

## Call for Consultancy (CI 3)

### International Data Collection to Support Sustainable Development Goal 16.10.2 on Public Access to Information

#### TERMS OF REFERENCE

##### General background

Adopted in 2015, the Sustainable Development Goals (SDGs) established a framework to promote action on questions around sustainable growth and response to global issues over the next fifteen years. The Communication and Information (CI) Sector of the United Nations Educational, Scientific and Cultural Organization (UNESCO) and the UNESCO Institute for Statistics (UIS) are mandated to track progress across countries toward the achievement of SDG indicator 16.10.2 on public access to information<sup>1</sup> (ATI).

To that effect, as part UNESCO's CI strategy of assisting countries to strengthen national efforts to achieve SDG 16.10.2, and with the support of UIS, a survey instrument on public access to information to measure and monitor progress towards adoption and implementation of ATI legislation has been consultatively developed.

##### Work assignment

In 2019, a review of SDG Goal 16 and all its targets and indicators will take place at the United Nations High-Level Political Forum (UN-HLPF). As a result, in order to help inform the discussion, CI and UIS are seeking to engage a consultant to carry out a rapid data collection. The rapid data collection will collect data and information from forty-three<sup>2</sup> countries producing Voluntary National Reviews (VNRs) for 2019.

Working under the guidance of the UIS Head of Unit, Culture and Communication (CC) Statistics, and in close consultation with UNESCO's International Programme for the Development of Communication (IPDC) Secretariat, the consultant will process and analyze the data and information collected using a finalized version of the draft survey instrument for this purpose.

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<sup>1</sup> Access to Information (ATI), Right to Information (RTI), and Freedom of Information (FOI) are conceptually different. However, for the purposes of this document, these concepts are used indistinctively.

<sup>2</sup> Algeria, Azerbaijan, Bosnia and Herzegovina, Brazil, Burkina Faso, Cambodia, Cameroon, Central African Republic, Chad, Congo (Republic of the), Côte D'Ivoire, Croatia, El Salvador, Eritrea, Eswatini (Swaziland), Fiji, Ghana, Guatemala, Guyana, Indonesia, Iraq, Kazakhstan, Kenya, Lao People's Democratic Republic, Lesotho, Mauritania, Mauritius, Nauru, Pakistan, Palau, Philippines, Rwanda, Saint Lucia, Serbia, Sierra Leone, South Africa, Timor-Leste, Tonga, Tunisia, Turkey, Turkmenistan, United Republic of Tanzania, and Vanuatu.

Specifically, the consultant:

1. Will develop brief guidelines for use with the survey instrument;
2. Will collect and process data and information from the relevant ministries and public organizations in the target countries using the existing CI-UIS survey instrument;
3. Will work closely with designated national focal points and other selected key stakeholders in the data and information collection;
4. Will canvas the national research sources, raise awareness among survey respondents about enhancing future rounds of data collection, and assess countries' statistical capacity by focusing on needs for sustained and regular production of SDG 16.10.2 data and indicators.
5. Will deliver an electronic file of disaggregated data and original completed electronic and/or paper survey responses;
6. Will produce a high quality analytical report of the survey results and recommendations:
  - for improving the survey instrument (e.g. outlining any challenges and improvements, definitional issues, missing data issues, data quality issues, etc.);
  - suggesting improvements to the data collection process;
  - for enhanced or improved integration and monitoring of SDG 16.10.2 into national statistical reporting mechanisms; and
  - for harnessing information to promote use of data/indicators and increased visibility at the country and international level.

**Deliverables and timetable (tentative):**

- Submission of first draft analysis report (**February 22, 2019**);
- Submission of original completed questionnaires, electronic file of data, final report and recommendations (**15 April, 2019**)

**Qualifications and experience required:**

Advanced university degree in media/communications/laws, coupled with outstanding experience in research and statistics and access to information international standards.

At least 7-10 years working experience in communication and information, media legislation or related research. 3-5 years professional experience in media research, also in international data collection or in the use of standardized statistics/indicators to prepare high-level analytical reports with actionable recommendations.

Excellent writing skills in English. Knowledge of French and/or Spanish would be an asset.

**Submission:**

Please submit your application, in English, electronically **by 28 December 2018** to the email address: [uis.procurement@unesco.org](mailto:uis.procurement@unesco.org) including the following:

- Curriculum vitae
- Examples of past experience in this area of work
- The amount to be charged for the assignment, which should be quoted in US dollars and expressed as an overall lump sum,

Please indicate your name and “CI 3 consultancy” in the subject line.

**Selection process:**

Selection will be based on eligibility criteria and fee proposal as follows:

1. Eligibility criteria (70%)
  - a. The relevance of academic credentials, professional experience of the consultant, past similar assignments and sound knowledge of policy issues of the communication and information sector.
2. Fee proposal (30%)

**For any questions, please contact:**

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# 1

## Draft Questionnaire

### **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 questionnaire seeks to guide Member States in providing minimal data that UNESCO and the UNESCO Institute of Statistics seek to collect in order to fulfil UNESCO’s mandate as Convening Agency for monitoring Sustainable Development Goal 16.10 indicator 2.<sup>3</sup>

The questionnaire focuses on implementation of Right to Information (RTI).<sup>4</sup> It will be accompanied by brief guidelines (to be developed) aimed at helping States complete the questionnaire. That manual 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 incremental 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.<sup>5</sup> For the purposes of this survey tool, the “Right to information” (RTI) is used as a chapeau that covers issues that are sometimes designated as “Freedom of Information” (FOI) or as “Access to information” (ATI). It particularly covers

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<sup>3</sup> This tool has the advantage of being short and quick. It complements other more in-depth tools such as the Carter Center’s Implementation Assessment Tool.

<sup>4</sup> In this questionnaire, implementation is understood primarily as use of the law and compliance with it by state agencies, although it also covers whether proactive efforts are made to put the law into practice. It seeks to collect data on mechanisms of implementation, infrastructure supporting implementation, and levels of implementation.

<sup>5</sup> 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.

reasonably comprehensive, binding rules that enable guarantees for public access to information, as per Indicator 16.10.2.

3. Reporting: Responses will be combined with other data sources<sup>6</sup>, 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 specific requests under 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 standard-setting, data collection, ensuring data quality, ensuring methodological quality of the indicators produced, and contributing to analytical outputs.

## Preliminary Information

<b>Name of the country</b>	
<b>Contact person(s)/focal point(s)</b>	<p><b>Contact 1 - Person completing the questionnaire in country</b>  <b>Name :</b>  <b>Institution :</b>  <b>Email :</b></p> <p><b>Contact 2 – Person providing the data</b>  <b>Name :</b>  <b>Institution :</b>  <b>Email :</b></p>

### 1. Types and title/s of binding national Right to Information rule/s<sup>7</sup>:

	Yes / No	Title
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<sup>6</sup> Such as statistics on national household surveys, population census, open government surveys, cross-sectional surveys, desk-analysis of RTI laws, etc.

<sup>7</sup> Where relevant, the level of government (e.g. component states or provinces), as well as URLs are also requested.

<b>Constitutional provision</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Legal statute/ law</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Substatutory legal instrument/ regulation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Binding policy document<sup>8</sup></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Other (for example, jurisprudence)</b>		

**2. Are there other guiding strategies, non-binding policies<sup>9</sup> or roadmaps that are directly relevant to implementing the Right to Information? :**

Yes  No

**If YES, what are they?**

Digital Government/e-government policies:

URL link: \_\_\_\_\_

Open Government strategy and Open Data/ Open Access and public domain policies-related legislation or policies:

URL link: \_\_\_\_\_

OGP action plan

URL link: \_\_\_\_\_

Others (please specify)<sup>10</sup> \_\_\_\_\_

**3. 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

• Which is the lead agency responsible for monitoring progress on 16.10.2?

Information commission

Statistics agency

Ministry: *(please specify the name)* \_\_\_\_\_

Other: *(please specify)* \_\_\_\_\_

• Where applicable, how does the monitoring on indicator 16.10.2 work?

<sup>8</sup> This only refers to binding policies, for non-binding please refer to Question 2

<sup>9</sup> Policy aspects that are mandatory (e.g. A Code of Practice, administrative circulars, etc.) should be covered under Question 1. Include here those which are only for guidance.

<sup>10</sup> Examples may be archives laws, media laws, or banking laws where these explicitly relate to transparency and/or the Right to Information.

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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.*

4. Is there a national body (or are there states-level bodies) for oversight (such as an Information Commission, Data Protection agency, Ombudsman's institution, etc.) which exercise/s other oversight functions regarding the Right to Information?  
 Yes  No
5. Is there an enforcement body other than the courts which hears appeals concerning refusals to disclose information?  
 Yes  No
6. Are the bodies in Question 6 and 7 the same?  
 Yes  No
7. If the answer to Question 5 and/or 6 is YES, please fill the table below. If NO, proceed to Question 8. If both the bodies in Question 5 and 6 are the same, fill only the "A. National oversight body" column, otherwise fill both Columns A and B.

TABLE A. National oversight body	TABLE B. Appeals body
a) Name of the body: _____ _____	a) Name of the body: _____ _____
b) Who exercises the power to appoint/remove the head/governance of this oversight body? <input type="checkbox"/> Executive branch of government <input type="checkbox"/> Legislature <input type="checkbox"/> Judiciary <input type="checkbox"/> Mixed/others (please specify: _____)	b) Who exercises the power to appoint/remove the head/governance of this oversight body? <input type="checkbox"/> Executive branch of government <input type="checkbox"/> Legislature <input type="checkbox"/> Judiciary <input type="checkbox"/> Mixed/others (please specify: _____)

<p>c) Are the decisions of the body mandatory? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>c) Are the decisions of the body mandatory? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>d) Does the body have the power of implement sanctions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>d) Does the body have the power of implement sanctions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>e) How many staff (full time/equivalent) does the body have? A number of _____ staff</p>	<p>e) How many staff (full time equivalent) work for the oversight body? A number of _____ staff</p>
<p>f) What provisions are in place to guarantee the operational independence of this body? _____</p>	<p>e) How many staff (full time/equivalent) does the body have? A number of _____ staff</p>
<p>g) .....</p> <p>i. How much is the total amount of national budget in the current budget year? (in local currency) _____ –</p> <p>ii. What is the budget for financing this body? (in local currency) _____ –</p> <p>iii. What is the population of your country? _____ in _____ (please indicate the year)</p>	<p>g) .....</p> <p>i. How much is the total amount of national budget? (in local currency) _____ –</p> <p>ii. What is the budget for financing this body? (in local currency) _____ –</p> <p>iii. What is the population of your country? _____ in _____ (please indicate the year)</p>
<p>h) .....</p> <p>i. How many <b>complaints</b> did the body receive? A number of _____ <b>complaints</b> was received during the period of _____ (please specify the years) or <input type="checkbox"/> Information not available</p>	<p>h) .....</p> <p>i. How many <b>appeals</b> did the body receive? A number of _____ <b>appeals</b> was received during the period of _____ (please specify the years) or <input type="checkbox"/> Information not available</p>



<p>ii. Within the same period of Question (i) above, how many <b>complaints</b> were responded to? A number of _____ <b>complaints</b> were responded to, either negatively, positively, or partially; or <input type="checkbox"/> Information not available</p> <p>iii. What was the average time taken to respond to the <b>complaints</b>? <input type="checkbox"/> 1-30 days <input type="checkbox"/> 31-60 days <input type="checkbox"/> more than 60 days</p>	<p>ii. Within the same period of question (i) above, how many <b>appeals</b> were resolved? A number of _____ <b>appeals</b> were resolved or <input type="checkbox"/> Information not available</p> <p>iii. Within the same period of question (i) above, how many <b>appeals</b> were rejected? A number of _____ <b>appeals</b> were rejected during the period of _____ (<i>please specify the years</i>) or <input type="checkbox"/> Information not available</p> <p>iv. What was the average time taken to resolve <b>appeals</b>? <input type="checkbox"/> 1-30 days <input type="checkbox"/> 31-60 days <input type="checkbox"/> more than 60 days</p>
<p><b>j) If this body also hears appeals, please answer the questions below. If the appeals are handled by another body (other than the courts), please refer to questions (a) to (j) in <u>Table B</u>.</b></p> <p>i. How many <b>appeals</b> did the body receive? A number of _____ <b>appeals</b> was received during the period of _____ (<i>please specify the years</i>) or <input type="checkbox"/> Information not available</p> <p>ii. Within the same period of question (i) above, how many <b>appeals</b> were resolved? A number of _____ <b>appeals</b> were resolved or <input type="checkbox"/> Information not available</p> <p>iii. Within the same period of question (i) above, how many <b>appeals</b> were rejected? A number of _____ <b>appeals</b> were rejected during the period of _____ (<i>please specify the years</i>) or <input type="checkbox"/> Information not available</p>	<p>j) Are the reports of this body publicly available? <input type="checkbox"/> Yes (<i>please specify how</i>) _____ <input type="checkbox"/> No</p>

iv. What was the average time taken to resolve <b>appeals</b> ? <input type="checkbox"/> 1-30 days <input type="checkbox"/> 31-60 days <input type="checkbox"/> more than 60 days	
l) Are the reports of this body publicly available? <input type="checkbox"/> Yes ( <i>please specify how</i> ) _____ <input type="checkbox"/> No	

## 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.*

8. Has a guide or other related information in official language(s) been made public and 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:

\_\_\_\_\_

- Describe the dissemination activities:

\_\_\_\_\_ [add space as needed]

b) If **NO**, are there plans to produce one and, if so, when?

\_\_\_\_\_

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

a) If **YES**:

- Please describe these efforts briefly:

\_\_\_\_\_ [add space as needed]

- Which institution(s) has (have) been leading these initiatives?

\_\_\_\_\_

b) If **NO**, are there plans to do this and, if so, please describe the plans briefly?

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

**10. Has central government commissioned independent polling of the public to ask about their awareness of the Right to Information; if people know how to make requests; and who they can appeal to if they are not happy with a public authority's response?**

Yes  No

a) If **YES**, please provide links of the reports on these polls, and indicate any breakdown of these including by gender and other variables.

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

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

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

**11. Over the last three years, have you produced a regular report on how the Right to Information rule/s have been implemented? :**

Yes  No

a) If **YES**:

- How often is it?

Annually

Biennially

Other

- Please provide link to the publication/s: \_\_\_\_\_

- Please provide a short description of the material included in the report, indicating whether or not it provide details on the number of requests and how they were processed

\_\_\_\_\_  
\_\_\_\_\_ [add space as needed]



***This section seeks information on current challenges and any plans/initiatives in the area of public access to information.***

<b><i>In past three-year period, what challenges have been identified?</i></b>	<b><i>What is the evidence of these challenges?</i></b>	<b><i>Which actor(s) and stakeholders are involved?</i></b>	<b><i>What are the possible solutions to overcome the challenges? When should these solutions be adopted? How and by whom?</i></b>
<i>For example specific shortfalls in:</i>			
(i) Release of information in response to requests			
(ii) Proactive release/disclosure			
(iii) Culture of official secrecy			
(iv) Information on women's rights,			
(v) Independent appeals mechanism			
<i>Others...</i>			

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

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**Note for researchers compiling responses to Questionnaire 2**

For this questionnaire, Member States will be asked to provide maximum ten public authorities at the national level to be assessed in this survey. **The first three (Ministry of Finance, Ministry of Environment and City Council of the Capital) are required, while the others are optional.** <sup>12</sup> The other public authorities that you choose should meet any at least one of these criteria below:

- Deliver or regulate public services
- Receive a high volume of requests for information from the public
- Have a national budgeting function or be responsible for significant shares of public spending
- Have an oversight function
- Play a crucial role in delivery of the Sustainable Development Goals

No	Name of public authorities (ministry/agencies) being assessed for this template <i>*Number 1, 2 and 3 are required</i>	<input type="checkbox"/>
1.	<b>Ministry of Finance (or equivalent)</b>	<input type="checkbox"/>
2.	<b>Ministry of Environment (or equivalent)</b>	<input type="checkbox"/>
3.	<b>City Council of the Capital (or equivalent)</b>	<input type="checkbox"/>
4.	Ministry of Education (or equivalent)	<input type="checkbox"/>
5.	Ministry of Health (or equivalent)	<input type="checkbox"/>
6.	Ministry of Justice (or equivalent)	<input type="checkbox"/>
7.	Ministry of Labour (or equivalent)	<input type="checkbox"/>
8.	Ministry of Social Welfare (or equivalent)	<input type="checkbox"/>
9.	Ministry or authority responsible for policing (or equivalent)	<input type="checkbox"/>
10.	Others: e.g.: National Archives; Regulatory Body <sup>13</sup> ; etc.	<input type="checkbox"/>

<sup>12</sup> The selection of Ministries of Finance and of the Environment is based on their direct relevance to the 2030 Sustainable Development Agenda.

<sup>13</sup> Examples of a regulatory body: national media commission; telecommunication regulatory authority; state bank regulator; food and drug agency; etc.

## 2

### Draft Survey Template

## FOR INDIVIDUAL MINISTRY/AGENCY

### 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 questionnaire seeks to guide Member States in providing minimal data that UNESCO and the UNESCO Institute of Statistics seek to collect in order to fulfil UNESCO’s mandate as Convening Agency for monitoring Sustainable Development Goal 16.10 indicator 2.<sup>14</sup>

The questionnaire focuses on implementation of Right to Information (RTI).<sup>15</sup> It will be accompanied by brief guidelines (to be developed) aimed at helping States complete the questionnaire. That manual 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 incremental 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.<sup>16</sup> For the purposes of this survey tool, the “Right to information” (RTI) is used as a chapeau that covers issues that are sometimes designated as “Freedom of Information” (FOI) or as “Access to information” (ATI). It particularly covers reasonably comprehensive, binding rules that enable guarantees for public access to information, as per Indicator 16.10.2.

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<sup>14</sup> This tool has the advantage of being short and quick. It complements other more in-depth tools such as the Carter Center’s Implementation Assessment Tool.

<sup>15</sup> In this questionnaire, implementation is understood primarily as use of the law and compliance with it by state agencies, although it also covers whether proactive efforts are made to put the law into practice. It seeks to collect data on mechanisms of implementation, infrastructure supporting implementation, and levels of implementation.

<sup>16</sup> 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.

3. Reporting: Responses will be combined with other data sources<sup>17</sup>, 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 specific requests under 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 standard-setting, data collection, ensuring data quality, ensuring methodological quality of the indicators produced, and contributing to analytical outputs.

## Preliminary Information

<b>Name of the country</b>	
<b>Name of Ministry/agency being assessed</b>	
<b>Contact(s) of the Ministry/agency</b>	<p><b>Contact 1 – Person completing the questionnaire in country</b>  <b>Name :</b>  <b>Division :</b>  <b>Email :</b></p> <p><b>Contact 2 - Person providing the data</b>  <b>Name :</b>  <b>Division :</b>  <b>Email :</b></p>

<sup>17</sup> Such as statistics on national household surveys, population census, open government surveys, cross-sectional surveys, desk-analysis of RTI laws, etc.



## Section 1: General institutional measures

1. **Has your institution appointed individuals with dedicated responsibilities for implementing binding rules on Right to Information (i.e. information officers)?<sup>18</sup>**
  - Yes
  - No
  - Information not available
  
2. **Has your institution written publicly available terms of reference (TOR) for information disclosure, which are used by your information officers?**
  - Yes, written only
  - Yes, both written and made publicly available
  - No
  - Information not available
  
3. **Have your information officers been provided with specialised training on implementation of the law?**
  - Yes
  - No
  - Information not available

## Section 2: Direct performance issues: requests and proactive disclosure

4. **Do you provide access to a physical form for making requests at your office?**
  - Yes
  - No
  
5. **Do you provide access to an online form for making requests?**
  - Yes
  - No
  
6. **Do you provide contact details of the office/official(s) receiving requests?**
  - Yes
  - No

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<sup>18</sup> This should include number of individuals or fulltime equivalents in relevant sub-departments.

**7. Do you require your officials at your office to provide assistance to requesters with special needs (for example if illiterate or disabled)?**

- Yes
- No

**8. Please provide the following information:**

<p><b>a) How many requests for information have you received in each of <u>the previous three years</u>?</b></p>	<ul style="list-style-type: none"><li>• In 2017: A number of _____ requests received or <input type="checkbox"/> Info not available</li><li>• In 2016: A number of _____ requests received or <input type="checkbox"/> Info not available</li><li>• In 2015: A number of _____ requests received or <input type="checkbox"/> Info not available</li></ul>
<p><b>b) How many requests have you answered in each of <u>the previous three years</u>?</b></p>	<ul style="list-style-type: none"><li>• In 2017: A number of _____ requests answered or <input type="checkbox"/> Info not available</li><li>• In 2016: A number of _____ requests answered or <input type="checkbox"/> Info not available</li><li>• In 2015: A number of _____ requests answered or <input type="checkbox"/> Info not available</li></ul>
<p><b>c) Where <u>statutory time limits exist</u>, how many requests have been answered within these?</b></p>	<ul style="list-style-type: none"><li><input type="checkbox"/> Not applicable (no time limits)</li><li><input type="checkbox"/> Applicable</li><li>• In 2017: A number of _____ requests or <input type="checkbox"/> Info not available</li><li>• In 2016: A number of _____ requests or <input type="checkbox"/> Info not available</li><li>• In 2015: A number of _____ requests</li></ul>

	<p>or <input type="checkbox"/> Info not available</p>
<p><b>) How many requests have been answered within extended time limits (if these are provided for)?</b></p>	<p><input type="checkbox"/> Not applicable (no extended time limits)  <input type="checkbox"/> Applicable</p> <ul style="list-style-type: none"> <li>• In 2017: A number of _____ requests  or <input type="checkbox"/> Info not available</li> <li>• In 2016: A number of _____ requests  or <input type="checkbox"/> Info not available</li> <li>• In 2015: A number of _____ requests  or <input type="checkbox"/> Info not available</li> </ul>
<p><b>e) How many requests for information have been provided in whole? In part?</b></p>	<p><b>2017</b></p> <ul style="list-style-type: none"> <li>• A number of _____ (in whole)</li> <li>• A number of _____ (in part)</li> </ul> <p>or <input type="checkbox"/> Info not available</p> <p><b>2016</b></p> <ul style="list-style-type: none"> <li>• A number of _____ (in whole)</li> <li>• A number of _____ (in part)</li> </ul> <p>or <input type="checkbox"/> Info not available</p> <p><b>2015</b></p> <ul style="list-style-type: none"> <li>• A number of _____ (in whole)</li> <li>• A number of _____ (in part)</li> </ul> <p>or <input type="checkbox"/> Info not available</p>
<p><b>f) From among those where information was provided, in what percentage did you <u>was a fee charged?</u></b></p>	<ul style="list-style-type: none"> <li>• In 2017: A number of _____ requests  or <input type="checkbox"/> Info not available</li> </ul>

	<ul style="list-style-type: none"> <li>• In 2016: A number of _____ requests or <input type="checkbox"/> Info not available</li> <li>• In 2015: A number of _____ requests or <input type="checkbox"/> Info not available</li> </ul>
<p><b>g) How many requests for information have been refused because the information was not held, or did not exist?</b></p>	<ul style="list-style-type: none"> <li>• In 2017: A number of _____ requests refused or <input type="checkbox"/> Info not available</li> <li>• In 2016: A number of _____ requests refused or <input type="checkbox"/> Info not available</li> <li>• In 2015: A number of _____ requests refused or <input type="checkbox"/> Info not available</li> </ul>
<p><b>h) How many requests for information have been refused on the basis of national security?</b></p>	<ul style="list-style-type: none"> <li>• In 2017: A number of _____ requests refused or <input type="checkbox"/> Info not available</li> <li>• In 2016: A number of _____ requests refused or <input type="checkbox"/> Info not available</li> <li>• In 2015: A number of _____ requests refused or <input type="checkbox"/> Info not available</li> </ul>

**9. Which of the following types of information have been made available based on a proactive disclosure<sup>19</sup>?**

Non-financial documents	Financial documents
<input type="radio"/> Annual Ministry reports	<input type="radio"/> Budget allocation with breakdown

<sup>19</sup> **Proactive basis:** the act of releasing information before it is requested, without the filing of a request. This is different from **reactive disclosure** that occurs when a request is made.

<ul style="list-style-type: none"> <li>○ Minister’s agendas, minutes, and papers</li> <li>○ Policy reports</li> <li>○ List of public servants’ scales for salaries and allowances</li> <li>○ Curriculum vitae of senior public servants</li> <li>○ Administrative data sets</li> <li>○ Information on procedures, manuals and guidelines</li> <li>○ Description of the structure and function of government institutions</li> <li>○ Annual report on the implementation of freedom of/access to/right to information law</li> <li>○ Information/guidelines on how to request information held by your institution</li> </ul>	<ul style="list-style-type: none"> <li>○ Financial report with expenditure breakdown</li> <li>○ Audit reports</li> <li>○ Commercial contracts/ bidding/ tendering</li> </ul>
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### Section 3: Challenges and future plans

*This section seeks information on current challenges and any plans/initiatives in the area of public access to information.*

<b><i>In past three year period, what challenges have been identified?</i></b>	<b><i>What is the evidence of these challenges?</i></b>	<b><i>Which actor(s) and stakeholders are involved?</i></b>	<b><i>What are the possible solutions to overcome the challenges? When should these solutions be adopted? How and by whom?</i></b>
<i>For example specific shortfalls in:</i>			
(i) Release of information in response to requests			
(ii) Proactive release/disclosure			
(iii) Culture of official secrecy			
(iv) Information on women’s rights,			
(v) Independent appeals mechanism			
<i>Others...</i>			

**10. Please list here any other efforts or practices by your institution to protect and promote public access to information:**

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