**Global Monitoring on SDG indicator 16.10.2**

**Initial Country Reporting Template for progress as regards SDG Indicator 16.10.2:**

**“Number of countries that adopt and implement constitutional, statutory and/or policy guarantees**

**for public access to information.”**

This template seeks to guide Member States as to the data that needs to be collected to assess the quality of implementation of their Right to Information (RTI) instruments for purposes of SDG 16.10.2. The template will be accompanied by a technical guide aimed at helping States complete the questionnaire. That guide will elaborate:

1. The underlying rationale, i.e. the utility and benefits of Member States responding to the questions; the wider process for assessing the SDG Indicators; the voluntary nature of the process; the aim of developing benchmarks against which change and ultimately success can be tracked; and the systematic identification of points where improvements can be made in terms of implementation.
2. Internationally agreed terms and definitions.[[1]](#footnote-1) In this template, the terms “Access to information” (ATI), “Right to information” (RTI), and “Freedom of Information” (FOI) are used interchangeably. Examples of terms that will be defined include: (i) policy; (Ii) national plan; (iii) mechanism (institution and procedures); and (iv) independence.
3. Reporting: Responses will be combined with other data sources, including sources on adoption issues, as distinct from this questionnaire where the main focus is on implementation. This linking of data will be done in a transparent manner and resulting reports will be made public along with data disaggregation options.
4. How information will be contextualized in the resulting global report, given that data collected may indicate different things. For example, a low number of requests may indicate that a lot of information is being made available proactively, diminishing the need to use RTI laws to get it or, alternatively, that very few people know about their right to information.
5. The role of the UNESCO Institute of Statistics in ensuring methodological quality of indicators, the data-aggregation and analysis processes, capacity-building and standard-setting.

**Preliminary Information**

|  |  |
| --- | --- |
| **Name of the country** |  |
| **Contact person(s)/focal point(s)** | **Name :****Institution :****Email :** |

1. **Types and title/s of national Right to Information rule/s:**

|  |  |  |
| --- | --- | --- |
|  | **Yes / No** | **Title** |
| **Constitution** | 🗌 Yes 🗌 No  |  |
| **Statute** | 🗌 Yes 🗌 No  |  |
| **Substatutory legal instrument/ regulation** | 🗌 Yes 🗌 No  |  |
| **Policy document** | 🗌 Yes 🗌 No  |  |
| **Other** |  |  |

1. **Are there other policies or strategies (such as national plans or strategies on Right to Information) that are particularly relevant to implementation of the Right to Information?**

🗌 Yes 🗌 No

1. **If YES, what are they?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Is there a national mechanism that monitors the Member State’s progress towards the SDGs?**

🗌 Yes 🗌 No

If YES, does it include progress on SDG 16.10.2 (access to information)? 🌕 Yes 🌕 No

If YES, which is the lead agency responsible for monitoring progress on 16.10. 2? (e.g. information commission, statistics agency, a ministry): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please provide maximum ten public authorities at the national level being assessed for this template. The first two (Ministry of Finance and Ministry of Environment) are required, while the others are optional. The other public authorities that you choose should meet any of these criteria below:**
* Deliver social services
* Receive the most requests for information from the public
* Have a national budgeting function

|  |  |  |
| --- | --- | --- |
| **No** | **Name of public authorities (ministry/agencies)** ***\*Number 1 and 2 are required*** | **☑** |
|  | **Ministry of Finance** | ☑ |
|  | **Ministry of Environment** | ☑ |
|  | Ministry of Education | 🗌 |
|  | Ministry of Health | 🗌 |
|  | Ministry of Justice | 🗌 |
|  | National Archives | 🗌 |
|  | Labour and Health Inspections  | 🗌 |
|  | **……………………………..** | 🗌 |
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**Section 1: General institutional measures**

***This section seeks information on the general institutional measures that States have put into effect to implement Right to Information rules.***

1. **Outside of courts, is there a national oversight body (such as an information commission) which hears appeals from refusals to disclose information or exercises oversight functions regarding the Right to Information?**

🗌 Yes 🗌 No

1. **If YES:**

a) Name of the body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Who exercises the power to appoint the head/governance of this oversight body?

🗌 Executive branch of government

🗌 Legislature

🗌 Judiciary

🗌 Mixed/others (*please specify*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

c) What percentage of the overall national budget goes to financing this body? \_\_\_ % from the total amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) What USD amount per capita does the budget for the oversight body represent? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per capita.

d) What percentage of the appeals that have been put to the body has been resolved? \_\_\_\_\_\_\_\_% appeals has been resolved during the period of \_\_\_\_\_\_\_\_\_\_\_\_ (*please specify the years*) or 🗌 Information not available

e) What was the average time taken to resolve appeals? \_\_\_\_\_\_\_\_\_(days/weeks) or 🗌 Not Available

1. **For the public authorities you have chosen under question No. 5, in addition to the Ministry of Environment and the Ministry of Finance, please provide the following information:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Ministry of Finance**  | **Ministry of Environment**  | ***Add other public authority if needed* (*specify the name of the ministry/agency*)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **a) Has appointed individuals with dedicated responsibilities for implementing the law (i.e. information officers)?** | 🗌 Yes 🗌 No 🗌 Info not available | 🗌 Yes 🗌 No 🗌 Info not available | 🗌 Yes 🗌 No 🗌 Info not available |
| **b) Has formal, written terms of reference for information disclosue** | 🗌 Yes 🗌 No 🗌 Info not available | 🗌 Yes 🗌 No 🗌 Info not available | 🗌 Yes 🗌 No 🗌 Info not available |
| **c) Has provided their information officers with specialised training on implementation of the law** | 🗌 Yes 🗌 No 🗌 Info not available | 🗌 Yes 🗌 No 🗌 Info not available | 🗌 Yes 🗌 No 🗌 Info not available |

**Section 2: Systemic performance: awareness, reporting, records management**

***This section seeks information on systemic performance issues such as awareness raising, reporting on what has been done to implement the law and records management efforts.***

1. **Has a guide or other related information been disseminated to citizens explaining how to make a request for information under the Right to Information rule/s?** 🗌 Yes 🗌 No

a) If YES, please provide link to the guide/information materials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) If NO, are you planning to produce one and, if so, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Have other efforts been made to raise public awareness about Right to Information, such as through public events, media exposures, social media, websites, etc.?**

a) If YES, please describe these efforts briefly: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[add space as needed]

b) If NO, are you planning to do this and, if so, please describe your plans briefly? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Over the last three years, has there been production of annual reports on what has been done to implement the Right to Information rule/s :**

a) At the central government level? 🗌 Yes 🗌 No

If YES, please provide link to the publication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If NO, are you planning to produce one and, if so, when will it be available? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) By the individual public authorities being assessed? 🗌 Yes 🗌 No

If YES, please list any public authorities that did produce reports and provide links to the reports: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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[add space as needed]

c) Please provide a short description of the material included in these reports (as in [a] and [b] above), indicating whether or not they provide details on the number of requests and how they were processed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[add space as needed]

1. **Have any common minimum standards for records management[[2]](#footnote-2) has been set?**

🗌 Yes 🗌 No

1. **If YES:**

a) Please provide a link to them: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b) Indicate which body set them? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) Are they binding? 🗌 Yes 🗌 No

d) Which of the public authorities that you have chosen under Question 5 has largely complied with the standards? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 3: Direct performance issues: requests and proactive disclosure**

1. **From the public authorities you have chosen under question No. 5, in addition to the Ministry of Environment and the Ministry of Finance, please provide the following information in the table below:**

a) Which provide access to a form for making requests via their websites?

b) Which provide access to a form for making requests in physical form at their offices?

c) Which provide access to the contact details of the official who receives requests via their website?

d) Which require their officials to provide assistance to requesters with special needs (for example if illiterate or disabled)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Name of public authorities (ministry/agencies)** **\**Number 1 and 2 are required*** | **a) Form via websites****☑** | **b) Physical form****☑** | **c) Contact details of official****☑** | **d) Assistance to requesters with special needs****☑** |
|  | **Ministry of Environment** | 🗌 | 🗌 | 🗌 | 🗌 |
|  | **Ministry of Finance**  | 🗌 | 🗌 | 🗌 | 🗌 |
|  | Ministry of Education | 🗌 | 🗌 | 🗌 | 🗌 |
|  | Ministry of Health | 🗌 | 🗌 | 🗌 | 🗌 |
|  | Ministry of Justice | 🗌 | 🗌 | 🗌 | 🗌 |
|  | National Archives | 🗌 | 🗌 | 🗌 | 🗌 |
|  | Labour and Health Inspections  | 🗌 | 🗌 | 🗌 | 🗌 |
|  | **……………………………..** | 🗌 | 🗌 | 🗌 | 🗌 |
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|  | **……………………………..** | 🗌 | 🗌 | 🗌 | 🗌 |

1. **From the public authorities you have chosen under question No. 5, in addition to the Ministry of Environment and the Ministry of Finance, please provide the following information:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Ministry of Finance**  | **Ministry of Environment**  | ***Add other public authority if needed* (*specify the name of the ministry/agency*)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| a) How many requests for information were made to them in each of the previous three years (this can be calendar years, or past 12 month periods)?  | * A number of \_\_\_\_\_\_\_\_\_\_ requests In year 1
* A number of \_\_\_\_\_\_\_\_\_\_ requests In year 2
* A number of \_\_\_\_\_\_\_\_\_\_ requests In year 3

or 🗌 Info not available  | * A number of \_\_\_\_\_\_\_\_\_\_ requests In year 1
* A number of \_\_\_\_\_\_\_\_\_\_ requests In year 2
* A number of \_\_\_\_\_\_\_\_\_\_ requests In year 3

or 🗌 Info not available  | * A number of \_\_\_\_\_\_\_\_\_\_ requests In year 1
* A number of \_\_\_\_\_\_\_\_\_\_ requests In year 2
* A number of \_\_\_\_\_\_\_\_\_\_ requests In year 3

or 🗌 Info not available  |
| b) What percentage of these requests was answered within the initial statutory time limits? | \_\_\_\_\_\_\_\_\_\_% or 🗌 Info not available  | \_\_\_\_\_\_\_\_\_\_% or 🗌 Info not available  | \_\_\_\_\_\_\_\_\_\_% or 🗌 Info not available  |
| c) What percentage was answered within extended time limits (if these are provided for)? | \_\_\_\_\_\_\_\_\_\_% or 🗌 Info not available  | \_\_\_\_\_\_\_\_\_\_% or 🗌 Info not available  | \_\_\_\_\_\_\_\_\_\_% or 🗌 Info not available  |
| d) In what percentage was the requested information provided in whole? In part?  | \_\_\_\_\_\_\_\_\_\_% or 🗌 Info not available  | \_\_\_\_\_\_\_\_\_\_% or 🗌 Info not available  | \_\_\_\_\_\_\_\_\_\_% or 🗌 Info not available  |
| e) From among those where information was provided, in what percentage was a fee charged for this?  | \_\_\_\_\_\_\_\_\_\_% or 🗌 Info not available  | \_\_\_\_\_\_\_\_\_\_% or 🗌 Info not available  | \_\_\_\_\_\_\_\_\_\_% or 🗌 Info not available  |

1. **Which of the following types or categories of information are made available by central government on a proactive basis:**

🌕 Budget documents

🌕 Annual Ministry reports, including accounts

🌕 Audit reports

🌕 Policy reports

🌕 Commercial contracts

🌕 List of public servants and their salaries

🌕 Administrative data sets

🌕 Information on internal procedures, manuals and guidelines

🌕 Description of the structure and function of government institutions

🌕 Annual report on the implementation of freedom of/access to/right to information law

🌕 Freedom of information procedural information

**Section 4: Future plans**

***This section seeks information on any plans/initiatives in the area of public access to information for the next three years.***

1. **Are there any plans for the adoption of Right to Information rule/s or other policies/strategies that are particularly relevant for the implementation of Access to Information in the next three years?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 [add space as needed]

1. **Please list here any other relevant national efforts or practices to protect and promote public access to information:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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[add space as needed]

1. For example, drawing from leading right to information standards as expressed in international and regional court decisions, UN Human Rights Committee General Comment No. 34, Joint Declarations by the special international mandates on freedom of expression and other authoritative statements on the content of the right. [↑](#footnote-ref-1)
2. Records management is “responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records”. - United Nations Secretary General’s Bulletin ST/SGB/2007/5 on Record-keeping and the management of United Nations archives. [↑](#footnote-ref-2)