIS ingakwazi ukunika isisombulo kwesi sicelo kwezi ntsuku zimiselweyo, iza kunxibelelana nomfaki-sicelo lowo imcacisele ukuba isisombululo kwisicelo sakhe siza kufumaneka nini na.

9.4.5. Xa kufunwa uncedo lokutolikelwa kulwimi lwezandla kumsitho we-GCIS, kufuneka kufakwe isicelo kwisithuba esizintsuku ezisixhenxe zomsebenzi phambi komhla omiselwe umsitho lowo.

10. UKUGCINA IINGXELO

10.1. Onke amaxwebhu asesikweni e-GCIS aza kugcinwa ngesiNgesi kunye nohlelo okanye uguqulelo lolunye ulwimi ukuba lukhona.

11. UKUSONJULULWA KWEZIKHALAZO

11.1. Naye nabani na onesikhalazo ngokwendlela uMgaqo-nkqubo weeLwimi we-GCIS osetyenziswa ngayo angathumela isikhalazo sakhe esibhaliweyo kwi-DG zingaphelanga iinyanga ezintathu emva kokwenzeka kwesenzo eso sibangela isikhalazo.

11.2. Isikhalazo masithunyelwe kwa-GCIS ngenye yezi ndlela zilandelayo:

11.2.1. Sisiwe ngumntu buqu kwi-Ofisi enguNdlunkulu ye-GCIS ekule dilesi: Tshedimosetso House, 1035 cnr Frances Baard and Festival streets, Hatfield, Pretoria, 0083; okanye

11.2.2. Sithunyelwe ngeleta ebhalisiweyo kule dilesi: The DG, GCIS, Private Bag X745, Pretoria, 0001; okanye

11.2.3. Sithunyelwe ku-DG nge-imeyile kule dilesi: *languagequeries@gcis.gov.za*

11.3. Iinkcukacha zomfaki-sikhalazo - eziquka amagama apheleleyo, idilesi kunye nenombolo yomnxeba – kufuneka zibhalwe ngokucacileyo kwimbalelwano yesikhalazo eza kuthunyelwa.

11.4. Kufuneka kunikwe inkcaza ezeleyo yesikhalazo equka umhla, ixesha, umntu obephambili ngethuba lesenzo esikhalazisayo, ukuba zikhona ezi nkcukacha.

11.5. I-GCIS ingacela lowo ufaka isicelo ukuba anike ezinye iinkcukacha okanye aye kwintlanganiso eza kuchophela kuxoxwe ngomlomo ngesikhalazo eso.

11.6. I-DG iza kuthi zingaphelanga iinyanga ezintathu okanye ixesha elingaphantsi kweli, ngokokungxamiseka kwesikhalazo eso, ithathe isigqibo ngesikhalazo eso ize imazise ngembalelwano umfaki-sikhalazo ngesigqibo eso.

11.7. Ukuba umfaki-sikhalazo akanelisekanga sisigqibo se-DG, umfaki-sikhalazo angawudlulisela lo mba kuMphathiswa wezoNxibelelwano ngokuthumela isibheno esibhalwe phantsi singaphelanga isithuba esiyinyanga enye emva kokuba efumene impendulo kwi-DG njengoko kucacisiwe kumhlathi 11.6 ngasentla.

12. UKUPAPASHWA NOKUFUMANEKA KOMGAQO-NKQUBO WEELWIMI WE-GCIS

12.1. Umgaqo-nkqubo weelwimi uza kufumaneka:

12.1.1. Ngazo zoli-11 iilwimi ezisemthethweni; kunye

12.1.2. Ne-*Braille*.

12.2. Lo mgaqo-nkqubo uyafumaneka:

12.2.1. ngalo naluphi na ulwimi kwezi zili-11 zisemthethweni kule webhusayithi: *www.gcis.gov.za*; okanye

12.2.2. ngokuza kuzifundela ikopi eshicilelweyo ngalo naluphi na ulwimi kwezi zili-11 zisemthethweni okanye i-*Braille* kwi-Ofisi enguNdlunkulu ye-GCIS okanye kwii-ofisi zamaphondo.

12.3. Ikopi yomgaqo-nkqubo weelwimi iza kupapashwa ngesiNgesi kwiPhephandaba likaRhulumente, kwaye iza kuxhonywa kuzo zonke iindawo ezilungiselelwe oko kwi-Ofisi enguNdlunkulu ye-GCIS kunye nee-ofisi zamaphondo.

13. UKUHLAZIYWA KOMGAQO-NKQUBO

13.1. ICandelo leeNkonzo zoLwimi liza kuhlala liyibeke phantsi kweliso lize livavanye indlela osetyenziswa ngayo lo mgaqo-nkqubo lize lifake ingxelo rhoqo ngonyaka kuMphathiswa wezobuGcisa neNkcubeko ne-PanSALB emalunga nokusetyenziswa kweelwimi ezisemthethweni njengoko kucacisiwe kwiCandelo 9 lalo Mthetho.

13.2. Lo mgaqo-nkqubo uza kuhlaziywa rhoqo emva kwesithuba seminyaka emine okanye nanini na xa kukho imfuneko.