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Research of the Best Practices of Access to Public Information

Government of the Autonomous Republic of Adjara

*Georgia, United Kingdom (Scotland), United States of America,
Estonia – Comparative Analysis*

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2012

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Introduction

The following study is comparative analysis of Georgian and international legislation the United Kingdom (Scotland), the United States of America, Estonia prepared within the framework of a project – **“Research on the Effectiveness of the FOIA Provisions in Georgia”**, implemented by the Institute for Development of Freedom of Information (IDFI).

The project **“Research on the Effectiveness of the FOIA Provisions in Georgia”** was implemented by IDFI (March-May, 2012) under the **Good Governance in Georgia Program (G3)** of the United States Agency for International Development (USAID).

The goal of the project was to increase the level of transparency and effective governance of the administrative organs (**the Ministry of Justice, Civil Service Bureau, the Competition and State Procurement Agency, Chamber of Control of Georgia, Government of the Autonomous Republic of Ajara**) through studying the best international practice of access to information and overcoming shortcomings in this sphere.

Main objective of the project - **“Research on the Effectiveness of the FOIA Provisions in Georgia”**- was to increase the accountability and transparency of the public sector of Georgia through implementing recommendations elaborated on the basis of study and research of the best international practices in public information availability. Several tasks have been set forth to achieve this goal.

First of all, the most important consideration was the research of public information published on electronic resources in view of its content as well as its form of the location. Several Georgian target public agencies were chosen for that aim- **the Ministry of Justice, Civil Service Bureau, Competition and State Procurement Agency, Chamber of Control of Georgia, the Government of the Autonomous Republic of Ajara, the Ministry of Finance and Economy of the Autonomous Republic of Ajara, the Ministry of Labour, Health and Social Care of the Autonomous Republic of Ajara, the Ministry of Education, Culture and Sport of the Autonomous Republic of Ajara, the Ministry of Agriculture of the Autonomous Republic of Ajara.**

At the same time, the project focused on the study of the best international practice on public information access. For this aim, the identical foreign structures of the target Georgian government agencies were used. In particular, the emphasis was made on countries with the best practice of proactive publication: the United States, Great Britain / Scotland and Estonia.

A significant contemporary trend was identified during the international practice research. In particular, government agencies make available the data of public interest under proactive regime to ensure their transparency and accountability. Information technologies development gave them an opportunity to make the information more available about their activities through publication of different types of reports, data and information on their web – pages which is an important element both to establish effective communication with citizens and to improve public confidence towards public institutions. This trend is a habitual tradition at the international level. Moreover, in some countries it is already regulated at the legislative level.

The research results reveal that in almost all cases of public institutions, it is important to have the following types of information on the official web – site:

- Detailed information about leadership;
 - Contact information;
 - Its structure and the description of activity;
 - Strategic and operational plans;
 - Projects and programs;
 - Activity Quarterly and annual reports/audits;
 - Legislative acts;
 - Consultations for physical and legal entities;
 - Public information availability and detailed procedural description of its request;
 - Proactively published documents of an agency;
 - Detailed information, i.e. the budget on the agency's financial activities;
 - Transparency of administrative costs;
 - Available statistical data;
 - General information about the agency's activities, etc.
- It should be taken into account such things as the agencies' competence and therefore, the existence of specific information and documents on the web – site. The presentation of mentioned type of information on the web – site as well as the qualitative and complete publication of the material attached which is the most important consideration, is the main basis for the evaluation of accountability, openness and transparency of public institutions.

Research methodology includes three basic components:

- Research of proactive publication practice of target administrative organs of Georgia on the basis of public information analysis placed on their web-sites;

- Study of official web-resources of international governmental institutions in view of revealing the best examples of information proactive publication;
- Recommendation package elaboration with the purpose of encreasing the electronic transparency of Georgian public space.

Government of the Autonomous Republic of Ajara

Introduction

Governmental web-site of Scotland (<http://home.scotland.gov.uk/home>) has been chosen in case of the Autonomous Republic of Ajara within the framework of research and the basic recommendations will be elaborated by means of the information located on it. This methodology is justified with the fact that in both cases we deal with autonomous units and the determination of necessary documents and information on the web-site will be conducted in a more simplified way. Also, it will be important for Ajara to master and implement practically the services which have already been used by Scottish Government.

1. General Information about Public Agencies

It is very important to locate the following types of information on the website of Autonomous Government: competence/rights-responsibilities of the Chairman of Government and procedures approving his/her appointment envisaged under applicable legislation, information about the Chief of Government Office, and a variety of historical information about the Government. It is preferable to have information about the activities and functions of the Autonomous Republic's Government on its web - site. In this way, the users and ordinary citizens can create an idea of the activities and tasks to be carried out by the Government.

In case of the Autonomous Republic of Ajara, we see only the biographical data on the Chairman of Government and different ministers without specifying their competencies.

At the same time, the government's responsibilities, goals and competence are given on the Scottish Government web-site. The existence of this type of information on the web - site is

particularly important in the case of the autonomous republic, as the competencies between the center and local government require sharp separation.

აჭარის ავტონომიური რესპუბლიკის მთავრობის თავმჯდომარე

ლევან ვარშალომიძე



დაიბადა 1972 წლის 17 იანვარს ქ. ბათუმში.

1989 წელს წარჩინებით დაამთავრა ბათუმის №6 საშუალო სკოლა.

1994 წელს - ქ. კიევის უნივერსიტეტის საერთაშორისო ურთიერთობების ინსტიტუტის საერთაშორისო სამართლის ფაკულტეტი, იურიდიულ მეცნიერებათა მაგისტრის სამეცნიერო ხარისხით.

1994-1999 წლებში სწავლობდა ქ. კიევის უნივერსიტეტის საერთაშორისო ურთიერთობების ინსტიტუტის ასპირანტურაში. მინიჭებული აქვს იურიდიულ მეცნიერებათა კანდიდატის სამეცნიერო ხარისხი სპეციალობით სამოქალაქო სამართალი და სამოქალაქო საპროცესო სამართალი; საოჯახო სამართალი; საერთაშორისო კერძო სამართალი.

1998-2000 წწ. მუშაობდა საქართველოს საგარეო საქმეთა სამინისტროს საერთაშორისო-სამართლებრივ დეპარტამენტში ორმხრივი ურთიერთობების სამმართველოს უფროსად;

2000-2002 წწ. - საქართველოს იუსტიციის სამინისტროს სააღსრულებო დეპარტამენტის თავმჯდომარე;

2002 წელს მუშაობა დაიწყო საქართველოს ფინანსთა სამინისტროში იურიდიული დეპარტამენტის დირექტორად;

2002 წლის მარტიდან საქართველოს სახელმწიფოსა და სამართლის ინსტიტუტში საერთაშორისო კერძო სამართლის განყოფილების მეცნიერ-მუშაკად.

2002-2004 წწ. - სოლიდარული პასუხისმგებლობის საზოგადოების "დამენია, ვარშალომიძე, ნოღაიდელი და ქავთარაძე" პარტნიორია;

2004 წლის იანვრიდან დაინიშნა მპს "საქართველოს რკინიგზის" გენერალურ დირექტორად.

2004 წლის 5 მაისს დაინიშნა საქართველოს პრეზიდენტის რწმუნებულად აჭარის ავტონომიურ რესპუბლიკაში.

2004 წლის 20 ივლისს, საქართველოს პრეზიდენტის წარდგინებით, აჭარის ავტონომიური რესპუბლიკის უმაღლესმა საბჭომ დაამტკიცა აჭარის ავტონომიური რესპუბლიკის მთავრობის თავმჯდომარედ.

საქართველო, 6010, ქ. ბათუმი, კ. გამსახურდიას, 9
 ტელ: 422 72006
 ფაქსი: 422 77300
 ელ-ფოსტა: Lvarshalomidze@adjara.gov.ge

Biographical data of the Chairman of the Government of Autonomous Republic of Ajara on its web-site.

The Scottish Government


The devolved government for Scotland is responsible for most of the issues of day-to-day concern to the people of Scotland, including health, education, justice, rural affairs, and transport.

The Scottish Government was known as the Scottish Executive when it was established in 1999 following the first elections to the Scottish Parliament. The current administration was formed after elections in May 2011.

The Government's Purpose

To focus government and public services on creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth.

■ [Gàidhlig \(Gaelic\)](#)




Information existing on the Scottish Government's web-site.

As already mentioned, the significant importance is given to the specification of competencies of the Chairman and any members of the office in the attached information. Scottish

Government web-site along with biographic data of officials allotsspecial space for describing their responsibilities.

Office of the First Minister




First Minister
Alex Salmond MSP
Responsibilities: Head of the devolved Scottish Government; responsible for development, implementation & presentation of Government policy, constitutional affairs including Referendum Bill and for promoting & representing Scotland.
[Biography](#)



Contact a Minister

Email: [Ministers' Mailbox \(scottish.ministers@scotland.qsi.gov.uk \)](mailto:scottish.ministers@scotland.qsi.gov.uk)
Your message will be forwarded to the relevant [Cabinet Secretary or Minister](#)


Health, Wellbeing & Cities Strategy



Deputy First Minister and Cabinet Secretary for Health, Wellbeing & Cities Strategy
Nicola Sturgeon MSP
Responsibilities: NHS, health service reform, allied healthcare services, acute & primary services, performance, quality & improvement framework, health promotion, sport, Commonwealth Games, public health, health improvement, pharmaceutical services, food safety & dentistry, community care, older people, mental health, learning disability, carers, Social Care & Social Work Improvement Scotland, substance misuse, social inclusion, equalities, anti-poverty measures, veterans and cities strategy.
[Biography](#)

 <p>Minister for Commonwealth Games and Sport Shona Robison MSP Biography</p>	 <p>Minister for Public Health Michael Matheson MSP Biography</p>
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Finance, Employment and Sustainable Growth



Cabinet Secretary for Finance, Employment and Sustainable Growth
John Swinney MSP
Responsibilities: The economy, Scottish Budget, employment, public service reform, Better Regulation, local government, public service delivery, community planning, Registers of Scotland, Scottish Public Pensions Agency, relocation, e-government, budgetary monitoring, business & industry including Scottish Enterprise, Highlands & Islands Enterprise, trade & inward investment, corporate social responsibility, voluntary sector & the social economy, community business & co-operative development, energy, renewables, tourism, building standards, land use planning.

Information about the ministers existing on the Scottish Government web-site.

2. Information about the Activity of a Public Agency in the Field of Basic Competence

In light of better presentation of outlined policy and planned measures, public availability of strategic documents created by the Government seems to be important. Official web-sites of the Government of Autonomous Republic of Ajara as well as the Ministry of Finance and Economy scarcely represent such documents, unfortunately: the challenges facing institutions, goals, objectives, and the implementation of planned activities are given here. However, the indicators for the whole strategy evaluation are not described at all.

სამინისტრო > სამინისტროს დოკუმენტები

სამინისტროს სტრატეგიული გეგმა 2009-2011 წლებისთვის

Official web-site of the Ministry of Finance and Economy of the Autonomous Republic of Ajara.

Scottish Government's web –site includes not only the government programme for the years of 2011-2012, but the plans for the previous few years. This allows the comparison of priorities with each other defined by the government during different periods of time.

▼ About
▸ Programme for Government
▸ 2011-12
▸ 2010-11
▸ 2009-10
▸ 2008-09
▸ 2007-08

Programme for Government

The Programme for Government sets out the Scottish Government's legislative priorities.

Programme for Scotland 2011-2012

Renewing Scotland: The Government's Programme for Scotland 2011-2012

[Read the First Minister's statement to Parliament](#)

Bill summary notes:

[Agricultural Holdings](#)

[Budget](#)

[Freedom of Information \(Amendment\)](#)

[Rights of Children Young People](#)

[National Library of Scotland](#)

[Self Directed Support](#)

[Land Registration](#)

[Offensive Behaviour at Football](#)

[Long Leases](#)

[Council Tax](#)

[Criminal Cases \(Punishment & Review\)](#)

[Aquaculture & Fisheries](#)

[Alcohol Minimum Pricing](#)

[Police & Fire Reform](#)

[Water](#)

[Legal Aid & Scottish Civil Justice Council](#)

Programme for Government



Also worth seeing

- [National Performance Framework](#)
- [Strategic Objectives](#)
- [Scotland Performs: measuring progress](#)

Governmental programmes located on the official web-site of Scotland.






Strategic aims, tasks, the ways and exact terms for their performance as well as the evaluation indicators for implemented activities set forth by the government in different spheres, are given in the mentioned documents.

▼ About

- ▶ Strategic Objectives
 - ▶ Greener
 - ▶ Healthier
 - ▶ Safer and Stronger
 - ▶ Smarter
 - ▶ Wealthier and Fairer

Strategic Objectives - Scottish Government

The Government has five objectives that underpin its core purpose - to create a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth.

WEALTHIER & FAIRER	HEALTHIER	SAFER & STRONGER	SMARTER	GREENER
				

<p>Enabling businesses and people to increase their wealth and more people to share fairly in that wealth.</p> <p>Find out more about a Wealthier and Fairer Scotland.</p>	<p>Helping people to sustain and improve their health, especially in disadvantaged communities, ensuring better, local and faster access to health care.</p> <p>Find out more about a Healthier Scotland.</p>	<p>Helping communities to flourish, becoming stronger, safer places to live, offering improved opportunities and a better quality of life.</p> <p>Find out more about a Safer and Stronger Scotland.</p>	<p>Expanding opportunities to succeed from nurture through to lifelong learning ensuring higher and more widely shared achievements.</p> <p>Find out more about a Smarter Scotland.</p>	<p>Improving Scotland's natural and built environment and the sustainable use and enjoyment of it.</p> <p>Find out more about a Greener Scotland.</p>
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Strategic aims located on the official web-site of Scotland. A separate page is allocated per each aim.

▼ About

- ▼ Scotland Performs
 - ▶ Our Purpose
 - ▶ Economic Growth
 - ▶ Productivity
 - ▶ Participation
 - ▶ Population
 - ▶ Solidarity
 - ▶ Cohesion
 - ▶ Sustainability

Search

Search for:

Our Purpose

The Purpose of the Scottish Government is to focus Government and public services on creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth.

The [Government Economic Strategy \(GES\)](#) sets out the measures that we are taking to deliver the Purpose, accelerate recovery, and develop a more resilient and adaptable economy.

By building a more dynamic and faster growing economy we will increase prosperity, be better placed to tackle Scotland's health and social challenges, and establish a fairer and more equal society. Sustainability is vital if we are to nurture our environment and ensure that future generations can enjoy a better quality of life.

The Purpose is supported by a set of ambitious targets which focus on the drivers of sustainable economic growth and ensure that growth is shared and sustainable. These targets form part of our outcome based National Performance Framework and set the direction and ambition of our [Government Economic Strategy](#).

The Purpose Framework

Supply side growth drivers

Stimulate economic participation

Increase productivity, competitiveness and resource efficiency

Stimulate population growth

Increased Sustainable Economic Growth

Solidarity: reduce inequalities across all individuals

Cohesion: reduce the disparity between the regions of Scotland

Sustainability: enhance the environment and reduce emissions

Characteristics of growth and long-term drivers

Purpose Targets

Economic Growth

- ▶ To raise the GDP growth rate to the UK level by 2011
- ▶ To match the GDP growth rate of the small independent EU countries by 2017

Productivity

- ▶ To rank in the top quartile for productivity against our key trading partners in the OECD by 2017

Participation

- ▶ To maintain our position on labour market participation as the top performing country in the UK
- ▶ To close the gap with the top five OECD economies by 2017

Population

Government tasks located on the official web-site of Scotland.

10

Purpose Target/National Indicator	Updated On	Frequency
Purpose Targets		
Participation vs. UK	21 February	Annually
Economic Growth (GDP vs. UK)	24 April	Quarterly
Economic Growth (GDP vs. Small EU)	24 April	Quarterly
National Indicators		
Cultural Engagement	16 March	Annually
Marine Environment	22 March	Annually
Emergency Admissions	27 March	Annually
Research and Development Spending	28 March	Annually
Biodiversity: Terrestrial Breeding Birds	29 March	Annually

Calendar of forthcoming updates to high level Purpose Targets for next 12 months

Month of Update	Frequency
May 2012	
Participation (vs. UK)	Quarterly
Population (vs. EU15)	Quarterly
June 2012	
Solidarity	Annually
July 2012	
Cohesion	Annually
Economic Growth (GDP vs. UK)	Quarterly
Economic Growth (GDP vs. Small EU)	Quarterly

Information existing on the Scottish Government web-site concerning the achievement terms of strategic aims.

Supporting business

Supporting the industries that underpin Scotland's rural economy.

- [Helping fishing companies invest in new technology and markets](#)
- [Scotland's first national food and drink policy](#)
- [Improving farming businesses throughout Scotland](#)

Empowering communities

Supporting and developing rural communities.

- [Scottish National Rural Network](#)
- [Giving crofters a greater say in their future](#)
- [Scotland Rural Development Programme](#)

Protecting the environment

Reducing our local and global environmental impact and enhancing it for future generations.

- [Acting on climate change](#)
- [Working towards a zero-waste society](#)
- [Promoting energy efficiency](#)
- [Scotland's first marine bill](#)

How are we doing?



Measuring Scotland's Progress

Find out about national outcomes and indicators on Scotland Performs, the Scottish Government's progress tracker.

[Scotland Performs](#)

Activities planned for achieving the government's one of the strategic aims and their performance indicators located on the Scottish web-site.

Also, on the web-site you can find reports on strategic plans performance for the previous years including the government’s progress tracker which is done on the basis of defined indicators.

- ▼ About
- ▼ Scotland Performs
 - ▶ Changes to the National Performance Framework
 - ▶ Our Purpose
 - ▶ Strategic Objectives
 - ▶ National Outcomes
 - ▶ National Indicators
 - ▶ Useful background

Search
 Search for:

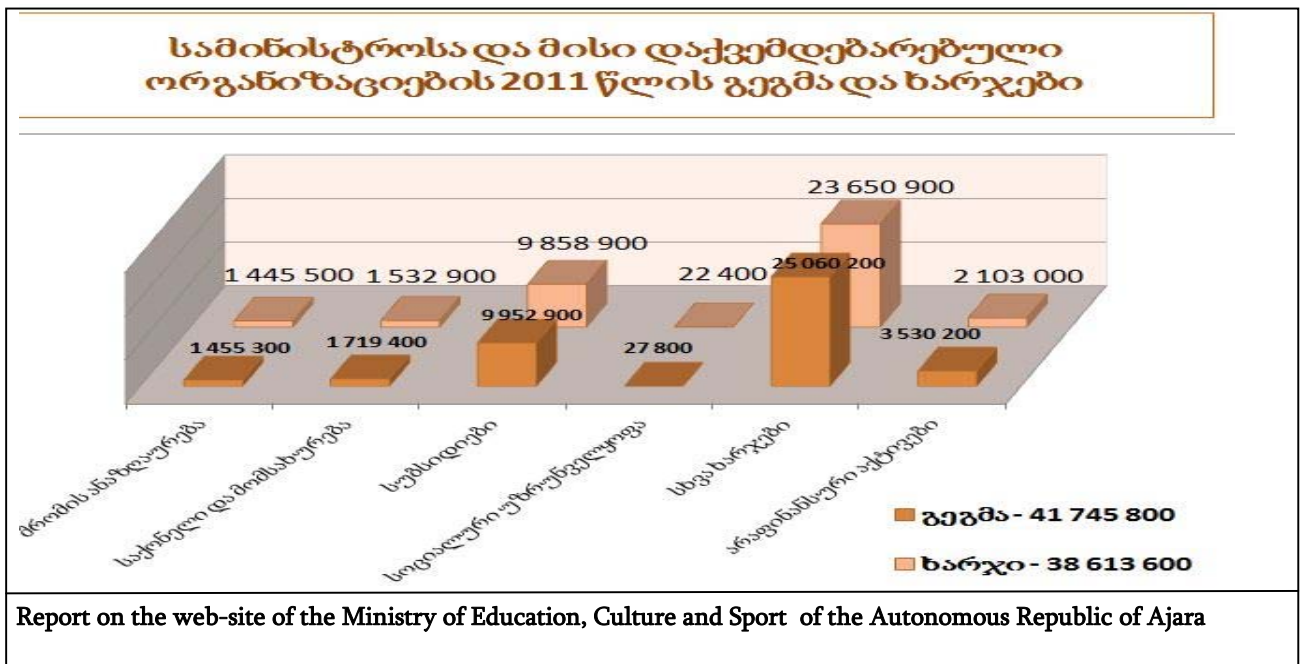
The National Performance Framework (NPF)

Downloadable document:

Title:	The National Performance Framework (NPF)
Description:	PDF file: National Performance Framework (NPF)
File:	NPF pdf [PDF, 100.1 kb: 14 Dec 2011] Open Open in new window
	Viewer Help

Report on the National Performance Framework on the web-site

We have a different picture in case of the Autonomous Republic of Ajara: you cannot find such reports on the web-site of the Government of Ajara and the Ministry of Finance and Economy of the Autonomous Republic of Ajara. And the official web-site of the Ministry of Education, Culture and Sport presents the activity report in the form of presentation covering only percentage indicators on performed plans. The narrative definitions of these indicators are not supported by any document.



The publications reflecting the activities of public agencies are very important. A separate section is allocated for such documents on Scottish Government's web-site. You can search hundreds of publications through topics, exact dates of publications and a concrete search keyword.

Search Publications

Search Publications:

Keyword(s): Topic: --

Month: -- Year: -- Sort by:

Showing: 1 to 20 of 12863 Page: Previous [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) ... [644](#) [next](#)

Friday 04/05/2012

Consultation on Proposals for an Integrated Framework of Environmental Regulation [Environment]
The proposals outlined in this consultation will deliver a simpler legislative framework which will enable SEPA to focus greatest effort on the environmental problems that matter most. It will provide a more consistent range of enforcement tools so that, proportionate and effective action can be taken against those who would damage the environment.

Consultation on The Housing (Scotland) Act 2001 (Assistance to Registered Social Landlords and Other Persons) (Grants) Amendment Regulations 2012 [Housing]
We are consulting about the changes we propose to make to The Housing (Scotland) Act 2001 (Assistance to Registered Social landlords and Other Persons) (Grants) Regulations 2004. These regulations make provision in relation to certain kinds of grant assistance provided by local authorities to RSLs and other persons out of grants paid to the local authority by Scottish Ministers, (unless excluded by the offer of grant made by the Scottish Ministers).

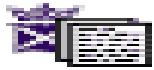
Wednesday 02/05/2012

Review of Fees Charged by the Court of Session, Accountant of Court, Sheriff & Justice of the Peace Courts, High Court, Office of the Public Guardian: A Consultation Paper. [Law, Order and Public Safety]
A consultation about increases to court fees in Scottish courts

Publications Section on the web-site of Scottish Government

A special space is allocated to bills, legal acts of central and local governments in the section of publications where you can find detailed information on each of them concerning both their content and adoption process.

Other Publications



Bills

Proposed legislation currently before the Scottish Parliament



Scottish Legislation

The Acts and Statutory Instruments of the Scottish Parliament since devolution



UK Legislation

The Acts and Statutory Instruments of the UK Parliament since 1988



UK Bills

Bills currently being dealt with at Westminster

Legislative projects and laws on the web-site of Scottish Government

Also, it is worth mentioning the news section and information layout on it. On the web-site of Scottish Government the news are distributed according to specific issues, which make it easier to obtain appropriate information. In addition, there is a special section for speeches, official statements and media briefings. As for the thematic blocks, they include government, statistics and research sub-categories along with a variety of issues. It is obvious that such division makes it easier for the users to obtain information concerning everyday practical as well as research, statistical and other activities taken by the government. Also, there is News Archive on the web-site, which provides appropriate information about the activities of the government at a desired period.

Today

News

[Speeches and statements](#)

[Media Briefings](#)

News Archive

This week's news

Last week's news

Archive

Or search the news archive for:

News By Topic

- [Agriculture](#)
- [Arts and Culture](#)
- [Building](#)
- [Business and Industry](#)
- [Economy](#)
- [Education and Training](#)
- [Environment](#)
- [First Minister](#)
- [General](#)
- Government**
- [Health and Community Care](#)
- [Housing](#)
- [International](#)
- [Law, Order and Public](#)

Government news online

Topics		
Agriculture	Arts and Culture	Building
Business and Industry	Economy	Education and Training
Environment	First Minister	General
Government	Health and Community Care	Housing
International	Law, Order and Public Safety	Marine and Fisheries
People and Society	Planning	Public Sector
Regeneration	Research	Rural Development
Sport	Statistics	Sustainable Development
Tourism	Transport	

Government

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Thursday 26/04/2012

Scotland Bill completes parliamentary stages [Government]
 Scottish Government looks forward to debate on nation's future and 2014 referendum.

Scotland Bill completes parliamentary stages [Government]
 Scottish Government looks forward to debate on nation's future for 2014 referendum.

Thursday 19/04/2012

Council tax support to be protected [Government]
 Scottish Government and COSLA agree programme to help vulnerable.

Thursday 12/04/2012

Pensions reforms imposed without consultation [Government]
 Urgent clarity needed on age link.

Monday 02/04/2012

News Section on the web-site of Scottish Government. The most important functions are placed into the red box.

3. Legal Acts and Rule-Making Activities of Public Agencies

Given the proactive publication of public information, the existence of database for legal acts on the web-sites is especially important. In case of Scotland, there are A Code of Conduct and A Guidance on Procedures for members of the Scottish Government and Parliament, Ministers, which describe the government's competence, decision-making procedures, interdependence of the Scottish Parliament, and Ministers and the legislative process description as well as a list of departmental competencies.

It also describes the procedures for the appointment of ministers, the role of the actors involved and the basic principles. Here are the rules and regulations for officials concerning the usage of state financial resources.

Scottish Ministerial Code 2011 edition - A Code of Conduct and Guidance on Procedures for Members of the Scottish Government and Junior Scottish Ministers

Description	A Code of Conduct and Guidance on Procedures for Members of the Scottish Government and Junior Scottish Ministers
ISBN	978-1-78045-522
Official Print Publication Date	December 2011
Website Publication Date	December 13, 2011

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ISBN 978 1 78045 522 8 (web only publication)
DPPAS 12308

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The Law Officers' Role in Legal Proceedings

[3. Ministers and the Scottish Parliament](#)
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Key Principles of the Consultative Steering Group on the Scottish Parliament
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Financial Resolutions

Legal acts on the web-site of the Scottish Government

There are only four legal acts represented on the web-site of the Autonomous Republic of Ajara:

- a) Constitution of the Autonomous Republic of Ajara-only the title is given on the web-site and the document is not uploaded;
- b) Constitution of Georgia-goes to the address of the Constitution of 1995 located on the web-site of the Georgian Parliament;
- c) Law on Government-the Law effective from 2004 is given;
- d) Government Regulation-the document is not attached.

In case of ministries, the legal documents are attached by the Ministries of Labour, Health and Social Care, Education, Culture and Sport and Agriculture. Such acts are not placed on the web-site of the Ministry of Finance and Economy of the Autonomous Republic of Ajara.

კანონმდებლობა		
აჭარის ავტონომიური რესპუბლიკის ჯანმრთელობისა და სოციალური დაცვის სამინისტროს საჯარო მოსამსახურეთა მატერიალური წახალისების, დანამატების და პრემიების განაწილების კომისიის დებულება	წაკითხვა	გადმოწერა
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Legal documents on the web-site of the Ministry of Labour, Health and Social Care of the Autonomous Republic of Ajara

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საქართველოს განათლებისა და მეცნიერების მინისტრის ბრძანება - ეროვნული სასწავლო გეგმის დამტკიცების შესახებ. - [იხ. მიმკერძული ფაილი](#)

საქართველოს მთავრობის დადგენილება - 2011-2012 სასწავლო წელს უმაღლეს საგანმანათლებლო დაწესებულებებში აკადემიური უმაღლესი განათლების პირველი საფეხურის აკრედიტებულ უმაღლეს საგანმანათლებლო პროგრამაზე ჩარიცხულ სტუდენტთა სოციალური პროგრამის ფარგლებში სახელმწიფო სასწავლო გრანტით დაფინანსების ოდენობისა და პირობების განსაზღვრის შესახებ - [იხ. მიმკერძული ფაილი](#)

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Legal documents on the web-site of the Ministry of Education, Culture and Sport of the Autonomous Republic of Ajara

კანონმდებლობა

- [საქართველოს კონსტიტუცია](#)
- [აჭარის ავტონომიური რესპუბლიკის სტატუსი შესახებ](#)
- [აჭარის ავტონომიური რესპუბლიკის კონსტიტუცია](#)
- [აჭარის ავტონომიური რესპუბლიკის მთავრობის სტრუქტურის, უფლებამოსილებისა და საქმიანობის წესის შესახებ](#)
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- [საჯარო სამართლის ოურიდიული პირის – მემოსავლების სამსახურისა და საჯარო სამართლის ოურიდიული პირის – სურსათის გრძელვადი სააგენტოს მიერ ნებართვების გაცემის წესის, პირობებისა და სანებართვო მოწოდების ფორმების დამტკიცების შესახებ](#)
- [საჯარო სამართლის ოურიდიული პირის – სურსათის გრძელვადი სააგენტოს მიერ მომსახურების განიცემისა და საჯარო დამტკიცების შესახებ](#)
- [განმარტებული შესყიდვის, განმარტებული ელექტრონული ტენდერისა და ელექტრონული ტენდერის ჩატარების წესის დამტკიცების შესახებ](#)

Legal documents on the web-site of the Ministry of Agriculture of the Autonomous Republic of Ajara

4. Information about the Activities of Public Agencies in the Field of Basic Competence

Access to information about procedures related to government activities increases its transparency. In this regard, it is worth mentioning the guide about decision-making procedures presented on the Scottish Government's web-site. It describes in detail the

structure of the decision-making process, defines the role of each agency including the role of the government's head in this process. The guide covers the procedures for developing the Cabinet agenda, a list of Cabinet Sub-Committees, describes the nature of their work and provides other important information as well.

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5. The Cabinet Secretariat	5.1	16
6. Conclusion	6.1	17
Information concerning the Structure of the Guide about Decision-Making Procedures on the web-site of the Scottish Government		

Also, it's desirable to locate the information about the governmental meetings and the issues discussed on the web-site.

In case of the Government of Autonomous Republic of Ajara, such information is observed only on the official web-site of the Ministry of Labour, Health and Social Care, where you can find information about the meetings held, issues discussed and the decisions reached. Unfortunately, the other governmental web-sites fail to provide similar information.

<p>5.07-2011 მთავრობის სხდომა</p> <p><u>„აჭარის ავტონომიური რესპუბლიკის 2011 წლის გაანმრთელობის დაცვის, ექიმთა უწყვეტი სამედიცინო განათლების, სამედიცინო პროფილაქტიკური, სოციალური დაცვის და სამედიცინო დაწესებულებების აღჭურვის პროგრამების დამტკიცების შესახებ“ აჭარის ავტონომიური რესპუბლიკის მთავრობის 2010 წლის 28 დეკემბრის #114 განკარგულებაში ცვლილებებისა და დამატების შეტანის თაობაზე”</u></p> <p><u>„აჭარის ავტონომიური რესპუბლიკის გაანმრთელობისა და სოციალური დაცვის სამინისტროს დებულების დამტკიცების შესახებ“ აჭარის ავტონომიური რესპუბლიკის მთავრობის 2007 წლის 3 აპრილის #39 ადგენილებით დამტკიცებულ დებულებაში ცვლილებებისა და დამატებების შეტანის თაობაზე</u></p> <p><u>„საჯარო სამართლის იურიდიული პირის – აჭარის ავტონომიური რესპუბლიკის საზოგადოებრივი ჯანდაცვის ცენტრის 2011 წლის მიზნობრივი პროგრამების დამტკიცების შესახებ“ აჭარის ავტონომიური რესპუბლიკის მთავრობის 2010 წლის 28 დეკემბრის #115 განკარგულებაში ცვლილების შეტანის თაობაზე”</u></p>
<p>Information about the meetings on the web-site of the Ministry of Labour, Health and Social Care of the Autonomous Republic of Ajara</p>

In case of the Scottish Government, here we have the dates of sub-committee meetings, the specification of discussed issues, annual reports of committee meetings showing a list of the meetings held during the year and the review of discussed issues and debates.

JMC Annual Report 2009-2010

Introduction

The Joint Ministerial Committee is the apex of formal relations between HM Government, the Scottish Government, the Welsh Assembly Government and the Northern Ireland Executive. Arrangements for the JMC are set out in the Memorandum of Understanding, which can be found at www.cabinetoffice.gov.uk/devolution, and was most recently agreed between the four administrations on 10 March 2010. This was presented to the four legislatures shortly thereafter.

This document sets out the meetings of the JMC and its sub-committees since the last meeting of JMC in its plenary format on 16 September 2009 and will be published on the websites of the four administrations. A wide range of other bilateral and quadrilateral fora have also met in this time.

Key milestones

JMC Plenary

The Joint Ministerial Committee last met in plenary format on 16 September 2009, and discussed the economy, with particular reference to the meeting of the G20 the following week in Pittsburgh, and inter-administration relations.

Domestic policy discussions

The JMC (Domestic) met on 10 March 2010 to discuss inter-governmental relations and skills policy.

- The discussion on inter-governmental relations led to Ministers agreeing a revised Memorandum of Understanding between the four administrations, with:
 - i. A new protocol on dispute avoidance and resolution.
 - ii. Changes to the Concordat on the Co-ordination of European Policy, which relate to the workings of the Joint Ministerial Committee (Europe) and the role of the Devolved Administrations' EU offices in Brussels.
 - iii. Changes to the Concordat on International Relations, which relate to the responsibilities of the Devolved Administrations in connection with international obligations and their relationship with international organisations.
- Ministers from the four administrations discussed their approaches to skills policy during the economic downturn. They agreed to convene a quadrilateral meeting

Annual report of committee meetings on the web-site of the Scottish Government.

There is an information about cabinet advisers on the web-site, specifying their full names, activities, issues they are responsible to give recommendations.

Scottish Government Special Advisers

Special Advisers provide advice to the First Minister, Cabinet Secretaries and Ministers across all portfolio areas in the Scottish Government.

Name	Role
Kevin Pringle	Head of Communications and Political Spokesperson
Stuart Nicolson	Depute Head of Communications and Political Spokesperson
Malcolm Fleming	Communications Special Adviser (special responsibility for forward planning, social media and media management)
John MacInnes	Communications Special Adviser (special responsibility for the constitution)
Colin Pyle	Responsible for the First Minister's operations, strategic priorities and business programme in government
Geoff Aberdein	Principal Staff Officer and Support to Cabinet Secretary for Parliamentary Business and Government Strategy
Noel Dolan	Support to the Deputy First Minister, Health, Wellbeing and Cities Strategy
Alex Bell	Head of Policy, Research and Strategy
Stephen Gethins	Policy Special Adviser for Energy, Rural Affairs and the Environment and the Infrastructure & Capital Investment portfolio, apart from Transport
David Hutchison	Policy Special Adviser for Education, Lifelong Learning, Culture and Youth Employment
Elizabeth Lloyd	Policy Special Adviser for Transport, Finance, Employment and Sustainable Growth
John McFarlane	Policy Special Adviser for Justice and Parliamentary Business

Information about Special Advisers on the web-site of the Scottish Government

Besides, the following information concerning the special advisors' visits is represented: the time of their visits, host organization or donor, costs incurred for services and even the type of service provided for advisors.

A	B	C	D	E
Special Advisers - Gifts and Hospitality received - 1 June to 31 December 2011				
Person Name	Name of organisation or donor	What is the estimated value?	Description	Date received
Geoff Aberdein	Lloyds TSB	Over £30	Meal (awards event)	10 November 2011
Noel Dolan	Herald	Over £30	Meal (awards event)	10 November 2011
Malcolm Fleming	McGrigors	Over £30	Meal (awards event)	10 November 2011
Stephen Gethins	US Government	Over £30	US International Visitor Leadership Programme. Foreign Policy Challenges	11 June 2011
Stephen Gethins	Scottish Water	Over £30	Meal (awards event)	10 November 2011
Stephen Gethins	UK Renewables	Over £30	Meal (green energy awards event)	1 December 2011
Stuart Nicolson	Newsdirect	Over £30	Meal (awards event)	10 November 2011
Kevin Pringle	Scottish Water	Over £30	Meal (Barnardos charity event)	26 November 2011
Kevin Pringle	Herald	Over £30	Meal (awards event)	10 November 2011

Information about the visits of Special Advisers on the web-site of the Scottish Government

It is very important if the information about the costs related to different events and activities is public and this is a general practice. We can find the following information on the web-site:

1. Summer Cabinet Costs—provides information according to years, costs of Summer Cabinet meetings with people in different regions;

- ▾ About
- ▾ Cabinet and Ministers
- ▾ Events and Engagements
- ▾ Summer Cabinet Costs
 - 2010
 - 2009
 - 2008

2010 Summer Cabinet Costs

Cost of the Summer Cabinets Programme, 2010:

The programme of Summer Cabinet Visits in 2010 once again provided an excellent opportunity for people throughout Scotland to raise with the Cabinet the issues that matter most to them and their communities. The Receptions held to celebrate the "Year of Food and Drink" also provided an ideal opportunity to showcase the efforts of local individuals and companies who were involved in promoting and producing Scottish products.

The events were well attended with over 1,200 people in total attending to celebrate the "Year of Food and Drink" and the public meetings on the Government's Vision for Scotland. The Cabinet visited Dornoch, Stirling, the Isle of Bute and Kilmarnock, giving individuals from a wide variety of areas the opportunity to raise their concerns directly with the Government.

The programme for 2010 included a series of four meetings outside Edinburgh, which was 1 less than in 2009. The total costs of £46,855.31 for the 4 visits were **met from existing budgets** and compared very well with the cost last year of £81,448.83 for the five meetings. The average cost of the visit to each location in 2010 at £11,714 was just over 28% less than the average cost of £16,290 in 2009.

The tables below set out the total costs of the programme as well as providing a breakdown of costs by location.

TOTAL COSTS OF SUMMER CABINETS PROGRAMME: 2010

ALL LOCATIONS	MINISTERS	OFFICIALS	TOTAL
Travel & Accommodation	2,382.60	10,874.73	13,257.33
Venues and refreshments			20,132.78
Audio visual and Printing			13,465.25
			46,855.36

By Location

TOTAL COSTS OF SUMMER CABINETS PROGRAMME: 2010 - DORNOCH

DORNOCH (£)	MINISTERS	OFFICIALS	TOTAL
Travel & Accommodation	846.70	3,869.86	4,716.56
Venues and refreshments			5,496.78
Audio visual and Printing			3,904.00
			14,117.34

Information about the Costs of Summer Cabinet Programme on the web-site of the Scottish Government

2. Ministerial gifts valued at £ 140 or above according to years—with details about persons who gives well as receive the gift, issuance date, nature of gift and its type;

MINISTERIAL GIFTS 2010/2011

In accordance with the Scottish Ministerial Code, listed below are details of all gifts received by Scottish Government Ministers, valued at £140 or above, for the year 2010/2011.

January 2011 – March 2011

Minister	Date	Nature of Gift	Given by	Gift Status	Gift Type
Alex Salmond MSP First Minister	24-Feb-11	Two Scottish Horse Racing Honorary Memberships	Bill Farnsworth, General Manager, Musselburgh Race Course	Retained in PO	Other

MINISTERIAL GIFTS 2011/2012

In accordance with the Scottish Ministerial Code, listed below are details of all gifts received by Scottish Government Ministers, valued at £140 or above, for the year 2011/2012.

April 2011 – June 2011 – No Gifts Received**July 2011 – September 2011**

Minister	Date	Nature of Gift	Given by	Gift Status	Gift Type
Fiona Hyslop MSP Cabinet Secretary for Culture and External Affairs	2-Aug-11	Original Pencil drawing - "preparatory drawing for mural The Spirit of Culture Descending upon the City of Dundee, 1962"	Richard Demarco	Retained for Official Use	Art
Stewart Stevenson MSP Minister for Environment and Climate Change	15-Aug-11	2 nights accommodation	Norwegian Government	Retained for Official Use	Other
John Swinney MSP Cabinet Secretary for Finance, Employment and Sustainable Growth	22-Sep-11	A bottle of 25 year old Ben Nevis whisky	Scottish Engineering	Retained for private use by Minister	Alcohol

October 2011 – December 2011

Minister	Date	Nature of Gift	Given by	Gift Status	Gift Type
Rt Hon Alex Salmond MSP, First Minister	12-Dec-11	Large glass bowl	Mr Steven Ferguson, Group Managing Director, Ferguson	On display	Chrystal/Glassware

Information about the Ministerial Gifts on the web-site of the Scottish Government

3. A list of First Minister's (head of government) meetings, interviews, dinners—including exact dates of meetings for the last years, also full names of persons whom the minister meets with;

MINISTERIAL ENGAGEMENTS FROM 1 NOVEMBER 2011 – 30 NOVEMBER 2011**Alex Salmond MSP
First Minister**

Date	Engagement Type	Organisation/Individual Met With
04-Nov-11	Dinner	Stuart Andrew Lawtie Memorial Fund
06-Nov-11	Interview	BBC Politics Show
08-Nov-11	Dinner	Scottish Science Advisory Council
	Meeting	Eric Le Corre
	Photo Opportunity	Perth Races
09-Nov-11	Meeting	Dr Matt Qvortrup
	Meeting	Loïc Fauchon
	Meeting	Rob Woodward and Sir Tom Hunter
	Meeting	Alasdair Gray
10-Nov-11	Meeting	Ben Thomson, Giles Tucker & Adam Hylan
	Meeting	Richard Brasher
	Meeting	Scottish Newspaper Society
	Awards Ceremony	Herald Politician of the Year
11-Nov-11	Lunch	Inverurie Locos
	Interview	Original 106
13-Nov-11	Visit	City Chambers
	Visit	St Giles Cathedral
15-Nov-11	Formal Opening/Launch	Amazon Waverleygate
	Formal Opening/Launch	Amazon Fulfilment Centre
16-Nov-11	Interview	Hokkaido Press
	Meeting	Ian Bankier
	Meeting	Roddy Robertson
	Press Launch	Scottish Ten Film
17-Nov-11	Meeting	Patrick Balfour
	Meeting	Sir Jackie Stewart
	Meeting	Sir Tom Farmer & Rod Petrie
	Meeting	Stephen Burgin
	Meeting	William Bruce
18-Nov-11	Formal Opening/Launch	Michelin
	Awards Ceremony	SCDI International Awards

Information about Ministerial Engagements on the web-site of the Scottish Government

4. Ministerial engagements—information covers planned and accomplished activities as well as archive of similar activities.

- About
- Cabinet and Ministers
- Events and Engagements
- Events
 - 2009 - 2010
 - 2010 - 2011
 - 2007 - 2008
 - Archive

2010 - 11 Ministerial Events

Ministerial Engagements - January to September 2011

September to December 2011

Downloadable document:

Title:	2010 - 11 Ministerial Events
Description:	Details of the 2010, 2011 Ministerial events for the Scottish Government.
File:	Events - September to December 2011 [PDF, 223.0 kb: 27 Mar 2012] Open Open in new window
	Viewer Help

Engagements - January to September 2011

Downloadable document:

Jan - September 2011	Jan - September 2011 [PDF, 115.5 kb: 22 Dec 2011] Open Open in new window
	Viewer Help

Information about Ministerial Engagements on the web-site of the Scottish Government

It is especially important that the web-site information provides remuneration of the Scottish Government staff. It includes names and surnames, job title and salary for civil servants. In order to ensure a high quality transparency, a special web-resource was created where the complete information about the activities, budget spending and other issues of all executive organs of the Great Britain government has been concentrated according to topics.

Scottish Government Staff Data

The Scottish Government publishes data sheets in respect of its senior and junior staff, showing names, job title and salary for senior civil servants at Director level and above.

The data also provides job titles of senior civil servants at Deputy Director level along with a breakdown by grade and number of the staff in their team. Please note: data sets have defaulted all SG staff for the purposes of this exercise to Policy professionals, some salary costs have still to be added, accuracy of this data is not guaranteed.

SG Staff

- [View the interactive organogram](#)

Senior Posts Data

Downloadable document:

SCS Posts	SCS Posts [CSV, 49.5 kb: 09 Jun 2011] Open Open in new window
	Viewer Help

Junior Posts Data

Downloadable document:

junior posts	junior posts [CSV, 106.9 kb: 09 Jun 2011] Open Open in new window
	Viewer Help

Staff Organogram Data - RDF Format

Downloadable document:

Organogram	Organogram [TXT, 350.7 kb: 21 Jun 2011] Open Open in new window
	Viewer Help

This data is formatted as an RDF (Resource Description Framework) file as part of the data.gov.uk initiative. See <http://data.gov.uk/about> for more information.

Please note that unfortunately the interactive organogram is not currently working. We are looking at the problem and hope to resolve it shortly.

Information about Staff salaries on the web-site of the Scottish Government.

Web crossing button to- data.gov.uk - is yellowed.

In case of the Autonomous republic of Ajara, information about the disposal of budget funds is completely absent or this information is scarce, unfortunately. Web-sites of the Ministries provide approved budget, which covers mainly the following figures:

1. Services, goods, labor remuneration, costs;
2. Non-financial assets;

3. Liabilities;
4. Staff number in an agency;
5. Subsidies.


The exception is the Ministry of Labour, Health and Social Care of the Autonomous Republic of Ajara, which provides a detailed report on budget execution on its official web-site.

ხარჯების დასახელება	2012 წლის გზავნილი
1	2
სოფლის მეურნეობის სამინისტრო	3233800
ხარჯები	1619625
შრომის ანაზღაურება	668900
საქონელი და მომსახურება	322325
სოციალური უზრუნველყოფა	5000
სხვა ხარჯები	8000
სუბსიდიები	615400
არაფინანსური აქტივები	1613600
ვალდებულებები	575
სოფლის მეურნეობის სამინისტროს ანაზღაურება	1081800
მომუშავეთა რიცხოვნება	37
ხარჯები	1004800
მ.შ მუშა მოსამსახურეთა შრომის ანაზღაურება	668900
საქონელი და მომსახურება	322325
სხვა ხარჯები	8000
სოციალური უზრუნველყოფა	5000
არაფინანსური აქტივობები	77000
ვალდებულებები	575
მიზნობრივი პროგრამები	1030000
მექანიზაციის ტექნიკური საშუალებებით ფერმერთა უზრუნველყოფის ხელშეწყობა	30000
ფერმერთა უზრუნველყოფა თანამედროვე ტიპის ხილის საშრობი დანადგარებით	1000000
სუბსიდიები –სსიპ სოფლის მეურნეობის ლაბორატორია	317000

Budget of 2012 of the Ministry of Agriculture of the Autonomous Republic of Ajara

6. Staffing of a Public Agency

It is very important to have information about employment and internships on the web-site of a public agency. In case of the Scottish Government, it has a separate section for vacancies where any user can get information about the government and its activities, benefits of public work, qualification requirements for candidates, description of filing procedures for vacancies.



Home

About Us

Benefits

Working with us

- **Recruitment criteria**
- Application process
- Job families
- Senior civil service

Search vacancies

FAQs

Login/Register


Username:

Password:

SUBMIT

What you need

With such a diversity of roles across the Scottish Government, the skills you need to join us vary hugely from job to job. However, there is a wide range of personal attributes we look for, all of which are vital to your success. You'll need to be organised and level-headed, while initiative and communication skills are always important. We're a people-orientated organisation, so we prize interpersonal skills very highly – it's essential that you can work well in a team.



For general administration posts (what we call Band A), you should have a good standard of education – including a number of GCSE's, Standard Grades or Ordinary Grades at level 3 (or equivalent), including English and Maths or Accounting (or similar). If you don't have any of these formal qualifications, we often offer the chance to sit a qualifying test.

For the next level, Band B, in posts like policy, administrative and casework executives, you should generally have a degree or university entry-level qualifications, or relevant experience.

Specialist roles require specialist qualifications and relevant experience. This, of course, differs from post to post.

If you don't have the qualifications for a permanent role, you may be able to apply through the Local Employment Partnership.

Information about Employment Perspectives, procedures and requirements on the web-site of the Scottish Government

Besides, sub-section contains information about remuneration, pensions, trainings and working schedule.



[Home](#)

[About Us](#)

Benefits

- [Equal pay policy](#)
- **[Flexible working](#)**
- [Pensions](#)
- [Training and development](#)

[Working with us](#)

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[Not registered?](#)

Fitting your career around your life

The work we do is incredibly important – but that doesn't mean your job should take over your life. We work hard to ensure that you maintain a healthy work/life balance.



While the normal working week is 42 hours over five days (including lunch breaks), you could have the chance to participate in our flexible working hours scheme. So, we're happy to consider anyone interested in part-time or non-standard working hours and, in line with best practice, we also allow all our staff to request a flexible working pattern.

There are a number of different patterns, including:

Home Working as the title suggests, allows you to spend all or some of your working day or week working from home.

Compressed working hours allow you to squeeze your working week into fewer days. For example, where a standard full time contract has you working 42 hours over five days from Monday to Friday, we may be able to offer you the opportunity to work longer days (nine and quarter hours) over a four day week.

Partial Retirement is a useful option for anyone who is interested in a gradual transition from full time work into retirement – rather than stopping work entirely overnight.

Part Year Working gives you the chance to concentrate your working hours during particular periods – for example, during school term time to allow you to care for your children when they are on holiday from their studies.

It's important to note that there will be some roles with us that aren't as flexible as others, but we'll always aim to make sure your working life is well balanced with your life outside the work place.

Information about the work conditions on the web-site of the Scottish Government.

And the most important consideration is that the web-site provides search system for vacancies according to regions and cities, professions, rates and salaries.



- Home
- About Us
- Benefits
- Working with us
- Search vacancies**
 - View all jobs
 - Login
 - Register
- FAQs

Work for Scotland

Search

To search our latest vacancies, please select your required criteria below and then click Search or [view all jobs](#).

Alternatively [register](#) your details with us and we will email job alerts matching your criteria

Once you have finished selecting the criteria you want, click the button below to start the search:

Keywords

Location

Use the drop down list or select an area on the map to choose your preferred location.

Please select..

Salary

From

0

to

-- Select --

Working pattern

Full-time Part-time

Professional Group

For multiple selections, hold down the Ctrl or Apple key and click your selections.

Any
Communications/Marketing
Economics
Engineering

Vacancy Search System on the Web-site of the Scottish Government

7. Functioning of a Public Agency, at Ensuring the Rights, Freedoms and Legal Interests of Physical and legal Entities

One of the basic indicators of the openness and transparency of a public agency is the existence of a separate section for the freedom of information on a web-site. Freedom of information is introduced separately on the web-site of the Scottish Government. It provides basic principles of information openness policy and appropriate legislation (Freedom of information (Scotland) Act).

Legislation

Information on the Act

The [Freedom of Information \(Scotland\) Act 2002](#) came into force on 1 January 2005.

The Act introduced a general statutory right of access to all types of 'recorded' information of any age held by Scottish public authorities. Subject to certain conditions and exemptions, any person who makes a request for information will be entitled to receive it.

The Act is enforced by [the Scottish Information Commissioner](#), a fully independent public official.

[Related Scottish Statutory Instruments](#)

Freedom of Information (Amendment) (Scotland) Bill

The Scottish Government [consulted](#) on changes to the Freedom of Information (Scotland) Act 2002.

The consultation ran from 16 December 2011 to 8 March 2012.

The consultation [responses](#) are being considered by the Scottish Government and in due course a report will be published. The proposed Amendment Bill is scheduled for introduction in the current Parliamentary session.

Environmental Information (Scotland) Regulations 2004

Similar provisions are applicable to environmental information. Via this link you can find [details on access to Environmental Information](#)

Section 60 & Section 61 Codes of Practice

The Freedom of Information (Scotland) Act 2002 required Scottish Ministers to issue two [Codes of Practice](#), under sections 60 and 61 of the Act.

Section 4 and 64 Orders

In October 2008, two amending orders were made to the Freedom of Information (Scotland) Act.

The list of public bodies which are covered by the Act was amended by an order under section 4 of FOISA, which removed those public bodies which had been dissolved, and added some new public bodies created since FOISA came into force. www.opsi.gov.uk/legislation/scotland/ssi2008/pdf/ssi_20080297_en.pdf

Under section 64 of FOISA, a further order amended some legislation pre-dating FOISA which contained prohibitions on the disclosure of certain information. Five pieces of legislation were amended by the order, which had been identified as creating barriers to the release of information.

www.opsi.gov.uk/legislation/scotland/ssi2008/pdf/ssi_20080339_en.pdf

Fees

[The Fees Regulations](#) (under Sections 9 and 13 of the Act)

Guidance Note on Handling Requests for Information Relating to National Security (including guidance on section 31 certificates)

Normative Acts Related to Freedom of Information on the web-site of the Scottish Government

Besides, you can find the full name, position and contact requisites of a public servant who is responsible for providing access to public information.

Your right to review and appeal

If we have handled your request under the Freedom of Information (Scotland) Act or the Environmental Information (Scotland) Regulations, our response will always advise you who you should contact to request that we carry out an internal review of our response. Tell us why you are unhappy with our response within 40 working days, and it will be looked at afresh. We will aim to provide you with our review response within 20 working days.

If you remain unhappy with our response, you then have the right to appeal to the Scottish Information Commissioner. You should keep copies of all the correspondence you have had with us, as if you decide to appeal to the Scottish Information Commissioner you will be asked to provide these.

The Scottish Information Commissioner

Kinburn Castle

Doubledykes Road

St Andrews, Fife

KY16 9DS

Telephone:  01334 464610 

www.itspublicknowledge.info

If you are unhappy with a response you have received to a Data Protection subject access request, or have a complaint about the way we have handled personal information, you can contact the UK Information Commissioner at:

The Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow, Cheshire

SK9 5AF

Telephone:  08456 30 60 60 

www.ico.gov.uk

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Information about Contact Requisites of the Scottish Information Commissioner on the web-site of the Scottish Government

There is a detailed guide on the web-site of the Scottish Government concerning the procedures of public information request including the rules that should be considered during the filling out application forms, fees, terms, the rules of appeal in case of refusal.

How to Access Information

The leaflet [How to 'Open Government'](#) is a guide to making the most out of your rights to request information from the Scottish Government.

A guide to making the most out of your rights to request information from the Scottish Government

This guide explains how to use your rights to access information held by the Scottish Government. It sets out our commitment to you about how we will handle your requests for information, and includes guidance on using your rights under legislation responsibly.

Contents

[Legislation](#)

[Where to start](#)

[How to request information](#)

[What happens next?](#)

[Understanding our response](#)

[Your right to review and appeal](#)

Legislation

Data Protection Act 1998

The Data Protection Act gives you the right to know what information is held about you, and sets out rules to make sure that this information is handled properly.

Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act gives you the right to request information and for it to be given to you unless there are good reasons not to.

Environmental Information (Scotland) Regulations 2004

The Environmental Information (Scotland) Regulations give you the right to request information about the environment and for it to be made available unless there are good reasons not to.

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Where to start

Before making a request

We already make a large amount of information publicly available - mainly on the Scottish Government website at www.scotland.gov.uk, but if you prefer to have it in printed format this is usually possible, on request from our central enquiry unit - ceu@scotland.gsi.gov.uk or phone  **08457 741 741** .

Information about the Request of Public Information on the web-site of the Scottish Government

Along with practically necessary general information, the web-site provides the possibility to get public information proactively published in different periods of time. Besides, material subscription service is available as well (so-called RSS).

The screenshot shows a website interface with a search bar at the top. Below the search bar, there is a section titled 'Recent Disclosures' with a yellow highlight on the link 'RSS feed of recent disclosures (what is RSS?)'. A list of years from 2004 to 2012 is provided, with the year 2012 also highlighted in yellow. The text below the list states: 'Information released in response to Freedom of Information (FOI) requests made to the Scottish Government. = Policy on publishing disclosed information = 2012 = 2011 = 2010 = 2009 = 2008 = 2007 = 2006 = 2005 = 2004'. At the bottom of the screenshot, it says: 'Information released in relation to Public Sector Procurement in Scotland is published on that topic area of our website.'

Materials proactively published on the web-site of the Scottish Government according to years. Material Subscription service is yellowed.

In view of achieving an efficient provision of the access to public information, the governmental agencies frequently conduct trainings and various types of training courses for their employees. There are special guides and materials available on the official web-site of the Scottish Government intended for public servants. In its turn, it simplifies the practical application of procedures and regulation related to freedom of information.

The screenshot shows a list of 'FOI Internal Guidance' documents. Under the heading 'Guidance Notes', there are links for: 'Step by Step Guide to Handling FOI/EIRs Requests', 'Step by Step Guide to Handling FOI/EIRs Reviews', 'Exemptions and Exceptions Summary Tables', 'Guide to FOI and EIRs Appeals', 'Guide to NAS requests and consultation with SG', and 'SG's Information Management Principles'. Under the heading 'Working Assumptions', there are links for: 'Cabinet Papers', 'Contractual Information', 'Information from Foreign Government or International Organisation', 'Investigation or Inspection Material', 'Ministerial Communications', 'Non-Ministerial Communications', 'Notes and Minutes of Meetings', 'Officials Names', 'Information relating to the Formulation or Development of Government Policy', 'Press Releases and Handling Strategies', 'Public and Senior Appointments', 'Legal Advice', 'Scottish Parliamentary Questions', and 'Honours and Royal Information'.

Materials about the freedom of information and agency activity procedures on the web-site of the Scottish Government

Also, on the web-site it is possible to find statistical data related to public information release: there are annual and quarterly reports on the quantity and type of requested information, sum of answers. Web-site represents public information registry where you can find all information requested according to their titles from 2005 up to present, any decision achieved by the agency, exact dates of information request and release, name of any department being appealed with such request.

This page provides links to reports created by the Scottish Government about its internal handling of Freedom of Information requests.

Annual Reports

- [2005](#)
- [2006](#)
- [2007](#)
- [2008](#)
- [2009](#)
- [2010](#)
- [2011](#)

Quarterly Statistics Bulletin

- [Q1: January to March 2009](#)
- [Q2: April to June 2009](#)
- [Q3: July to September 2009](#)
- [Q4: October to December 2009](#)
- [Q1: January to March 2010](#)
- [Q2: April to June 2010](#)
- [Q3: July to September 2010](#)
- [Q4: October to December 2010](#)
- [Q1: January to March 2011](#)
- [Q2: April to June 2011](#)
- [Q3: July to September 2011](#)
- [Q4: October to December 2011](#)

Annual and Quarterly Reports on public information release on the web-site of the Scottish Government

Request Summary	Decision	Date received	Response Sent	Department* (*see abbreviations shown below)
Material relating to the decision to re-instate Bovis or Bovis Land Lease to the final shortlist for the project contractor for Holyrood in January 1999.	Withhold	05/01/2005	18/11/2005	FCSD
Material in the second half of 1998 relating to legal action or the potential for legal action brought by Bovis or related companies in connection with its contact for the Museum of Scotland Building.	Withhold	05/01/2005	01/02/2005	ED
Use of Bute House by FM and other Ministers for entertaining, including attendees at these functions and the cost of each event.		05/01/2005	04/02/2005	OPS
All correspondence dated between 1 January 2001 and 31 December 2004 between the Scottish Executive and Glasgow Airport Limited or anyone acting on their behalf relating to the provision of parking facilities at or for any Scottish airport.	Partial Release	05/01/2005	02/02/2005	ETLLD
All correspondence dated between 1 January 2001 and 31 December 2004 between the Scottish Executive and Edinburgh Airport Limited or anyone acting on their behalf relating to the provision of parking facilities at or for any Scottish airport.	Partial Release	05/01/2005	02/02/2005	ETLLD
All correspondence dated between 1 January 2001 and 31 December 2004 between the Scottish Executive and BAA plc or anyone acting on their behalf relating to the provision of parking facilities at or for any Scottish airport.	Withhold	05/01/2005	02/02/2005	ETLLD
All correspondence dated between 1 January 2001 and 31 December 2004 between the Scottish Executive and Aberdeen Airport Limited or anyone acting on their behalf relating to the provision of parking facilities at or for any Scottish airport.	Withhold	05/01/2005	02/02/2005	ETLLD
All correspondence dated between 1 January 2001 and 31 December 2004 between the Scottish Executive and the owners or operators of Prestwick International Airport or anyone acting on their behalf relating to the provision of parking facilities.	Partial Release	05/01/2005	02/02/2005	ETLLD

Description of information release requirements according to years on the web-site of the Scottish Government

8. Accounting and Financial Transactions of a Public Agency

The placement of information related to various financial transactions and expenditures on a web-site demonstrates the high quality transparency and accountability of any Government.

As mentioned above, in case of the Ministries of Autonomous Republic of Ajara, only general budget related information is attached.

There is a list of expenditures over € 25,000 for the last two years published in the section of Freedom of Information on the web-site of the Scottish Government including the following information:

1. Amount paid;
2. A payee's name;
3. Date paid;
4. Description;
5. Name of a structural unit of the Ministry paying money.

January 2012 Items of Expenditure over £25,000 for the core Scottish Government				
Payee	Amount Paid	Date Paid	Description	Directorate
NHS Greater Glasgow & Clyde	37,520.10	03-Jan-2012	Seconded Staff Costs	CMO, Public Health and Sport
MITIE Cleaning & Environmental Services Limited (MCES)	199,960.96	03-Jan-2012	Window cleaning and waste services December 2011 - various buildings	HR and Organisational Development
Scottish Prison Service	27,200,000.00	03-Jan-2012	Cash Funding to Non SEAS Agencies	Learning & Justice
SEPA	26,400.00	03-Jan-2012	Ship charter - Sir John Murray for environmental survey work in August 2011.	Marine Scotland
Scottish Police Services Authority (SPSA)	5,400,000.00	03-Jan-2012	SPSA Grant in Aid	Safer Communities
NHS Greater Glasgow & Clyde	50,000.00	03-Jan-2012	Equality Development	Strategy and Performance
Whitespace (Scotland) Limited	44,012.00	04-Jan-2012	Public Information - Overarching Climate Change Behaviours campaign: Website 2012 - digital production work costs.	Cabinet Directorate
Amas Ltd	115,000.00	04-Jan-2012	Accommodation Charge -RCAHMS monthly rental charge for HQ premises.	Culture and Digital
Young Scot	28,870.63	04-Jan-2012	Climate Change Engagement Project	Energy and Climate Change
State Hospitals Board of Scotland	3,000,000.00	04-Jan-2012	Cash Advances To Health Boards	Health Finance and Information
Western Isles NHS Board	4,957,000.00	04-Jan-2012	Cash Advances To Health Boards	Health Finance and Information
NHS 24	4,750,000.00	04-Jan-2012	Cash Advances To Health Boards	Health Finance and Information
NHS Health Scotland	2,500,000.00	04-Jan-2012	Cash Advances To Health Boards	Health Finance and Information

Expenditures of the Scottish Government

Besides, the web-site provides information about high earners between officials including their names and surnames, positions, exact amounts of remuneration. Costs related to the activities already implemented by an agency, are also reflected in different reports.

List of High Earners in Scottish NDPBs and Public Corporations

Name	Job Title	NDPB / Public Corporation	Pay rate as at 31 March 2010 (in £5k bands)	Notes
Lena Wilson	Chief Executive	Scottish Enterprise	£200,000 - £204,999	
Barry White	Chief Executive	Scottish Futures Trust	£180,000 - £184,999	
Richard Ackroyd	Chief Executive	Scottish Water	£260,000 - £264,999	
Geoff Aitkenhead	Asset Management Director	Scottish Water	£170,000 - £174,999	
Douglas Millican	Finance and Regulation Director	Scottish Water	£170,000 - £174,999	
Chris Banks	Commercial Director	Scottish Water	£155,000 - £159,999	
Peter Farrer	Customer Service Delivery Director	Scottish Water	£155,000 - £159,999	
Ronnie Mercer	Chair	Scottish Water	£90,000 - £94,999	2.5 days per week
Philip Riddle	Chief Executive	VisitScotland	£160,000 - £164,999	

Salaries of High Earners on the web-site of the Scottish Government.

9. Mechanisms of Involving Citizens into Activity of a Public Agency

A special section under the title of “Consultations” on the web-site of the Scottish Government can be considered as a Citizens’ Involvement Mechanism. It displays the sub-sections for current, closed and forthcoming consultations. In this way, the Scottish Government tries to take into account the citizens’ considerations and requirements while planning policy.

The existing problem is determined in the sub-section of current consultations; planned activities are also described here.

Current Consultations		
	Title	Consultation Period
Details...	Consultation on The Housing (Scotland) Act 2001 (Assistance to Registered Social Landlords and Other Persons) (Grants) Amendment Regulations 2012 We are consulting about changes we propose to make to the Housing (Scotland) Ac...	04/05/2012 to 27/07/2012
Details...	Consultation on Proposals for an Integrated Framework of Environmental Regulation The proposals outlined in this consultation will deliver a simpler legislative ...	04/05/2012 to 04/08/2012
Details...	Review of Fees Charged by the Court of Session, Accountant of Court, Sheriff & Justice of the Peace Courts, High Court, Office of the Public Guardian: A Consultation Paper. Court fees and fees for services offered by the Office of Public Guardian (OPG)...	30/04/2012 to 23/07/2012
Details...	Consultation on a Revision to Fire Safety Guidance for Care Homes and the Quality Assurance of Persons who Offer Fire Risk Assessment Services This consultation seeks views on two aspects of non-domestic fire safety in Sco...	20/04/2012 to 13/07/2012
Details...	Consultation on a Strategy for the Private Rented Sector This consultation invites your views and comments on the development of a strat...	17/04/2012 to 10/07/2012
Details...	Consultation on National Framework for Child Protection Learning & Development in Scotland The National Child Protection Learning and Developemnt Framework is a describes...	06/04/2012 to 06/07/2012
Details...	Consultation on the Charging of Premiums in the Private Rented Sector This consultation presents three different policy approaches in relation to the...	04/04/2012 to 30/05/2012
Details...	Charter of Patient Rights & Responsibilities The Patient Rights (Scotland) Act 2011 places a duty on Ministers to publish a ...	02/04/2012 to 25/06/2012
Details...	The Children's Hearings (Scotland) Act 2011 - Safeguarders fees, expenses and allowances This consultation is seeking the views of all interested parties on proposals f...	30/03/2012 to 11/05/2012

The Section of Current Consultations on the web-site of the Scottish Government.

Here are the main questions raised around the problem and relevant forms are attached here in response to them. The questionnaires filled out by interested persons are sent to the person responsible for a particular issue. The consultation period for each issue is specified within which the government receives the opinions of interested persons.

In case of closed consultations, here we can find problem description and activities planned by the Government. The replies received from the population around the issue are summarized and the final decision is displayed as well. Such a proactive strategy ensures a high involvement of citizens in the decision-making process. And the accountability and transparency of the public institution goes up to a higher level.

<ul style="list-style-type: none"> ↳ Consultations ↳ Current ↳ Forthcoming ↳ Closed ↳ Archive ↳ About Consultations ↳ seConsult <p>YOUR SCOTLAND, YOUR REFERENDUM HAVE YOUR SAY</p> <p>Subscribe to seConsult</p> <p>Register here for regular email newsletters.</p> <p>seConsult provides a weekly update on all consultations beginning and ending that week.</p>	Closed Consultations		
		Title	Closing Date
	Details...	Delivering Scotland's River Basin Management Plans: The Water Environment (Controlled Activities) (Scotland) Regulations 2011 - Proposed Amendments to General Binding Rules The consultation is to give stakeholders the opportunity to respond to propose...	08/04/2012
	Details...	The Tenancy Deposit Schemes (Scotland) Regulations 2011: Consultation on the terms of a tenancy deposit scheme proposed by Mydeposits Scotland The Tenancy Deposit Schemes (Scotland) Regulations 2011 came into force on 7 Ma...	08/04/2012
	Details...	The Secure Accommodation (Scotland) Regulations 2012 Section 152 of the Children's Hearings (Scotland) Act 2011 effectively replicat...	23/03/2012
	Details...	Affordable Rented Housing: Creating flexibility for landlords and better outcomes for communities The consultation is to consider changes to how local authorities and Registered...	30/04/2012
	Details...	AHP National Delivery Plan - A Consultation A consultation on the AHP National delivery Plan is now available. The plan wi...	30/04/2012
	Details...	Consultation on the revised terms of a tenancy deposit scheme proposed by SafeDeposits Scotland This Consultation concerns revised terms and conditions of SafeDeposits Scotlan...	18/03/2012
	Details...	Scotland the Hydro Nation Prospectus and Proposals for Legislation Consultation Scotland The Hydro Nation: Prospectus for the Future and Proposals for Supporti...	13/03/2012
	Details...	Consultation on the European Commission's proposals for the future Common	24/04/2012



Section of Closed Consultations on the web-site of the Scottish Government

Also, the web-site provides information about forthcoming consultations, their topics, terms and the archive of such consultations.

<ul style="list-style-type: none"> ↳ Consultations ↳ Current ↳ Forthcoming ↳ Closed ↳ Archive ↳ About Consultations ↳ seConsult <p>YOUR SCOTLAND, YOUR REFERENDUM HAVE YOUR SAY</p> <p>Subscribe to seConsult</p> <p>Register here for regular email newsletters.</p> <p>seConsult provides a weekly update on all consultations beginning and ending that week.</p>	Forthcoming Consultations		
		Title	Consultation Starts
	Details...	Integration of adult health and social care The purpose of the consultation is to provide an opportunity for public and pro...	Spring 2012
	Details...	Consultation to update the caravan site licensing regime in Scotland. Consultation seeking views on proposals to update the caravan site licensing re...	Spring 2012
	Details...	SAFEGUARDING SCOTLAND'S RESOURCES - A PROGRAMME FOR THE EFFICIENT USE OF OUR MATERIALS Achieving our vision of a zero waste society is about more than simply reducing...	Spring 2012
	Details...	Consultation on a policy on architecture and place-making for Scotland To inform the future shape of policy in this area and help us to consider how o...	Spring 2012
	Details...	The implementation of Council Regulation 1099/2009 on the protection of animals at the time of killing This consultation seeks views on the implementation of EU Regulation 1099/2009 ...	Spring 2012
	Details...	Investing in and Paying for your Water Services from 2015 Investing in and Paying for your Water Services from 2015	Spring 2012
	Details...	GETTING OUR PRIORITIES RIGHT The purpose of this Guidance is to provide an updated good practice framework f...	Spring 2012
	Details...	National Confidential Forum - A consultation on the creation of a Forum for Adult Survivors of Childhood Abuse in Care	Spring 2012

Consultation Schedule on the web-site of the Scottish Government. Yellowed is Archive of Consultations

Finally, It should be mentioned that the information about all state agencies and ministries is concentrated on the web-portal in case of the Scottish Government. Despite the stated factor, the joint web-site along with the common strategy of the government covers separate ministries or their strategies, objectives, priorities, and activities planned to implement the said. In addition, here are some researches carried out in relation of some fields, statistical data, news, programmes approved within the specific objectives, ways necessary to achieve the goals, funding sources, programme evaluation and monitoring mechanisms, information monitoring committee members and their meetings.

<ul style="list-style-type: none"> ▼ Farming and Rural Issues ▼ Rural Issues <ul style="list-style-type: none"> ▶ Our Rural Future ▶ Crofting ▶ Rural Communities ▶ Rural Land ▶ Forestry ▶ Rural Business Support 	<h3>Forestry</h3> <p>Forestry Commission Scotland serves as the forestry directorate of the Scottish Government, working to improve the lives of people in Scotland through the benefits that woods and forests can provide.</p> <p>It is guided by the Scottish Government's Scottish Forestry Strategy, which sets out the vision for forestry.</p>	
 <p>natural scotland SCOTTISH GOVERNMENT</p> <p>Quick Links</p> <ul style="list-style-type: none"> The SEARS web portal Forestry Commission Scotland website 	<h3>News</h3> <h4>Strategic plan for the national forest estate to 2013</h4> <p>The Strategic Plan for the National Forest Estate 2009-2013 sets out how Forestry Commission Scotland will implement the Scottish Forestry Strategy on the national forest estate through its operating arm, Forest Enterprise Scotland.</p> <p>For full details and a copy of the plan see: http://www.forestry.gov.uk/fesplans</p>	<h3>Our work</h3> <h4>Environment and Climate Change</h4> <ul style="list-style-type: none"> ▪ Climate change action plan ▪ Woodland expansion strategy ▪ Policy on control of woodland removal ▪ Forestry and the planning system in Scotland ▪ 'Woods for nature' biodiversity strategy (PDF 4Mb) ▪ Scotland's woodlands and the historic environment <h4>Communities</h4> <ul style="list-style-type: none"> ▪ Working with communities ▪ Forests for people recreation framework ▪ Woods In and Around Towns (WIAT) ▪ 'Woods for health' strategy ▪ 'Woods for learning' education strategy <h4>Business Development</h4> <ul style="list-style-type: none"> ▪ The timber development programme ▪ Non-timber forest products policy (PDF 639k)
<p>Space allocated for a Specific Purpose and its information on the web-site of the Scottish Government</p>		

- ▼ Farming and Rural Issues
 - ▶ Rural Issues
 - ▶ Our Rural Future
 - ▶ Crofting
 - ▶ Rural Communities
 - ▶ Rural Land
 - ▶ Forestry
 - ▶ Rural Business Support



Contacts

Tel:
 0131 556 8400
 or
 08457 741741
 (UK local rate) Mon-Fri
 9am-5pm

Rural Issues in Scotland

Rural Scotland, covering 95 per cent of the land area and 18 per cent of the population, is an integral part of the country's economy, environment and culture. The Scottish Government's aim is to promote development in rural areas and empower communities.

The Scotland Rural Development Programme (SRDP) is a programme of economic, environmental and social measures, worth some £1.5 billion, designed to develop rural Scotland over the next few years, to 2013.

In Focus

Crofting reform

The modernisation of Scotland's vital crofting sector has taken an 'important step forward' with the second phase of the Act's commencement.



As part of the implementation of the Crofting Reform Act 2010, the order laid in parliament will bring into force sections that will:

- Transform the Crofters Commission into the Crofting Commission with a new constitution and powers commencing on 1 April 2012
- Place duties on tenant and owner-occupied crofters to occupy and work their crofts, to be enforced by the Commission, from 1 October 2011.
- Protect croft land by allowing the Land Court and the Commission to take into account a wider range of factors when deciding on resumption and de-crofting applications
- Provide greater flexibility for the succession of crofts by allowing a croft to be bequeathed to two or more people



Search for: Search

Resources

- News
- Publications (Environment & Natural Resources)
- Publications (People, communities and Living)
- Publications (Agriculture)
- Statistics
- Research

Links

- Scottish National Rural Network website
- Crofters Commission
- Scottish Natural Heritage
- Forestry Commission, Scotland

Special Space allocated for Specific Purposes on the web-site of the Scottish Government

You are here: | Topics | Farming and Rural Issues | Scotland Rural Development Programme |

- ▼ Farming and Rural Issues
 - ▶ Scotland Rural Development Programme
 - ▶ What is SRDP?
 - ▶ Key Messages
 - ▶ Funding
 - ▶ SRDP Approved Programme
 - ▶ CCASS
 - ▶ Challenge Funds
 - ▶ Food
 - ▶ Land Managers Options
 - ▶ LEADER
 - ▶ LFASS
 - ▶ Rural Priorities
 - ▶ Skills
 - ▶ The Programme Monitoring Committee
 - ▶ Video
 - ▶ Archive News
 - ▶ SRDP Reviews
 - ▶ SRDP 2014-2020

Scotland Rural Development Programme 2007 - 2013

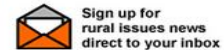
The SRDP is a programme of economic, environmental and social measures, utilising some €680m of European Agricultural Fund for Rural Development funding plus Scottish Government match funding. The programme is designed to support rural Scotland from 2007 to 2013. Individuals and groups may seek funding to help deliver the Government's strategic objectives in rural Scotland. Further information and guidance can be found in the accompanying pages.



The Scottish Government is committed to listening to customers in helping to shape the way it delivers services. Please send general comments and suggestions to SRDPfeedback@scotland.gsi.gov.uk. If you have a specific question please contact your [local area office](#).

Latest News

- Rural Priorities - [Update on continuity between programmes](#).
- [Less favoured area payments begin](#) from March 15.
- Rural Priorities - [Changes to several guidance pages](#), including the replacement of the annual recurrent claim form (RPI) with question seven on the Single Application Form (SAF) - 1 March 2012.



Information about the Programmes on the web-site of the Scottish Government

Recommendations

The recommendation package for mentioned Georgian agencies has been elaborated on the basis of challenges existing in the Georgian reality and research of official web-sites of the Government of Autonomous Republic of Ajara and the Ministires on the one hand and on the basis of analysis of the best foreign practice example on the other hand. These recommendations aim to increase the level of accountability of the Georgian public space through practical implementation of e-transparency.

The gradual implementation of these proposals and recommendations further improves the level of transparency of the activities carried out by the Government of Ajara and Ministries of Autonomous Republic of Ajara in terms of polishing their web-sites. Besides, it will be possible to improve current services as well as to develop innovative electric services on the official electronic portals.

- **Description of a Public Agency's Functions:**It is desirable to attach detailed information about the functions of all agencies in the section "About Us" on the official web-sites of the Government of Ajara and the Ministires of Autonomous Republic of Ajara, which includes the information about mission, objectives and authorities of Governmental agencies. This will create the idea of the citizens about the activities and authorities of all agencies.
- **Information about a Chief of a Public Agency:**It is desirable to attach information about the competences, authorities, statements, reports of heads of the Government of Ajara and Ministries of Autonomous Republic of Ajara along with their biographical data on the official web-sites. Also, it is important to allocate various kinds of publications, documents, memorandums, addresses, public speech texts related to their activities.
- **Structure of a Public Agency:**It is desirable to have titles and activity descriptions of all structural subdivisions of the ministries and their internal structural units on the web-site, which makes their internal structural and functional hierarchy clearer. In addition, it is advisable to attach legal documents, terms of reference, description and other additional information related to their activities in each section of the structural unit.

- **Information about Structural Units of a Public Agency:**It is advisable to publish contact requisites of heads and deputies of all structural subdivisions of the ministries and their internal structural units on the official web-site:office e-mail, reception phone and fax numbers. It is better if contact information of other servants is available as well.

- **Strategic Plan of aPublic Agency:**It is preferable to locate the strategic plan on official web-sites in view of assessing the achievement of projected goals and objectives, which will determine the following tasks of government agenciesduring the number of years:
 - Main goals;
 - Activities palnned for achieving goals;
 - The challenges faced by an agency;
 - The description of the planned programmes and projects - **the names of planned programmes / projects, their goals, the programme status (for example: "Current"), their completion and final report submission dates, the name of a structural unit in charge;**
 - Amount of money necessary for planned programmes and projects;
 - Indicators for measuring the effectiveness of the implementation of planned programmes and projects.

The form of allocation of the mentioned document should be considered together with its conceptual side on the web - pages. It is advisable to be uploaded according to the subheadings and in the expanded form, including HTML format and the interested person should get desired subchapter without downloading the entire document.

- **Annual Report of a Public Agency:**The annual reportsshould be placed about the past performance of public institutions on the web-sites in order to have access to information, wherethe implementation of general activities, projects and initiatives are evaluated. It is necessary to assess the effectiveness of the projects and their execution quality in the reports. In addition, it is important to have information about agencies' budget performances, assets and liabilities, various types of expenses, such as assignments, transfers. Report should include a number of details:
 - Public agency's priorities;
 - Public agency's mission, values and goals;

- Current year's plans/tasks;
- Achievement indicators;
- Statistical data as well as narrative explanation of implemented projects throughout the year – assessment of their effectiveness based on pre-defined indicators. The amount spent on each project should be specified;
- Measures carried out within the competence of public institutions and the evaluation of the effectiveness of their implementation in practice;
- Individual project funding source, the amount of funds spent for specific purposes of an agency;
- Comparison of last two years' data, trends and reasons for the changes in similar spendings;
- Percentage performance of plans.

Given the international practice, it is significant to have tradition of annual evaluation reports of independent auditors, error detections in financial balances, elaboration of recommendations and then their proactive disclosure. It is desirable to introduce this practice in the public space of Georgia. It provides civil, experts and non-governmental agencies involvement in assessment activities.

- **Budget of a Public Agency:** In order to ensure the transparency of the Government of Ajara and the Ministries of Autonomous Republic of Ajara, it is important to locate financial transactions and reports on budget execution on their official web-sites. All projects and events, which have been implemented, are implementing or are being planned must be named in the document. Also, here should be specified all types of financial expenses (administrative, personnel etc.) spent for their execution, financial liabilities, revenues from different operations. Current initiatives and their implementation reports should be summarized. It is important to reflect the balance of budget, the exact amount of money spent on various services. It is important, also, to describe budgetary resources in the document. It is desirable to give narrative explanations of the financial operations together with statistical and numerical data in the report.

It is important, also, to proactively publish the following types of information:

- Changes in the budget due to unexpected obligations and the sources of funds for these activities;
- Information about the balance of the ministries' real estates;

- Originally requested and finally approved amount of the assignments;
- Funds for various state programmes according to specific directions and objectives, the reasonability of expenditures' distribution.

It is important to provide the draft budget proposed to the parliament and its implementation plan on the official web - sites of governmental institutions. In addition, the draft budget should be attached by the recommendations and comments.

- **Public information Availability/Open Governance:** Modern indicator for the transparency and accountability of public institutions is the data related to proactively published public information on the official web-sites. It is preferable to create separate pages related to open governance on the web – pages of public institutions, where should be placed:
 - Detailed information related to the procedures of public information request;
 - Freedom of Information Guide, which describes the basic procedures for requesting the information, dates, fees, an administrative application guidelines, contact details about the persons responsible for public information and other information;
 - Glossary of terms related to the request of public information or administrative procedures;
 - The question - answer section pertaining to basic procedures and information access;
 - Public information requests in electronic form in order to simplify the procedures for obtaining public information. It will save both a citizen's and a public agency's time and resources. In this way, the bureaucratic procedures related to public information provision will be more simplified;
 - Relevant statistical data about requested, issued and rejected demands. It is advisable to locate an interactive map on the web-sites, which helps a user to be able to compare all statistical data according to years, contents of given answers and other categories;
 - E-reading (database) of public information should be placed on the web-sites available. Reading (in the database), where proactively published information is arranged by categories. Their search should be possible by keywords as well as by dates and topics;

- It is advisable to locate the following proactively published information about the administrative expenditures in the section of proactively published information database:
 - Wage rates and additives of officials;
 - Information about the bonuses received by officials;
 - Property declarations of officials;
 - Total expenses of an agency and a detailed description of financial resources management;
 - Travel costs of officials with the specification of the travel time and reliable reason;
 - Information about formal meetings, receptions, gifts including the identity of the visitor, the purpose of visit, the amount of the expenditure, the type of the gift.

In general, it is desirable to classify the information published in this section by categories. In particular, the proactively published information related to any agency's activities, costs, priorities, decision-making, and work results will be located separately to proactively published data. It is also preferable to attach search engine for proactively published documents on the web - pages, where the relevant information is available with the reference to their types, time of registration, number, department, and any other word.

- The renewable registry of incoming statements on public information requests and answers should be placed in the same section - electronic registry of public information (the content of statements, response status).
- There should be an appropriate sub - division relating to legal proceedings in the section of public information on the web - sites. It is desirable to attach electronic forms for administrative appeal in case of public information refusal on the mentioned pages. Also, it is necessary to describe the procedure of above-stated appeals. In addition, the legal disputes and court decisions with regard to public information request should also be placed here. In order to find the information easily, they should be arranged according to themes, and decision-making date (see Appendix 1).
- **Publications:** It is desirable to have a section "Publications" on official web-sites of the Autonomous Republic of Ajara and the Ministries where all reports, researches prepared by all their structural units on issues under their competences are published.

It is better if different types of reports and research materials are sorted according to categories, which makes it easy to search desirable information for a user. Statistical data and the reviews related to their activities can be published here as well.

- **Section of Public Discussion:** In view of implementing effective communication with the citizens and increasing their involvement level in the activity of individual agencies, it will be useful for the Government of Ajara and the Ministries of Autonomous Republic of Ajara to introduce relevant platform for electronic communication. Through integration of mentioned platform, the society will be given a chance to establish direct interactive relation with the responsible persons of public establishments, voice their opinions and suggestions, fix current problems. It is desirable to elaborate report on the basis of held public discussions, where the issues identified by the society are summarized by governmental agencies and the ways of their solution are set.
- **News Section:** All public agencies run to use news section on their web-sites for informing the population about their activities. However, the form of their introduction and arrangement is also reflected on the possibility for interested persons to search desired information easily. It is desirable to classify and categorize the information provided in the news section on the web-sites of the Government of Ajara and the Ministries of Autonomous Republic of Ajara (e. g. Through creating sections for press releases, speeches, statements).
As far as the information about individual activities concerned, it is desirable they should be ranked according to implementing structural units. As a result, news section will be presented in a unified format as well as according to various structural units. Also, it is important to separate accordingly the news archive into structures on the web - site.
- **Staffing of a Public Agency:** In order to ensure the transparency of personnel policy in public institutions, it is important to publish various vacancies for public positions on their web-sites including detailed description of relevant responsibilities, qualifications, salary and deadlines for sending application. It should be possible to fill the application online.
It is desirable to locate on the web-sites of the Government of Ajara and the Ministries of Autonomous Republic of Ajara the information about current public

positions in each agency as well as the detailed information about existing various positions and responsibilities envisaged under these positions.

In addition, it is desirable to find on the electronic resources of the governmental institutions the information about the benefits, health and social insurance, working and vacation conditions within the framework of positions. Another important detail is to have the search engine for jobs on the web - pages. Thus, the user will be able to find the job in the public agencies through reference of salary amount, position or any other key word.

At the same time, it is important to find information about internships on the web - pages of the Government of Ajara and the Ministries of Autonomous Republic of Ajara. Internship will be described here in detail with the necessary qualification requirements and other relevant information.

- **Cooperation with Foreign Countries:** Given the activities of public agencies, it is often important for institutions to use foreign expertise. For this purpose different meetings, trainings are often held with the cooperation of foreign countries, organizations and partners. Similar information is, at best, given in the news section of web-sites of the Government of Ajara and the Ministries of Autonomous Republic of Ajara. Considering foreign examples, it is preferable to present the following information on the web-sites:
 - Information about visits carried out, their exact dates, host organization;
 - Information about goals/purposes of meetings;
 - Relatively detailed description of issues discussed at the meetings;
 - In case of existence, information about agreements and memorandum concluded between the parties;
 - Information about the results of meetings;
 - Information about projects and trainings held together with international organizations;
 - Information about reports prepared by the international organizations pertaining to the activity of each agency.

- **Reports of Independent Organizations:** It is desirable to establish the practice of effective assessment of the activities of public agencies by external, non-governmental actors as well. Research has revealed that several independent organizations once a year evaluate the effectiveness of the activities of foreign institutions, the accuracy of financial operations and the quality of objectives set forth.

- **Legal Acts:**It is desirable to locate legal acts in the section of legal acts on the web-site of the Government of Autonomous Republic of Ajara, which separate competences and authorities of the central and local governments. Also, it is important to represent individual legal acts, laws, resolutions, bills related to the activities of the government and all Ministries on the electronic portals.
- In addition, in order to facilitate the navigation, search system for legal documents can be placed on the web-site, which makes it possible to find detailed information about the contents and dates of the documents.
- **Guide in Decision-Making Procedure:**Taking into account foreign practices, the activities of the Government of Ajara and the Ministries of Autonomous Republic of Ajara will be more transparent in case of locating the guide in decision-making procedures on the official website - pages. It will describe in detail the structure of decision-making process, the role of all agencies including the head of government. In the guide should be placed the information about the agenda elaboration procedures for the executive government, the nature and essence of its work.
- **Government Meetings:**Also, it is desirable to locate information about government meetings and the issues discussed on the web-sites of the Government of Ajara and the Ministries of Autonomous Republic of Ajara. In particular, the Government should specify dates of sessions, topics discussed. This information should be regularly updated.
In addition, it is desirable to represent reports of government sessions for the last few years on the electronic resources of the Government and the Ministries, which will show a list of the meetings held during the last year together with the review of the issues discussed.
- **Information Related to Activities:**Each public agency should ensure a high level of transparency through location of the description of a variety of events and activities conducted by the agencies on their official web-sites including the reasons for their conduct and their expenditures.

Annex 1: Institution public information web-page structure sample

The image shows a screenshot of the website www.justice.gov.ge/foi in a Mozilla Firefox browser. The page is titled "საქართველოს იუსტიციის სამინისტრო" (Ministry of Justice of Georgia) and features a navigation menu with options like "მთავარი" (Home) and "საჯარო ინფორმაცია" (Public Information). The main content area includes a search bar, a list of links, and a sidebar with additional information. Several callout boxes with arrows point to specific elements on the page, providing detailed descriptions of their content and purpose.

Callout Boxes:

- საჯარო ინფორმაციის გაცემაზე პასუხისმგებელი პირთა სახელები, გვარები, თანამდებობები და საკონტაქტო ინფორმაცია:** საჯარო ინფორმაციის მოთხოვნის ელ. მისამართი, განხილვის წესები და ინფორმაცია ფორმის და ინტერფეისის შესახებ.
- საჯარო ინფორმაციის გამოთხოვასთან დაკავშირებული ახსნა-განმარტებითი ინფორმაცია და ინტერესებულ პირთათვის:** საჯარო ინფორმაციის გამოთხოვასთან დაკავშირებული ახსნა-განმარტებითი ინფორმაცია და ინტერესებულ პირთათვის.
- საჯარო ინფორმაციის დიპლომატიური და კომერციული დოკუმენტების მიწოდების წესები:** საჯარო ინფორმაციის დიპლომატიური და კომერციული დოკუმენტების მიწოდების წესები.
- დაწესებულების მიერ ინდივიდუალურად შემთავებული დიპლომატიური სტრატეგიული დოკუმენტი:** დაწესებულების მიერ ინდივიდუალურად შემთავებული დიპლომატიური სტრატეგიული დოკუმენტი.
- საჯარო ინფორმაციასთან დაკავშირებული ანგარიშები მათ შორის მ.შ. პრეზიდენტისა და პარლამენტისათვის წარსადგენი ანგარიშები და ამ ანგარიშების არქივი:** საჯარო ინფორმაციასთან დაკავშირებული ანგარიშები მათ შორის მ.შ. პრეზიდენტისა და პარლამენტისათვის წარსადგენი ანგარიშები და ამ ანგარიშების არქივი.
- საჯარო ინფორმაციის მოთხოვნის/გაცემის ყოველკვარტალური და ყოველწლიური სტატისტიკური მაჩვენებლები:** საჯარო ინფორმაციის მოთხოვნის/გაცემის ყოველკვარტალური და ყოველწლიური სტატისტიკური მაჩვენებლები.
- საჯარო ინფორმაციის გაცემაზე უარის ადმინისტრაციული ორგანოში გასაჩივრების და სასამართლოსათვის მიმართვის წესის პროცედურების ტექსტური აღწერა და ის სასამართლო აქტები, რომლებიც ერთ-ერთ მხარეს წარმოადგენს საჯარო დაწესებულებას:** საჯარო ინფორმაციის გაცემაზე უარის ადმინისტრაციული ორგანოში გასაჩივრების და სასამართლოსათვის მიმართვის წესის პროცედურების ტექსტური აღწერა და ის სასამართლო აქტები, რომლებიც ერთ-ერთ მხარეს წარმოადგენს საჯარო დაწესებულებას.
- ხშირად დასმული შეკითხვები:** ხშირად დასმული შეკითხვები.

Website Content:

საქართველოს იუსტიციის სამინისტრო

საჯარო ინფორმაცია

საჯარო ინფორმაციის მოთხოვნის ელ. მისამართი, განხილვის წესები და ინფორმაცია ფორმის და ინტერფეისის შესახებ.

საჯარო ინფორმაციის გამოთხოვასთან დაკავშირებული ახსნა-განმარტებითი ინფორმაცია და ინტერესებულ პირთათვის.

საჯარო ინფორმაციის დიპლომატიური და კომერციული დოკუმენტების მიწოდების წესები.

დაწესებულების მიერ ინდივიდუალურად შემთავებული დიპლომატიური სტრატეგიული დოკუმენტი.

საჯარო ინფორმაციასთან დაკავშირებული ანგარიშები მათ შორის მ.შ. პრეზიდენტისა და პარლამენტისათვის წარსადგენი ანგარიშები და ამ ანგარიშების არქივი.

საჯარო ინფორმაციის მოთხოვნის/გაცემის ყოველკვარტალური და ყოველწლიური სტატისტიკური მაჩვენებლები.

საჯარო ინფორმაციის გაცემაზე უარის ადმინისტრაციული ორგანოში გასაჩივრების და სასამართლოსათვის მიმართვის წესის პროცედურების ტექსტური აღწერა და ის სასამართლო აქტები, რომლებიც ერთ-ერთ მხარეს წარმოადგენს საჯარო დაწესებულებას.

ხშირად დასმული შეკითხვები.

Statistical Research on Requests of Public Information

In view of statistically analyzing the performance of the obligation by the target public agencies as defined in Chapter 3 of the Administrative Code, Institute for Development of Freedom of Information used its databases in the first place. In 2010-2011 IDFI regularly requested public information from target agencies. At the same time, in order to conduct a comprehensive survey, IDFI requested applications submitted for public information requests and their answers from the state institutions for the years of 2009-2012. And there were also requested the reports of 2009, 2010 and 2011 years on the state of freedom of information prepared by relevant agencies and sent to the Parliament of Georgia and the President's administration according to Article 49 of the General Administrative Code (so-called accounts of 10 December).

As a result of the analysis, the statistical analysis of the performance of the obligations envisaged under Chapter 3 of the General Administrative Code for the Government of Ajara, Ministry of Finance and Economy of the Autonomous Republic of Ajara, Ministry of Agriculture of the Autonomous Republic of Ajara, Ministry of Labour, Health and Social Care of the Autonomous Republic of Ajara, Ministry of Education, Culture and Sports of the Autonomous Republic of Ajara, Ministry of Justice of Georgia, Chamber of Control of Georgia, Civil Service Bureau, Competition and Public Procurement Agency in recent years was carried out.

At the same time, the analysis of mentioned public information identified some issues, which mostly interests the society given the activities of target public agencies. Accordingly, it became possible to identify a list of issues that are recommended for proactive publication by means of establishing the most demanded public information.

The analysis of administrative organs' responses to public information requests revealed the gaps that hamper the transparency of target public agencies and their activities oriented towards citizens' interests.

Research Methodology

Research Description

In view of achieving the above-mentioned goal, the applications for public information requests sent to 9 public agencies in 2009-2010-2011 years (and in some cases also in 2012 year) were analyzed within the framework of the project. The project covered both the applications sent within "Public Information Database" project of IDFI and other applications sent by natural or legal persons, which were provided by public institutions themselves.

Methods

The analysis includes statistical and qualitative components. The number of inquiries received over the years, the importance of the issues, and the quantity of responses with the protection/violation of the terms were statistically counted. Content of the response for each request issued by a public agency was analyzed in order to find out the compliance of the answers to the requirements. In this regard, four main categories have been outlined: complete response, incomplete response, denial and ignoring (this evaluation system is approved for several years by the Institute for Development of Freedom of Information within the framework of "Public Information Database" project).

Response categories are defined depending on: a) the content, and b) the response, c) the rights, responsibilities and restrictions envisaged under current legislation of Georgia. After taking into consideration all aforementioned, if the information fully meets the request (including the required information form), it is considered to be complete; partially satisfactory answer – incomplete; if the letter explains the basis for no issuance of information - a reasonable refusal; and if the letter of response doesn't touch the requested public information at all - ignoring. The responses divided according to these categories are also grouped according to years, actuality, protection of the terms.

Also, it is worth mentioning that during the statistical research process, the various requirements (issues) listed in one concrete application for public information requests have been considered as separate requirements.

Analysis of Reports dated 10 December of Target Public Agencies within the Project

According to Article 49 of the General Administrative Code (hereinafter referred to as the GAC), a public agency is obliged to prepare reports on public information issuance and submit them to the Parliament and the President once a year on December 10 of each year. The content of the GAC is defined under Article 49. It should reflect the number of public information requests, the number of decisions concerning the satisfaction or refusal to requests, the identity of the person who is a decision-maker and the information on the legal acts applicable by agencies during decision-making process, also the data on information processing and issuance, appeal expenses for denial and court penalties.

Article 49 of General Administrative Code of Georgia. Provision of Report.

On every December 10 Public Institution is liable to present report to the President and Parliament of Georgia:

- a) Information on number of requests of public information and amendments to public information received by the Public Institution and number of decisions on replies refusal;*
- b) Information on number of decisions on requests satisfaction or refusal, name of decision making person, also decisions on closing of Corporate Public Institution's private session;*
- c) Information on public data bases;*
- d) Information on number of violations of this Code terms commit by State employees and on disciplinary punishment of authorised persons;*
- e) Information on legal acts, which are adhered by the Public Institution for refusal of provision of public information or for decision-making of Corporate Public Institution private sessions closing;*
- f) Information on appeals of decisions on refusal of provision of public information;*
- g) Information on costs related to the processing and provision of public information by public institutions, also costs related to the appeal of the of decisions on refusal of provision of public information or decisions on closing of Corporate Public Institution's private session, among them on amounts paid in favour of each of the parties.*

The submission of the report envisaged under Article 49 of the GAC makes it possible and easier to control access to public information not only from the side of government (Parliament and the

President), but from the side of society as well. “Institute for Development of Freedom of Information” in view of fulfilling the study of requirements in compliance with Article 49 within the project, requested reports of December 10 sent by the administrative authorities for 2009, 2010 and 2011 years from 9 target public agencies (Ministry of Justice, the Government of Ajara and the Ministries of Autonomous Republic of Ajara, Competition and State Procurement Agency, Chamber of Control, the Public Service Bureau). Unfortunately, this information was not received from the Competition and State Procurement Agency.

Government of the Autonomous Republic of Ajara

A number of decisions concerning the satisfaction or denial to requests are given in reports prepared by the Office of the Government of Autonomous Republic of Ajara and submitted to the President and the Parliament in compliance with Article 49 of the GAC. The identity of the person responsible for the public information issuance is included as well. There are legislative acts, which are applied by Ajara while making decisions on disclosing information or restricting access to data. According to the report, the Government of Autonomous Republic of Ajara satisfied all requests of information issuance except one in 2009-2011. The letter doesn't reflect the costs for information processing and issuance; there is no information on public databases in the report as well.

The letter of the Government of Autonomous Republic of Ajara makes clear that for the whole period of three reporting years there has been no requests for amendments in public information, no violations of the GAC's requirements, no cases of imposition of disciplinary penalties on responsible persons and not a single fact of personal information transmission to others.

Conclusion

It turns out as a result of the analysis that majority of public agencies observe with less consideration the requirements of Article 49 of the GAC while preparing reports of December 10. It can be said that each agency has its own standard for report creation. The reports submitted by by one and the same public agency for three years are similar. Certain points with standard answers are selected.

Only two points out of 7 envisaged under Article 49 of the GAC are reflected in all reports studied by the Institute - number of issuance concerning public information requests and filing of the requests concerning the requirements of the amendment to the public information.

The comparison of reports of 2009-2011 years showed that mainly the quantitative data of requested information are changed from year to year only and the existing defects are not going to

be corrected. The data reflected in thereports are not complete in most cases, do not correspond to the requirements of the GAC and therefore donot exactly reflect the real situation regarding freedom of information.

There is an impression that the information submission by public agencies has a formal character and the provision of complete information to superior organs is not carried out. Unfortunately, the controlling authorities pay less attention to this issue because neither the President's nor the the parliament's administration reacts against incompletely prepared reports, the issues are not studied and arranged in compliance with the law.

We think that the main factor causing the problem is the lack ofstandardized form for a report. The way out of the problem may be the publication of legal act approving such form by senior public officials.

Recommendation:

To be approved the Report Form for December 10 by senior officials of public agencies on the basis of normative administrative-legal act.

Report Form Established in Compliance with Article 49 of the General Administrative Code of Georgia on Information Access Provision

To the President of Georgia /To the Chairman of the Parliament of Georgia

Mr /Ms

Name of a Public Agency

a. Data about the satisfaction of public information requests

Total number of public information requests	Number of satisfied requests	A public servant responsible for decision-making (Name, surname, position)	Costs for information processing and issuance

b. Data about the refusal of public information requests

Number of not-satisfied requests	Basis for refusal (Relevant Legal Acts)	A public servant responsible for decision-making (Name, surname, position)	Appeal Related Costs	Amount imposed by acourt in favor of a claimant

c. Data about Amendments in Public Information

Number of requests on amendments in public information	Public servant responsible for decision-making (Name, surname, position)

d. Data about Public Databases

List of Public Databases	Description of Public Databases

e. Data about the decisions on collegial meeting closing of a public agency

Number of decisions on collegial meeting closing	Basis for meeting closing—relevant legal acts	Appeal related costs	Amount imposed by a court in favor of a claimant

f. **Data about the number of violations of the GAC's requirements by public servants and disciplinary punishment against responsible persons**

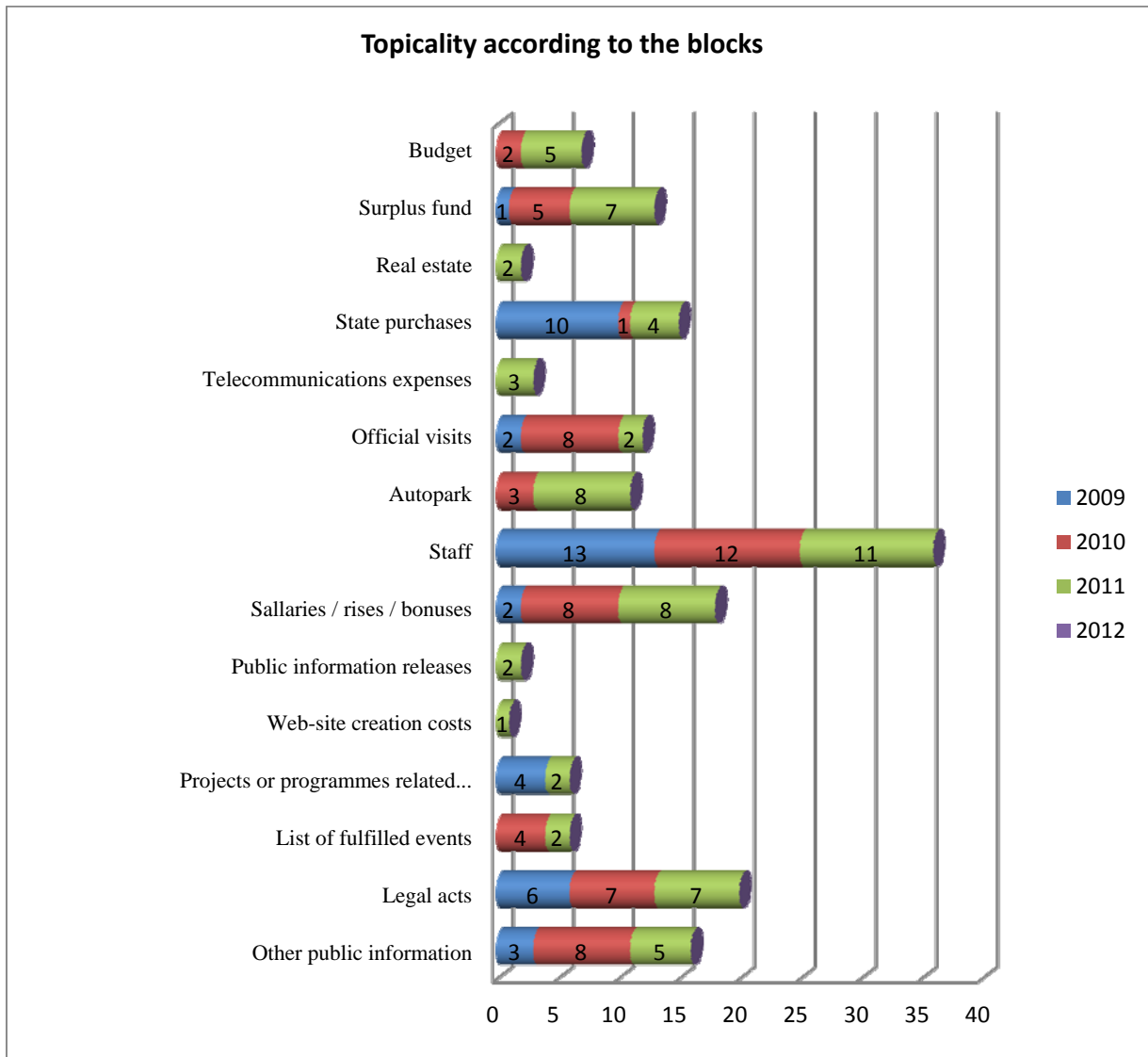
Number of violations of the GAC's requirements by public servants	Number of disciplinary punishment against responsible persons

Signature:

Date:

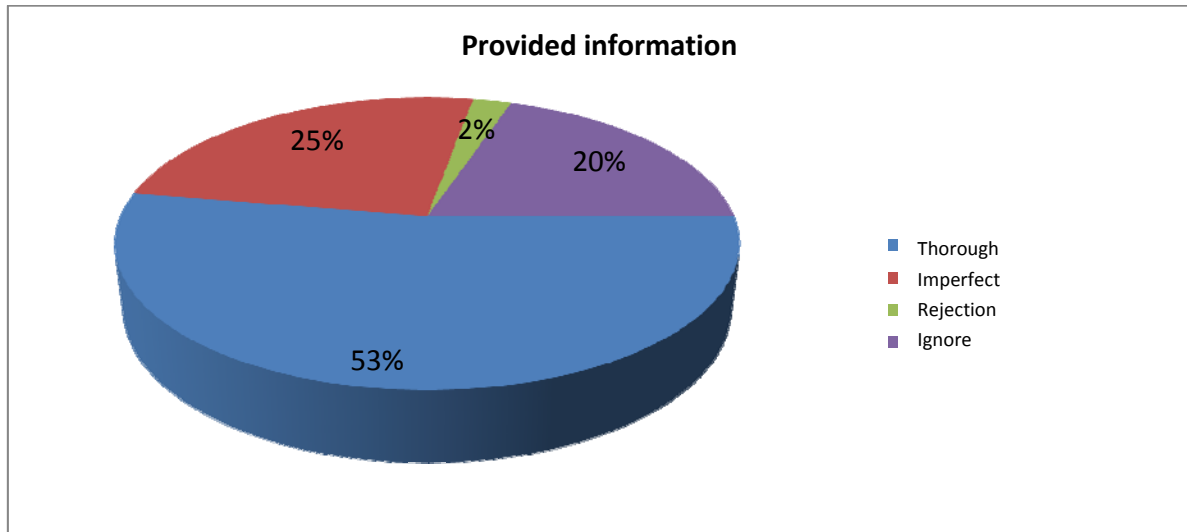
Office of the Government of Autonomous Republic of Ajara–Public Information Requests 2009-2011

The Government of Autonomous Republic of Ajara was appealed with the public information request in relation to 168 issues during 2009-2011 years. The actuality of issues was dynamically growing since 2009.



Thematically the most actual issue is linked to the staff schedule, then the requested information on legal acts, wages, salaries and bonuses, public procurement, reserve funds and trips.

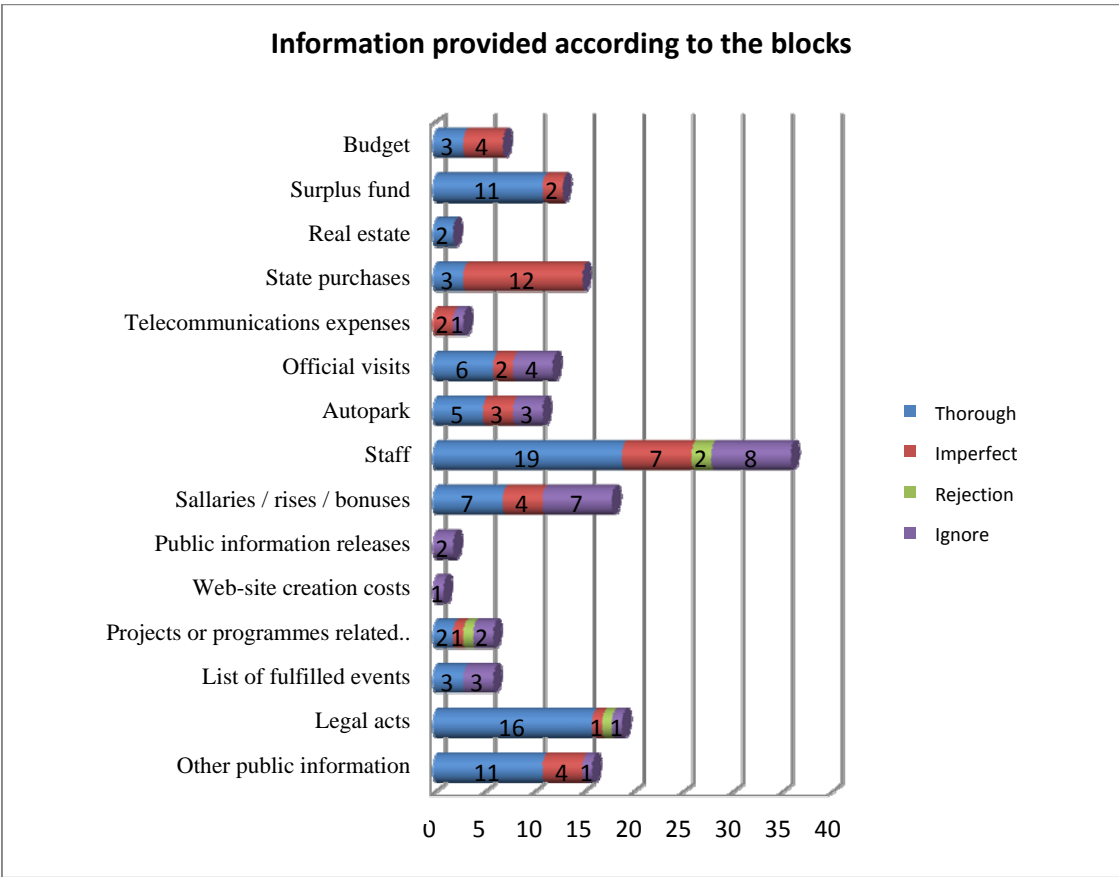
According to the content of the responses, complete information was disclosed only in 53% of cases. One fourth of the cases were incomplete answers (total 42 issues), no response was found in 20% of cases, and in 4 cases the applications were not be satisfied (2% of cases).



The main reasons for incomplete responses were as followed:

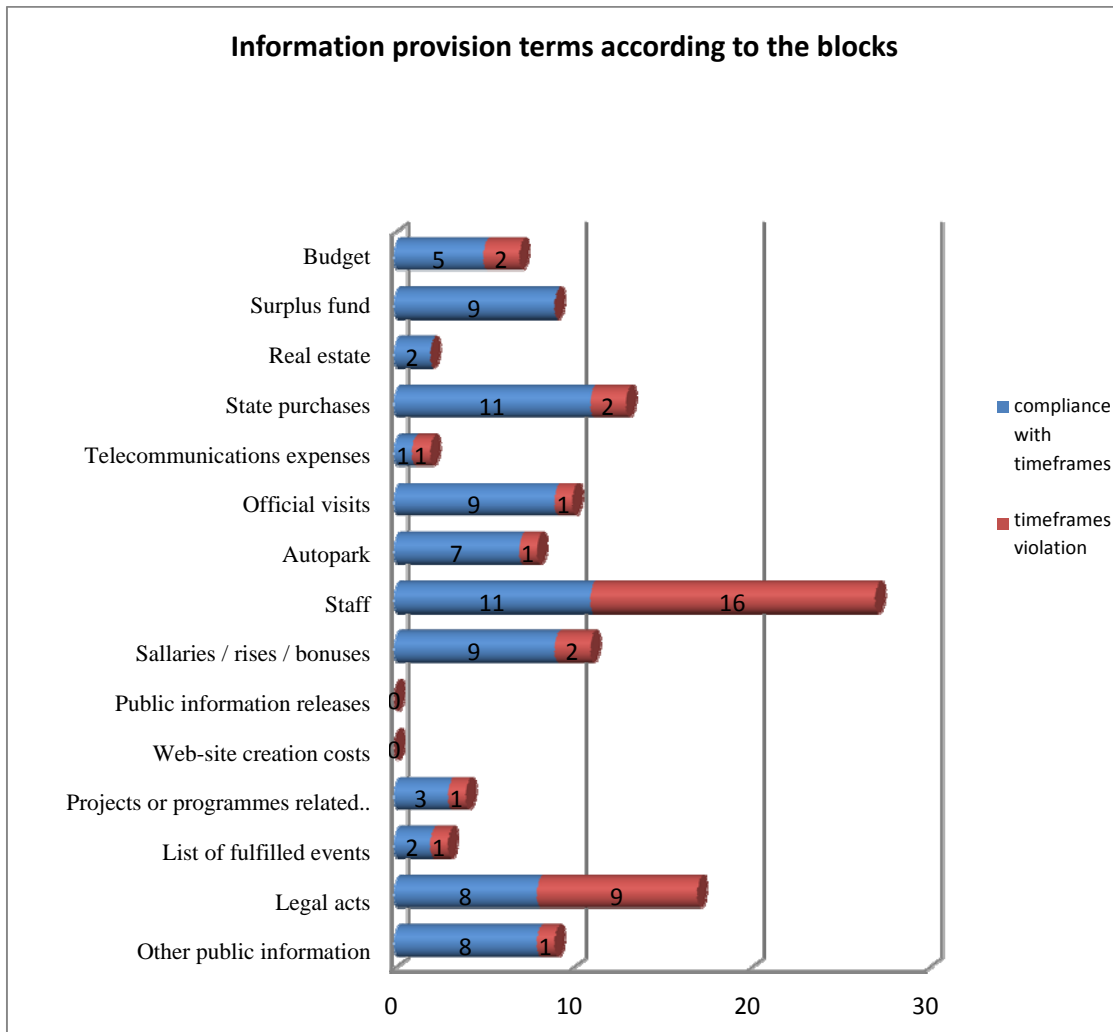
- A detailed budget balance was not provided, redirection to www.matsne.gov.ge and official publishing organs (newspaper “Ajara”, “Sakanonmdeblo Matsne”) frequently happened;
- In case of state purchases the redirection was made to the web-site of State Procurement Agency www.procurement.gov.ge;
- There are cases when information is not granted citing that the requested information is not protected by the government office, but at the same time is not redirected to relevant public agencies. For example, regarding the requested information of subunits it is said that the agency shall issue only this information, which is protected with them, and the information is not stored with them.
- In the case of telecommunication expenses, there wasn't included information on costs of local, international and mobile phone calls;
- With respect to the costs of telephone calls, only the full amount defined by the budget was provided;
- With respect to the travel expenses, only the full amount defined by the budget was provided;

- With respect to the fuel expenses, only the full amount defined by the budget was provided;
- In case of functions of structural units in charge of Press and Public Relations the acts, which define these functions are not specified;
- Number of members of advisory council was not supplied in 2009;
- In response to the request of the staff selection process it was stated that employees are selected in compliance with the law, although the relevant legal principles were not specified;
- Employee bonuses were given in the manner provided by law, and not the actual costs;
- It was said in the projects implemented for improving the situation of families left homeless due to natural disasters that a number of measures were implemented by the governmental authorities of Autonomous Republic of Ajara, although the relevant information was not specified. In order to get information on specific activities, the interested person is redirected to the Ministry of Labour, Health and Social Care;



The office of the Government of Autonomous Republic of Ajara refused to disclose the public information only in a few cases, mainly due to the data in the documents containing personal information.

It should be noted that 20% of requests were ignored by the Government of Autonomous Republic of Ajara. The biggest unanswered question was related to the number of employees and the list of salaries, bonuses and premiums (including salaries, bonuses and premiums of officials) as well as to the information on the costs of phone calls, business trip of officials including their travel expenses, car service costs, expenses related to the creation of information registry and web-site, data related to implemented activities, legal acts and other public information (e.g. recognition of the territory as pastures).



As for the terms observation, 70% of the answers were provided within 10 days in compliance with the General Administrative Code, and 30% -with violation. The most common violation of the terms in view of its content took place during the issuance of public information about staff and legal acts.

Registry of Public Information Requests: The Government of Autonomous Republic of Ajara

The Government of Autonomous Republic of Ajara		
Category of requested information	Subcategory of requested information	Comment
1. Budget	1.1. Detailed information on the spending of budget allocations	Not supplied the detailed balance of the budget.
	1.2. Law of the Autonomous Republic of Ajara on the Republican Budget of 2010 of the Autonomous Republic of Ajara.	
	1.3. Detailed budget of 2009 and 2010 of the Government of Autonomous Republic of Ajara (including the apparatus).	
	1.4. What is the sum allocated from the budget of the government of Ajara A/R for the purposes of financing TV channel "Ajara Television" for the years of 2010-2011. And what amount of money will be planned to allocate for the year of 2012 if applicable.	Redirecting to www. Matsne.gov.ge .
	1.5. Budget of 2011 (the last edition) both in printed and electronic form	Redirecting to www. Matsne.gov.ge .
	1.6. Budget of 2012 if approved or its project.	

	<p>1.7. Detailed estimate from 2005 to October 2011 of the funds allocated from the state budget for keeping the office of the Chairman of the Government of Ajara A/R.</p>	<p>There is a reference to the laws on budget in the response that have been published in the official publications (newspaper Ajara, Sakanonmdeblo Matsne).</p>
<p>2 Reserve Funds</p>	<p>2.1. Information about the amounts allocated for a public agency.</p>	
	<p>2.2. Copy of relevant legal act in case of allocated amounts.</p>	
	<p>2.3. Whether the money allocated or not from the reserve fund for the rehabilitation of roads in 2007-2008. If allocated, copies of the relevant order.</p>	
	<p>2.4. How much is the reserve funds of Ajara in 2010.</p>	
	<p>2.5. Which activities were financed from the reserve funds in 2010 (till August 4).</p>	
	<p>2.6. Is the distribution of sum as compensation for the families affected by the disaster is planned. If so, how many families are planned to get compensation, how much compensation will be issued and when the monetary aid is to be given to disaster-affected families.</p>	<p>The response says that the reserve funds are established for unforeseen expenses and the legislation doesn't envisage the pre-planning of money allocation from the reserve funds.</p>
	<p>2.7. How much was the reserve funds of Ajara A/R in 2009.</p>	
	<p>2.8. Which activities were financed from the reserve funds during 2009 year and concretely what amounts were allocated for these activities.</p>	

	2.9. Amounts allocated for disaster-affected families from the reserve funds of government envisaged under the budget of Ajara A/R for 2011 provided by the Government till 25 August of 2011, a list of families with the criteria based on which were chosen the mentioned families and was made a decision to assist them.	Information is provided in the appendix, but it doesn't seem all questions are answered or not.
	2.10. Amounts allocated from the reserve funds envisaged under the budget of 2011 of Ajara A/R and their purposefulness till 18 July of 2011.	
	2.11. Amounts allocated from the reserve funds of Ajara budget in 2010 and their purposefulness (in the form of e-mail, DVD).	Aim is not specified, the purpose of the reserve funds is provided.
	2.12. A brief summary of the decision-making procedures for money allocation from the reserve funds of Ajara A/R (in the form of e-mail, DVD).	Definition of reserve funds is provided according to the legislation.
	2.13. Amount of reserve funds envisaged under Ajara budget of 2011 (in the form of e-mail, DVD).	
3. Real Estate	3.1. A list of real estate on the balance of a public agency.	
	3.2. Market value of real estate on the balance of a public agency.	
4. State Purchases	4.1. A detailed list of implemented state purchases (advertized tenders, contests and other state purchases).	Redirecting to the web-site www.procurement.gov.ge
	4.2. Amount of money spent on each purchase.	Redirecting to the web-site www.procurement.gov.ge
	4.3. Plans of purchases from 2005 till October of 2011.	Redirecting to the web-site of the State Purchases Agency.

	4.4. Legal and economic grounds for implementing certain state purchase of the apparatus of Government of Ajara A/R in 2007-2009 through negotiations with one person.	Information on only legal basis is provided.	
	4.5. Legal and economic grounds for implementing certain state purchase of the subordinate agencies of Government of Ajara A/R apparatus in 2007-2009 through negotiations with one person.	Redirecting in case of request on subunits of the government.- Refusal to resent requests concerning the information provision on subunits, because it says that the agency is obliged to provide the information which is kept with it and this information is not stored with it.	After the rejection of providing information on subunits of Government of Ajara A/R, the same information was again requested, which was refused as well.
	4.6. Agreements concluded on the state purchases performance by the office of Government of Ajara A/R through negotiations with one person in 2007-2009.	Requested only in cases when there was the need to announce the tender, and the purchase was performed through negotiations with one person. - Information is in the annex, which is not supplied.	
	4.7. Agreements concluded on the state purchases performance by the subunits of Government of Ajara A/R office through negotiations with one person in 2007-2009.	Redirecting in case of request on subunits of the government.- Refusal to resent requests concerning the information provision on subunits, because it says that the agency is obliged to provide the information which is kept with it and this information is not stored with it.	After the rejection of providing information on subunits of Government of Ajara A/R, the same information was again requested, which was refused as well.
	4.8. Registry of the winner companies in negotiations with one person of the office of Government of Ajara A/R in 2007-2009 for the last three years according to the volume and work performed.	Registry is not provided, though it is written that such purchase happened only once in the office of the government. Redirecting in case of request on subunits of the government.	Requested only in cases when there was the need to announce the tender, and the purchase was performed through negotiations with one person.

	4.9. Registry of the winner companies in negotiations with one person of the office of Government of Ajara A/R in 2007-2009 for the last three years according to the volume and work performed.	Redirecting in case of request on subunits of the government. Refusal to resent requests concerning the information provision on subunits, because it says that the agency is obliged to provide the information which is kept with it and this information is not stored with it.	After the rejection of providing information on subunits of Ajara Government, the same information was again requested, which was refused as well.
	4.10. A copy of the letter of the Chairman of the Government.		
	4.11. Information about legal entities and/or individual entrepreneurs who became winners of state purchases organized by the Government of Ajara A/R, per each case: 1) what goods, services or construction work has been purchased; and 2) amounts of this agreement.		
	4.12. Copies of all agreements concluded between the Government of Ajara A/R and LLC "MPV" in view of performing state purchases from January 1, 2004 till October 24, 2011.		
5. Telecommunications Expenses	5.1. Information on telecommunications costs for phone calls of officials (calls to mobile operators, international and local calls).		
	5.2. Costs of phone calls of staff (calls to mobile operators, international and local calls).	Total amount envisaged only under the budget is provided.	
6. Business trips	6.1. Information on travel expenses incurred on official and working visits of officials inside and outside the country and country (separately).	Total travel expenses of the office are provided, not indicated travel costs inside and outside the country.	

	6.2. Staff travels expenses.	Total amount envisaged only under the budget is provided.
	6.3. Information about official (planned and not planned) visits of the Chairman of Government of Ajara A/R in 2008 (when, which country, with whom and for what purposes were held the meetings).	
	6.4. Amounts from the budget spent for organising official (planned and not planned) visits of the Chairman of Government of Ajara A/R in 2008.	
	6.5. Amounts allocated for business trips from 2008 till July 9, 2010 according to years.	
	6.6. Who was on business trip, where and for what purposes from 2008 till July 9, 2010.	
	6.7. What amounts were allocated from the state budget for employees' business trips in 2008-2009.	
	6.8. Which public servant benefited by business trip and in which country in 2008-2009.	
	6.9. Place and time of a business trip in 2008-2009 (Destination – was added in the resent letter and complaint).	The administrative complaint was sent after the unsatisfactory response was received to the second letter, where the issue was again requested. The reply reflects only the trips outside the country without specifying the purposes. It says about the result that this information does not constitute a document and / or received, analyzed and created information, and cannot be issued.
	7. Car Park	7.1. A list of cars registered on officials.
	7.2. Personal distribution of cars among officials.	A list of registered cars is provided and it is said that two of them serve officials but which ones exactly are not specified.
	7.3. Actual fuel consumption of officials.	

	7.4. Type of fuel consumed by officials.	
	7.5. Actual full costs of fuel consumption by system employees.	
	7.6. Amounts spent from the budget on auto services (repairs, depreciation) of officials.	
	7.7. Amounts spent from the budget on auto services (repairs, depreciation) of the whole system.	
	7.8. A list of vehicles used by the Office of Government (identification code, year, car brand) from 2004 till June 18, 2010.	
	7.9. Personal distribution of vehicles used by the office of government from 2004 till June 18, 2010—identity and position of the persons to whom are attached the vehicles registered on the balance of the Government Office.	
	7.10. Funding sources for each purchased vehicle of the government apparatus and each vehicle in use (what was a purchase price, when it was bought; when and who purchased it, and when and by whom it was transmitted to the Office of Government from 2004 till June 18, 2010.	
	7.11. Fuel consumption expenses of employees.	
8. Staff	8.1. The total number of staff employed.	

	8.2 The number of employees of the Office of Government of Ajara A/R with the indication of their positions.	Information on the number of employees and their salaries and bonuses are requested together by months. The answer shows that the information on salaries and bonuses are given (it should be in the Annex), but there is no indication to the number of employees. It may be seen in the Appendix; however, given the letter at our disposal, we cannot say it.
	8.3. Name, surname, contact requisites of a person responsible for public information provision.	
	8.4. What is the position of a citizen _____ who works (or worked) in the Government of Ajara A/R.	
	8.5. _____Autobiography (CV)	It includes personal information according to the GAC and the information was not provided.
	8.6 If there is/are structural unit/units providing press and public communications.	
	8.7 If any, the name and act (title, issuing authority, date of publication and number) of the structural unit / units on the basis of which it exists.	
	8.8 If any, the place of such unit/units in the structure of a public agency. What's its form-independent or structural subordination (of which).	
	8.9 Structural unit responsible for press and public communications is or isn't subject to internal structural division;In this case, nomination of internal structural units.	

	<p>8.10 A list of functions of structural unit/units responsible for press and public communications. If mentioned unit is subject to internal structural division, the functions of each internal unit; Also acts specifying mentioned functions (the title of the act, publishing organ, publication date and number).</p>	<p>No reference to the acts that specify the functions.</p>
	<p>8.11 Is the obligation to provide public information envisaged under the GAC of Georgia included into the functions of the unit; in case of a negative response, which unit includes this function.</p>	
	<p>8.12 Names, surnames, positions and contact phone numbers of persons responsible for press and public communications. If there is no special unit, then which unit comprises these functions; and a list of units by functions if these functions are distributed between several units.</p>	
	<p>8.13 Demographic data of public employees of the Government of Ajara A/R (name, surname, date of birth, education, position etc).</p>	<p>The reply says that some of the information requested includes personal data, which is a personal secret and is protected from public disclosure. Such a response may be considered as incomplete, because only some of the information contains personal data, and, for example, a list of public officials could have been issued.</p>
	<p>8.14 A list of Office staff of the Government of Ajara A/R (names and surnames) in 2008.</p>	
	<p>8.17 A copy of the Order about the appointment of the Chairman _____ of the Advisory Council under the Head of Ajara Government.</p>	<p>This request was ignored in the first response to the letter. The information was provided after the appeal.</p>

	8.18 How many members has the Advisory Council presently and during 2009 year.	
	8.19 A list of Office staff of the Government of Ajara A/R.	
	8.20 A list of Office staff members of the Government of Ajara A/R according to their positions.	
	8.21 Contact information, office and corporate phone numbers including mobile numbers of Office staff members of the Government of Ajara A/R.	The staff contact information is not delivered in response to the letter. Only work numbers of Media Relations Division and the Analysis Division (chancellery) are provided. Then the administrative complaint was sent, which was responded by disclosing corporate mobile phone numbers-877 connected to Geocell, but not office phone numbers.
	8.22 A list of subunits of Ajara Government, addresses and names management personnel.	The addresses of subunits were not included in the first response to the letter, which was again requested. Second response provides the addresses.
	8.23 Number of staff employed in the Office of Ajara Government.	
	8.24 Names, surnames and contact information (corporate phone number with indication of identity) of all persons working in the Office of the Head of Government of Ajara A/R.	No reference in the letter that such information was provided. Though, the response to the letter has an Appendix (we lack it) and probably, this Appendix includes this information.
	8.25 How are employees selected. Detailed information about these selection procedures conducted – the names of participants and winners, competition conditions.	It is said in the response that the employees are selected in compliance with the procedure established under the legislation. Without concrete details.
	8.26 How many new employees are hired, fired and how many are resigned voluntarily from 2005 till October of 2011; the names and contact information of these persons.	

	8.27 Information about Heads and Deputy Heads of the Government Office of Ajara A/R from May 6 of 2004 till 2011; their names, surnames and hiring-firing dates.	
	8.28 How many non-entrepreneurial non-commercial legal entity is founded by the Government of Ajara A/R.	
	8.29 A list of non-entrepreneurial non-commercial legal entities founded by the Government of Ajara A/R including names of directors, addresses, telephones and web-site addresses.	
	8.30 Charters of all non-entrepreneurial non-commercial legal entities founded by the Government of Ajara A/R.	
	8.31 The total number of freelance staff employed.	
9. Salaries/ Bonuses/Premiums	9.1. The Number of salaries issued to officials.	
	9.2. The number of bonuses issued to officials.	
	9.3. The number of salaries issued to the whole system.	
	9.4 The number of bonuses issued to the whole system.	
	9.5 The number of premiums issued to officials.	
	9.6. The number of premiums accrued to employees of the whole system (all structural unit, territorial and other system organ or unit).	

	9.7 Personnel list (names of employees) of monthly salaries.	There is a reference to the legal act, which determines the monthly salary of a civil servant. No information is provided about specific individuals, the information contain personal data and can not be disclosed (although there is no evidence that this is thereasonfor not issuance the information).
	9.8. Personnel list (names of employees) of monthly salaries.	The response says that the premium is granted once in quarter at amount of 100 % of the salary. The reply stated that the award is issued quarterly salary of 100% - the amount. No information is provided about specific individuals, the information contain personal data and can not be disclosed (although there is no evidence that this is thereason for not issuance the information).
	9.9. Amounts of salaries issued to each employee (staff, freelance, special agreement) of the Office of Government of Ajara A/R by months from January 1, 2010 till August 18.	It is said that the issuance happens once per quarter at amount of single salary according to the legislation. However, there is no information whether the bonuses were granted or not in reality.
	9.10. Amounts of premiums issued to each employee (staff, freelance, spec. agreement) of the Office of Government of Ajara A/R by months from January 1, 2010 till August 18.	
	9.11. What are reimbursements and monthly expenses of the Chairman and members of the Advisory Council under the Head of Government of Ajara A/R.	
	9.12. What amounts were envisaged for the premium fund and bonuses from 2008 to July 9, 2010 by years.	
	9.13. Who received premium and when, at what amount and on what basis from 2008 to July 9, 2010.	The answers may be included in the appendix (which we lack), though the letter doesn't reflect it.

	9.14. Reimbursements of the Government of Ajara A/R and its Office staff according to years and the amount envisaged per each position in 2009-2010.	
	9.15. What is monthly salary of each member of Office staff of the Head of Government of Ajara A/R.	Redirecting to the President's Order. Also, the full amount envisaged as reimbursements for the Office of Government in 2011 according to the budget law is provided.
	9.16. Premium of each Office staff member of the Head of Government of Ajara A/R.	The regulation established under the legislation is provided and not the real expenses.
10. Public Information Provision Requisites and Public Information Registry	10.1. A list of administrative-legal acts, which include the satisfactory responses to public information provision or refusal to it with reference to requisites (without the copies to documents).	
	10.2. Public Registry copy or/and e-version of public information.	
11. Web-site Creation Expenses	11.1. Public information about expenses related to the creation of official web-site of a public agency (if any).	
12. Information Related to Projects and Programs	12.1. A list of implemented projects (social, target, research, scientific, educational, directed to the development of certain field etc).	
	12.2. Amounts spent on each project.	

	12.3 Whether the commission was set up or not in the Autonomous Republic of Ajara on the basis of Resolution #111 of the Georgian Government dated 07 July 2005.	The reply states that the creation of the Commission by Ajara Government is not envisaged under the resolution; and the alternations of the authorized body are the local self-government bodies that do not exist after the adoption of the new law "On the Local Government". The existing legislation does not provide the right to land sequence for the Government of Autonomous Republic of Ajara and the local government. It also says that the issue is under study for the purposes of its legal settlement.
	12.4. Whether the Government of Ajara A/R has its project for improvement of the situation of families left homeless due to natural disasters or not.	It is said that Ajara authorities implemented a number of measures, but the Ajara apparatus is not specified. For information on the specific activities the applicant is redirected to the Ministry of Labour, Health and Social Care of Ajara A/R.
	12.5. The projects of target programs to be implemented by the Government of Ajara A/R this year.	
	12.6. The construction-rehabilitation works implemented by Government of Ajara A/R in nine residential houses and kindergarten in Gori	
13. A list of Implemented Activities and Estimate	13.1. A list of implemented activities (advertising, cultural, educational, scientific, social etc).	
	13.2. Amounts spent on each activity.	
	13.3. What amount was spent on current new year activity by the Government of Ajara A/R. Copies of documents reflecting the estimate of these activities (from December 31, 2009 to January 15, 2010).	
	13.4. Funding sources for ongoing activities and the copies of relevant documentation.	

	<p>13.5. How much money has been spent by the Government of Ajara A/R on New Year video clips, which were showed on national television (Imedi, Rustavi 2) in the form of advertisement from December 20, 2009</p>	
	<p>13.6. New Year video clips prepared by the Government of Ajara A/R, which were showed on national television (Imedi, Rustavi 2) in the form of advertisement from December 20, 2009;</p> <p>Source of funding</p>	
14. Legal Acts	<p>14.1. Decree #13 of the Government of Ajara A/R dated January 29, 2008.</p>	<p>The answer is given in the Appendix, which we lack.</p>
	<p>14.2. If there is any administrative act by the Government of Ajara A/R concerning the announcement of lands of v. Satskhovria as pastures.</p>	<p>The same information was once again requested by the same person (since the date was incorrectly stated in the first answer). The second reply states that there have not been received any administrative act, the definition of an administrative act is given and there is also an indication that the announcement of lands as pastures is not included in the authority of Ajara Government.</p>
	<p>14.3. Decree # 59 of the Government of Ajara A/R dated December 26, 2008 on the creation of sub-department of Government of Ajara A/R - the Management Department of Roads and Melioration Systems and the approval of its regulations.</p>	
	<p>14.4. The copies of legal and financial documents, reflecting the construction – rehabilitation works implemented by the Government of Ajara A/R in Gori, #3, #4, #5 Khakhutashvili Street.</p>	

	14.5. The copies of legal and financial documents, reflecting the relations with the inhabitants of repaired houses within the framework of the construction – rehabilitation works implemented by the Government of Ajara A/Rin Gori.	The information is given in the appendix, but the apparatus failed to provide it.
	14.6. The Decrees approved by the Government of Ajara A/R from 2004 till now (recorded on DVD).	
	14.7. All kinds of documents (regulations, documents developed by the Commission, recommendations, etc.) of the Commission studying the Status of Television and Radio Broadcasting of the Government of Ajara A/R.	
	14.8. Administrative and legal acts (regulations, instructions etc.) adopted by the Government of Ajara A/R (adopted by the Ministry of Finance of Georgia) on Property Privatization of the property of Ajara Autonomous Republic and the local government unit of Ajara, which are applied by the Government of Ajara A/R during the privatization process (with the exception of acts adopted by the Parliament of Georgia). Copies of these acts.	Redirecting to the web-site of the Ministry of Finance and Economy of Ajara A/R
	14.9. The copy of the Order #156 dated October 27, 2009 of the Head of Government of Ajara.	

	14.10. The regulation of Government of Ajara valid in 2006 with appropriate changes and amendments.	
	14.11. The Provision of Government of Ajara.	
	14.12 . Documents of the Government of Ajara A/R (proposals, recommendations, drafts, etc.) relating to the issue of changing status of Television and Radio Department of Ajara A/R (including incoming and outgoing correspondence of the Government of Ajara A/R on this matter since May 2004 to January 14, 2010).	
	14.13. Ajara Government's Decree # 12 dated February 6, 2007 relating to the union of scholl libraries and village libraries. The copy of this decree.	
	14.14. The certified copy of the Decree #63 dated June 28, 2002 of the Council of Ministers of Ajara A/R, kept in the archive of the Government's apparatus.	
	14.15. The copies of all legal acts adopted by the Government of Ajara A/R relating to the foundation of Television and Radio Department of Ajara.	
	14.16. Legislative acts effective in Georgia (article, part) according to which Television and Radio Department of Ajara functions as of January 11, 2011.	
15. Other Public Information	15.1. Which agency is the legal successor of the Council of Ministers of Ajara A/R.	

	15.2. Which agency is the legal successor of the Supreme Council of Ajara A/R.	
	15.3. Whether the territory of village Satskhovria, Village Council of Tsoniari, District of Qeda, is recognised or not as pastures by the Government of Ajara A/R.	
	15.4. How many buildings or areas have been transferred by the Head of Ajara A/R at a symbolic price after 2004.	
	15.5. The addresses, volumes and price amounts of the objects transferred at a symbolic price.	Given the answer, the information should have been provided in full in the appendix.
	15.6. To whom were transferred the mentioned objects/areas at a symbolic price, under what conditions and when.	Given the answer, the information should have been provided in full in the appendix.
	15.7. Information about payables and receivables of the Government of Ajara A/R, the time of debt origin and the reasons for its accumulation certified by the documents.	It is said in the response that there is no debt.
	15.8. Data about the public servants (including their positions) who are on vacation by May 5, 2010.	
	15.9. Vacation leave time and vacation time by May 5, 2010.	
	15.10. Some employees of Office of the Government of Ajara A/R enjoy a holiday from April 29, 2010 to May 3, 2010. How many employees benefit from both paid and not paid vacations (indicating their names and surnames).	

	15.11. A list of employees who are on paid and not paid vacations including their positions, vacation leave time and vacation time dates.	
	15.12. Which state agency is the successor or assignee of the former Ministry of State Security of Ajara A/R.	It is said that such information is not kept in the apparatus of Ajara Government.
	15.13. How many objects (movable and immovable) were alienated by the Chairman of the Government through direct sales. Statistical data according to years and months.	Redirecting to the web-site of the Ministry of Finance and Economy of Ajara A/R.
	15.14. The addresses of all transferred objects (movable and immovable). Alienation conditions and all documents (command, order, resolution).	Redirecting to the web-site of the Ministry of Finance and Economy of Ajara A/R.
	15.15. Information about the objects (movable and immovable) which were transferred to the Government of Ajara A/R by Batumi City Hall.	Redirecting to the web-site of the Ministry of Finance and Economy of Ajara A/R.
	15.16. The detailed information on the disposal, transfer or other use of movable / immovable objects transferred to the Government of Ajara A/R: for what purposes, how and in what form were used transmitted movable / immovable assets by the Government of Ajara A/R.	Redirecting to the web-site of the Ministry of Finance and Economy of Ajara A/R.

Results of Focused Discussions

["The Institute for Development of Freedom of Information"](#) held **the focused discussion** with the representatives of NGO and media within the project in view of implementing comprehensive survey. **The discussion was aimed at** the exchange of information and experience sharing pertaining to public information requests, the analysis of public information requesting practice from the target public institutions and the identification of the topics that are interesting and the most demanded information for the society.

Meetings were held in Batumi as well as in Tbilisi. Non-governmental organizations acting in Georgia, the internet media and the print media as well as studio monitor's journalists participated in them. They have a long-term practice in information requesting and are actively asking for public information from G3 partner institutions.

It turned out from the discussions that the practice of public information request from target institutions, namely the Ministry of Justice and the Chamber of Control is not homogenous, because the information often depends on the contents of the request. The Ministry of Justice always provides information in time and in the form of processed data, on the one hand but on the other hand, if the request relates to such "sensitive" topics, such as premiums or business trips, the process of getting information becomes difficult. The same can be said about the practice of requesting information from the Chamber of Control. Media representatives often appeal to the Chamber of Control requesting information through letters. In their opinion, it is desirable to locate a list of the establishments inspected by the Chamber of Control on the web-site. This will allow the journalists to request specific documents of the agencies, which will speed up and simplify getting the information. Also, the web-site of public institutions should reflect the budget performance balance.

According to representatives of non-governmental organizations, it is easy to get information from the Procurement Agency; the information transparency quality of its official web-site is high as well. However, the journalists still have to request in writing operative and annual reports on procurements filed by public agencies. The only recommendation from the participants of the discussion concerned the timely reflection of legislative changes on the web-site.

The journalists say it is easy to get information from the Bureau of the Public Service. However, the opinions of regional and central media representatives concerning the Government of Ajara A/R did not coincide with each other. The representatives of media in

Batumi say that it is often difficult to obtain complete information from the Government of Ajara A/R. Whereas, in opinion of the non-governmental organizations acting in Tbilisi as well as the media representatives working also in Tbilisi, the information is obtained from the Office of Government of Ajara A/R in compliance with the legislation.

As far as the topics of requested information concerned, the non-governmental organizations and media representatives are mostly interested in targeted expenditures of the state budget and financial information. They often ask for information about the reserve funds, procurement, staff, budget, salaries and bonuses, social programmes, projects, travel, communication and car park costs as well as other legal acts.

At the meeting the representatives of non-governmental organizations and the media talked about the general problems that they face while requesting the information from public as well as court institutions. There are a lot of cases of violation of the terms of the Administrative Code. It takes ten days even to issue easy information by Public institutions. Sometimes the replies are inadequate and do not meet the specific requirements. Web-site redirection often occurs. All this once again points to the necessity of proactive publication of public information on official web-sites.

According to journalists and NGOs, a list of information that should be available and published on the web-sites of public agencies, is quite extensive and includes the following topics:

1. Programme budget performance balance;
2. Information on legislative changes (The Procurement Agency);
3. A list of institutions inspected by the Chamber of Control;
4. Agreements concluded with one entity;
5. Agreements concluded on alienated property by auction;
6. Agreements on privatization of large facilities;
7. The identities of shareholders with voting rights in joint stock companies;
8. Information about subcontractors in case of negotiation with one person;
9. International agreements concluded by the Georgian side;
10. Presidential decrees and orders;
11. Information relating to the expenditure of budget funds by Non-profit legal entities;

The media representatives think that the government sessions must be open to them.

Recommendations

Statistical and content analysis of public information requested and issued by 9 target public institutions (Ajara Government, the Ministry of Finance and Economy of Ajara A/R, the Ministry of Agriculture of Ajara A/R, the Ministry of Labor, Health and Social Care of Ajara A/R, the Ministry of Education, Culture and Sport of Ajara A/R, the Ministry of Justice of Georgia, the Chamber of Control of Georgia, the Civil Service Bureau, Competition and State Procurement Agency) during the years of 2009, 2010, 2011 and in some cases of 2012 has revealed the following key issues that mostly interest the society based on which these recommendations have been developed for the mentioned public institutions. Since the liability determined under Chapter 3 of the General Administrative Code of Georgia is equally required from all active administrative bodies, the following general recommendations that are based on revealed common trends as a result of detailed analysis of the activities of mentioned nine public establishments, are represented below and they equally concern to all these institutions. Moreover, it is possible to spread the recommendations on such public institutions, which are not included in the target group survey.

Proactive Publication of Public Information

It should be noted that between nine institutions analyzed within the framework of the survey, the Ministry of Finance of Ajara A/R is the only one with the indicator of only 18% for the completely issued public information in 2009-2011. In five cases the percentage of complete responses is especially high - 87% - 98%. Although this data is promising, we must keep in mind that each individual request for a reply, especially timely response needs the consumption of human, financial and time resources. For example, the share of information issued by the Bureau of Civil Service in accordance with the terms amounts to 45% - while the Ministry of Finance of Ajara A/R did not reply to any request in compliance with the terms. It is true that there are concrete persons responsible for public information issuance in public institutions, but the internal bureaucracy, registration of the incoming and outgoing letters, obtaining the necessary information and finally, the process of responding is often time-consuming to more than one day, and requires the involvement of more than one person. For clarity, the Civil Service Bureau in 2009 had lost only 60 working days to respond to the needs of the property declarations and during three months - September, October and November - almost every day had to work on public information demands concerning this matter. In addition, only a number of unique days are counted - e.g. if a request was made on September 7 and was answered on September 9, and the second one

came on September 8 and was responded on September 9, the days that have been covered (September 8 and 9), only once were counted, but in reality these days are more workloaded. If we simply sum the days spent on all requests separately (without taking into account calendar days), this figure will increase twice or three times, since the cases when more than one request was to be responded are quite often.

September 2009							Days spent on processing the requests relating to property declarations
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	1	2	3	4	5	6	0
7	8	9	10	11	12	13	4
14	15	16	17	18	19	20	5
21	22	23	24	25	26	27	5
28	29	30					3
							17

October 2009							Days spent on processing the requests relating to property declarations
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
			1	2	3	4	2
5	6	7	8	9	10	11	5
12	13	14	15	16	17	18	3
19	20	21	22	23	24	25	2
26	27	28	29	30	31		4
							16

November 2009							Days spent on processing the requests relating to property declarations
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
						1	0
2	3	4	5	6	7	8	2
9	10	11	12	13	14	15	5
16	17	18	19	20	21	22	5
23	24	25	26	27	28	29	5
30							1
							18

December 2009							Days spent on processing the requests relating to property declarations
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	1	2	3	4	5	6	2
7	8	9	10	11	12	13	1
14	15	16	17	18	19	20	1
21	22	23	24	25	26	27	0
28	29	30	31				0
							4
Sum							55

Since 2010, when the Civil Service Bureau moved to the electronic system of property declarations, the number of requested issues were reduced from 570 (in 2009) to 149. This is one of the best example of how a proactive publication of public information can simplify the work of public institutions.

Therefore, it is desirable if public institutions proactively make public the information which is potentially of great interest and importance for the society before the occurrence of such public information requests. As a result of detailed analysis conducted during the research, we can outline the key categories of information that are commonly asked and demanded in the practice of nine establishments.

➤ **Financial Transparency and Accountability** - Mostly, the requested information refers to administrative costs of public institution, the acquisition of such knowledge is necessary to make people aware of the disposal of public resources. Such information generally includes the following categories, but not limited to these situations:

- **Information on the budget**(budget performance balance, changes made in the budget, non-budget revenues, etc.);
- **Information on reserve funds**(amounts allocated from the reserve funds, activities financed with the funds allocated, report on spending reserve funds, copies of relevant legal acts, etc.);
- **Information on state procurement**(Procurement List, the amount of money spent on each purchase, procurement plans, information on legal persons and/or individual

entrepreneurs who are winners of the state purchases, copies of signed contracts, tenders of reports on contracts' performance concluded as a result of tenders, etc.);

- **Information about telecommunication costs**(Information about telecommunication costs (money spent on telephone conversations of officials, the full system, procurement of phones, etc.);

- **Information on travel expenses**(Information on official visits, amounts allocated for travel expenses according to years, etc);

- **Information about autopark costs**(the number of vehicles included into the balance, purchase date, cost, funding source, form of purchase, a list of cars registered on officials / other public employees of administration and personal distribution, factual fuel consumption, consumed fuel type, fuel monthly limit, amounts spent on car services from the budget, financing of each purchased vehicle, the source of origin of a car at disposal, etc.);

- **Information on salaries, supplements and bonuses**(officials' salaries, supplements and bonuses, quarterly amounts spent on employees' salaries, bonuses and supplements, salaries of the staff units, amounts specified for the premium fund, and so on);

- **Information about facilities owned by a public agency** (a list and price of real estate included into the balance, number of alienated objects, address, alienation conditions and documentation, information about the assets transferred at symbolic price, information about the disposal, alienation of transferred facilities, etc.);

- **Information on receivables and payables** - time of debt origin and causes for its accumulation with accompanying relevant documentation;

- **Various expenses**(information on money spending for presents and official receptions, etc.).

➤ **Information about a public agency** - the society is often interested in static information that is related to the activities of a public institution. Proactive allocation of such information on the web-site will avoid the unnecessary demands of standard issues, such as:

- **Information on persons employed in a public agency**(the total number of staff and non-staff employees, a list of people according to their positions, the employees' contact details, information about staff selection rules and the competitions already held, information on paid vacations-the names of officials, vacation time, duration, compensation amounts and so on);

- **Information about structural units subordinated to a public agency**(A list of structural units, LEPLs and NLEs, the status and responsibilities, relevant legal acts, which define the functions of structural units (act title, name of the issuing authority, the publication date and number), a list of subunits, addresses and names of officials, information about registered non-profit legal entities (quantities, a list of legal entities including the information on managers, addresses, phones and web-sites, etc);
- It should be separately outlined, which structural unit includes **the commitment of public information issuance**established under the Law on General Administration of Georgia and the contact details of mentioned structural unit. The names and contact information of persons responsible for public information issuance.

- **Information about the projects and activities of a public agency** –the society is often interested in current and implemented projects and activities, which make it obvious the work of a public institution and disposal of state funds allocated for these activities. It is preferable if a public agency allocates the detailed information about the implemented, current and planned projects and activities on its official web-site. Particularly, the following information:
 - **Information about the implemented, current and planned projects of a public agency**(social, target, research, scientific, educational, aiming at developing this or that field, etc.,a list of projects, amounts of money spent on each project, the copies of documents elaborated within the framework of a project, information on project elaboration and its approval date, information about target projects subject to implementation during current year, information about current and planned projects, reports on implemented projects, the programme initiation date, etc.);
 - **Information about the implemented, current and planned activities of a public agency**(the implemented advertising, cultural, educational, scientific, social and other activities with the amount of money spent on each activity, event-related accounting documentation copies, current events, the copies of relevant documents reflecting the estimateof activities, funding sources for current activities, the copies of relevant documents, etc.).

- **Information about legal acts**–The society is often interested in official documentation of a public agency such as orders, provisions, decisions, legal and financial documents reflecting implemented activities, cooperation memorandums and the copies of other documents with legal importance.

- **Renewable registry for public information requests**—It is desirable if a public agency allocates a public information registry on its web-site providing information on incoming requests and outgoing responses along with a list of administrative-legal acts, which include the answer concerning public information satisfaction or refusal to do it as well as the reference of requisites, etc. Publication of such information will reduce the number of many individual requirements for one issue and saves the resources of a public institution.
- **Consultation questions - Frequently Asked Questions** - Public agencies are often applied not only for public information requests, but with consultation questions as well, such as the instructions on signing a contract, etc. It should be noted that in many cases the public agency provides complete answers to such questions. However, in order to save the time spent by the public agency, human and financial resources, it is desirable to place such kind of information as FAQ (**Frequently Asked Questions - FAQ**) on the web-site.

Avoidance of Incomplete Responses

The research has revealed that there is a large percentage of incomplete responses. For example, only 18% of the responses of the Ministry of Finance and Economy of Ajara A/R are fully consistent with the requested information. When a public agency does not fully respond to the requested information, it is considered to be incomplete even if it is answered. Therefore, it is desirable if a public agency responds in full to a public information request, and in case of refusal appropriately substantiates it.

Besides, it is quite frequent redirecting to web - sites instead of information provision, which also is not a perfect answer, because according to Article 37 of the General Administrative Code, “Everyone may claim public information irrespectively of its physical form and the condition of storage. Everyone may choose the form of receipt of public information”. It is desirable to provide a public institution in the form as it is requested, but in case of not having such opportunity appropriately substantiates it. It should also be noted that the proactive publication does not create a basis for a public agency to respond to requests for public information with the redirection to web-sites. In this case, the proactive publication only reduces the number of potential requests, because later the persons interested in public information check web-sites, and request specific information only in case if it is allocated on the web-site.

Public Information Provision in Accordance with the Terms

According to Article 40 of the General Administrative Code, “A public agency shall render a decision on providing public information immediately or not later than 10 days, if responding to a claim for public information requires:

- a) The acquisition of information from its subdivision that operates in another area, or from another public agency, or processing of such information;
- b) The acquisition and processing of separate and large documents that is not interrelated;
- c) Consultation with its subdivision that operates in another area, or with another public agency.

If a term of 10 days is necessary for public information provision, then a public agency is obliged to inform the applicant about it upon the request”.

The term of 10 days envisaged under Article 40 of the Administrative Code is violated in 55% of responses issued by the Civil Service Bureau. It is preferable that the public information is provided immediately or at least in compliance with the 10-day period.

Ignored and Denied Issues

Such cases, when the issues mentioned in the statement for public information request are totally ignored by the public agency, alter from 1-8% of the total number of responses. However, in two cases the number of such responses is alarmingly high - 20% of the responses given by Ajara Government - is ignored, and in case of the Ministry of Finance of Ajara A/R it reaches to 58%. It is preferable if a public agency carefully reads incoming requests and thoroughly responds to each item. In case if the information can not be issued, the refusal should be substantiated through reference to the relevant legal standard.