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Research of the Best Practices of Access to Public Information

Ministry of Agriculture of the Autonomous Republic of Georgia

*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.

The main aim of the project – **“Research on the Effectiveness of the FOIA Provisions in Georgia”** was the development of accountability and transparency of public sector of Georgia by learning of the best international practices in information accessibility and implementation of recommendations developed based on the research the sphere. For the achievement of the aforementioned goal the several tasks have been set.

Initially the provision of research of the content of public information released to the electronic resources by the Public Institutions and the form of this release was important. In this reason the several aim public institutions have been shosen – **Ministry of Justice, Public Service Bureau, Competition and State Procurement Agency, Chamber of Control of Georgia, Government of Autonomous Republic of Ajara, Ministry of Finance and Economy of Autonomous Republic of Ajara, Ministry of Labour, Health and Social Care of Autonomous**

Republic of Ajara, Ministry of Education of Autonomous Republic of Ajara, Ministry of Culture and Sports, Ministry of Agriculture of Autonomous Republic of Ajara.

Simultaneously in the frame of the project the stress is made on the learning of the best international practices of public information accessability. In this reason the foreign State Institutions identical to the Georgian target agencies have been employed. In particular, the stress was made on the countries posing best practices of proactive publication: United States of America, Great Britain/Scotland and Estonia.

During the research process of international practice the significant modern tendency has been revealed. In particular, the State agencies in order to provide transparency and accountability of their activities in proactive regime publicate society interest paid information. IT development enabled them to publicize different type of reports, data and information on their official web sites to provide information on their activities more accessible, what is the most sufficient element in achievement of society confidence in public institutions and establishment of efficient communication with citizens. The aforementioned trend is the ordinary custom at international level. Moreover in some countries this condition is regulated by legislation at national level.

As the result of research it becomes obvious that in case of nearly all agencies the following information is so much important to be published at their official websites:

- Detailed information on agency management;
- General contact information;
- Agency structure and description of activities rules;
- Strategic and action plan;
- Projects and programmes;
- Activities' annual and quarterly reports/audits;
- Legal acts;
- Consultations for physical and legal entities;
- Detailed description of public information accessability and its inquiry procedures;
- Documents proactively published by the agency;
- Detailed information on agency financial activity and budget;
- Transparency of administrative expenses;
- Accessable statistics;
- General information on agency activities and etc.

Agency competencies are to be envisaged and hence the existence of specific information and documents published at the website. Publication of mentioned type information at website and what is the most important is its qualitative and complete publication is the general basis for assessment of agency accountability, openness, and transparency.

Research methodology consists of three general components:

- Research of proactive publication practice by the aim administrative agencies based on the analysis of public information published at their websites;
- Study of the official web-resources of international government institutions in order to reveal the best examples of information proactive publication;
- Development of recommendations' package for the provision of electronic transparency increase of Georgian public sphere.

Government of Autonomous Republic of Ajara

Introduction

In case of Autonomous Republic of Ajara in the frame of research the Scotland Government website (<http://home.scotland.gov.uk/home>) was chosen and solely by means of the information published on this website general recommendations have been developed. Such methodology is justified since in both cases we deal with autonomus entities what will ease specification of the information to be published on the website. Also implementation of services introduced by the Scotland and their realization will be important for Government of Ajara A/R.

1. General information on Public Institution

It is very important the following information to be published at the website of the Government of Autonomous Republic: Government Chairman competencies/rights-duties and procedures of his assignment approval provided by the legislation in force, information on the Head of Governmental Establishment, different historical information on Government. Information on activities and functions of Government of Autonomous Republic is appreciated to be published at the website. This will lead to ordinary citizens' awareness about the Government activities and fulfilled goals.

In case of the Government of Autonomous Republic of Ajara we can only come over the biographies of the Government Chairman and some Ministers without any competences being precisely provided.

At the same time the website of Scotland Government provide information on Government liabilities, aims and competancies. Existance of such information at the website is especially important in case of the Autonomus Republic, since it is very essential the competances of Central and Local Governments to be clearly defined.

Chairman of the Government of Ajara Autonomus Republic



Levan VARSHALOMIDZE

born in Batumi on January 17, 1972

In 1986 graduated with honour from the Batumi N6 Secondary School;

In 1994 graduated from Kiev University, Internationla Relations Institute, International Law faculty, with Law Master Degree;

In 1994-1999 studied at Kiev University, International Relations Institute postgraduate study. Awarded with candidate of science of Law academic degree, specialty Civil Law and Civil Procedural Law; Public Law; Private International Law;

In 1998-2000 assumed duties of teh Head of bilateral relations office, International relations and Legal provision Department, Ministry of International Affairs of Georgia;

In 2000-2002 Chairman of Executive Department, Ministry of Justice of Georgia;

In 2002 Director of Lega Department, Ministry of Finance of Georgia;

Since March 2002 Researcher at Privat Internationa Law Unit, State and Law Institute of Georgia;

In 2002-2004 Partner of "Damenia, Varshalomidze, Noghaideli and Kavtaradze" joint responsibility Association;

Since January 2004 Director of Georgian Railway LLC;

On May 4, 2004 assigned as Representative of the President of Georgia in Ajara Autonomus Republic;

On June 20, 2004 by the submission of the President of Georgia, the Highest Board of Ajara Autonomus Republic approved to the Chairman of the Government of Ajara Autonomus Republic;

N9 K.Gamsakhurdia str., 6010 Batumi, Georgia

phone: 422 72006

fax: 422 77300

e-mail: l.varshalomidze@Ajara.gov.ge

Biographical information of the Chairman of the Government of Autonomus Republic of Ajara publised at the website.

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 provided at the website of Scotish Government.

As it was mentioned in information on the Chairman of Government and governmental establishment members the special importance is assigned to specification of the competencies of each member of Government. At the website of Scottish Government together with the authorities' biographies the special area is taken for provision of their liabilities.

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 on Ministers provided at the Scottish Government website.

2. Information on activities of Public Institution with their scope of their basic competencies.

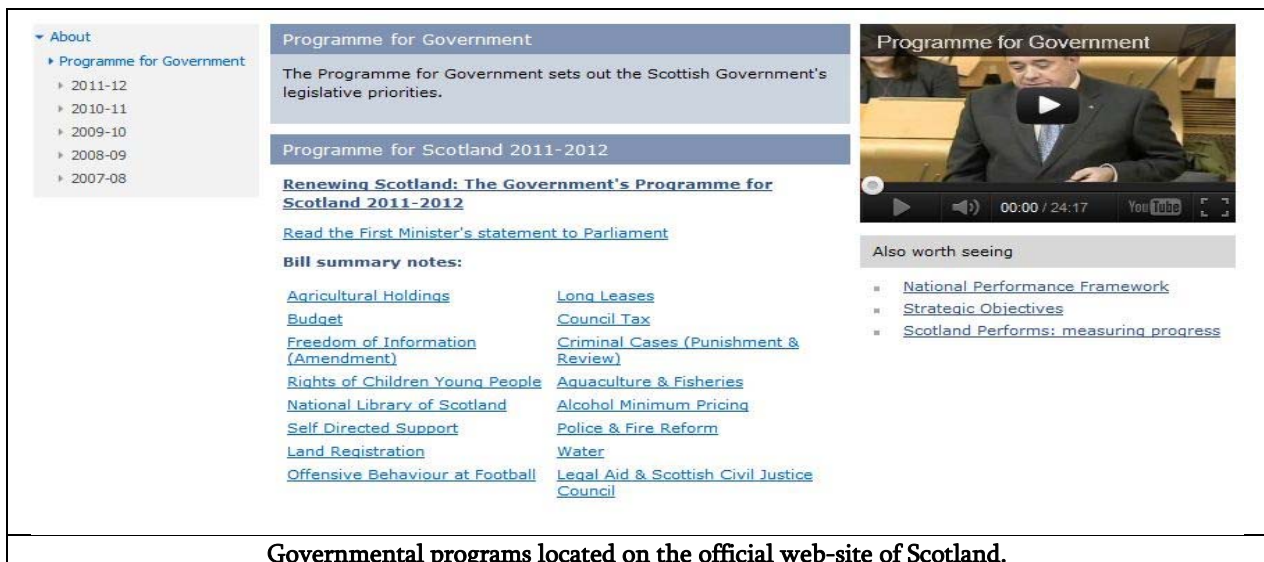
In order to provide proper description of assigned policy and planned events it is important to provide accessibility to the strategic documents developed by the Government. Unfortunately these types of documents are published very rarely at the official website of Government of Autonomous Republic of Ajara: 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 Ajara Autonomous Republic.

Scottish Government's web –site includes not only the government program 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.



The screenshot shows the Scottish Government's website. On the left is a navigation menu with 'About' and 'Programme for Government' (with sub-items for years 2011-12, 2010-11, 2009-10, 2008-09, and 2007-08). The main content area features a header 'Programme for Government' with a sub-header 'Programme for Scotland 2011-2012'. Below this is a video player titled 'Renewing Scotland: The Government's Programme for Scotland 2011-2012' with a play button and a progress bar showing 00:00 / 24:17. Under the video is a section 'Also worth seeing' with three links: 'National Performance Framework', 'Strategic Objectives', and 'Scotland Performs: measuring progress'. At the bottom of the main content area is a section 'Bill summary notes:' with two columns of links: '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', and 'Legal Aid & Scottish Civil Justice Council'.

Governmental programs 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.

<div style="background-color: #4a7ebb; color: white; padding: 2px; font-weight: bold;">WEALTHIER & FAIRER</div>  <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>	<div style="background-color: #00a0e3; color: white; padding: 2px; font-weight: bold;">HEALTHIER</div>  <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>	<div style="background-color: #ffcc00; color: white; padding: 2px; font-weight: bold;">SAFER & STRONGER</div>  <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>	<div style="background-color: #e31a1c; color: white; padding: 2px; font-weight: bold;">SMARTER</div>  <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>	<div style="background-color: #70ad47; color: white; padding: 2px; font-weight: bold;">GREENER</div>  <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.

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:

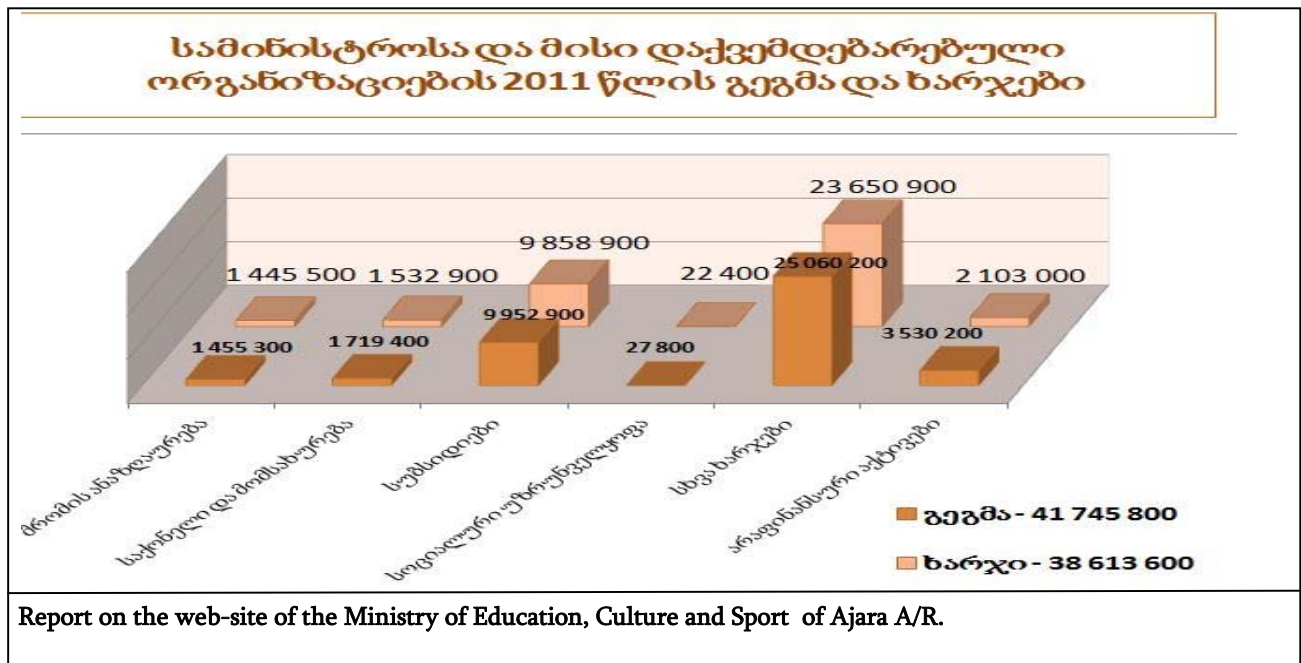
The National Performance Framework (NPF)

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 Ajara A/R: you cannot find such reports on the web-site of the Government of Ajara A/R, the Ministry of Finance and Economy. 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).

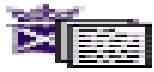
Wednesday 02/05/2012

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's 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's 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 Government news online

News

[Speeches and statements](#)

[Media Briefings](#)

News Archive

[This week's news](#)

[Last week's news](#)

Archive

Or search the news archive for:

Topics		
Agriculture	Arts and Culture	Building
Business and Industry	Economy	Education and Training
Environment	First Minister	General
<div style="border: 2px solid red; display: inline-block;">Government</div>	Health and Community Care	Housing
International	Law, Order and Public Safety	Marine and Fisheries
People and Society	<div style="border: 2px solid red; display: inline-block;">Planning</div>	Public Sector
Regeneration	Research	Rural Development
Sport	<div style="border: 2px solid red; display: inline-block;">Statistics</div>	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 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](#)


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-site 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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[Listen](#) 

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

This document is also available in [pdf format](#) (1.8MB)

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 Collective Responsibility
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 Cabinet Correspondence
 Ministerial Discussions below the Level of the Cabinet
 Priority of Cabinet Meetings
 Attendance at Meetings of Cabinet Sub-Committees
 Publication of Policy Documents and Consultation Papers
 Confidentiality and Security of Cabinet Documents and Other Government Papers
 Official Papers held by Ministers Relinquishing Office
 Access by Former Ministers to Official Papers
 The Law Officers
 The Law Officers' Role in Legal Proceedings

[3. Ministers and the Scottish Parliament](#)
 General Principle
 Key Principles of the Consultative Steering Group on the Scottish Parliament
 Commitments to Legislate
 Introduction of Bills
 Parliamentary Statements and other Government Announcements
 Supply of Publications
 Financial Resolutions

Legal acts on the web-site of the Scottish Government.

There are only four legal acts represented on the web-site of Ajara A/R:

- a) Constitution of Autonomous Republic of Ajara-only the title is given on the web-site and the document is not loaded;
- 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 located on the web-site of the Ministry of Finance and Economy of Ajara A/R.

კანონმდებლობა

· აჭარის ავტონომიური რესპუბლიკის ჯანმრთელობისა და სოციალური დაცვის სამინისტროს საჯარო მოსამსახურეთა მატერიალური წახალისების, დანამატების და პრემიების განაწილების კომისიის დებულება	წაკითხვა	გადმოწერა
· საქართველოს კანონი სოციალური დანხმარების შესახებ	წაკითხვა	გადმოწერა
· აჭარის ავტონომიური რესპუბლიკის ჯანმრთელობისა და სოციალური დაცვის სამინისტროს დებულება	წაკითხვა	გადმოწერა
· აჭარის ავტონომიური რესპუბლიკის ჯანმრთელობისა და სოციალური დაცვის სამინისტროს სტრუქტურული ქვედანაყოფების დებულება	წაკითხვა	გადმოწერა
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· საქართველოს კანონი საექიმო საქმიანობის შესახებ	წაკითხვა	გადმოწერა
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· საქართველოს კანონი სახელმწიფო პენსიის შესახებ	წაკითხვა	გადმოწერა
· საჯარო სამართლის იურიდიული პირის - აჭარის ავტონომიური რესპუბლიკის	წაკითხვა	გადმოწერა

Legal documents on the web-site of the Ministry of Labour, Health and Social Care of Ajara A/R.

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Legal documents on the web-site of the Ministry of Education, Culture and Sport of Ajara A/R.

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- [აჭარის ავტონომიური რესპუბლიკის სტატუსი შესახებ](#)
- [აჭარის ავტონომიური რესპუბლიკის კონსტიტუცია](#)
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- [საჯარო სამსახურის შესახებ](#)
- [საჯარო სამსახურში ინტერესთა შეუთავსებლობისა და კორუფციის შესახებ](#)
- [საქართველოს ზოგადი ადმინისტრაციული კოდექსი](#)
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- [საჯარო სამართლის იურიდიული პირის – შიშისაგანების სამსახურისა და საჯარო სამართლის იურიდიული პირის – სურსათის ეროვნული სააგენტოს მიერ ნებართვების გაცემის წესის, პირობებისა და სანიმარტო მოწოდების ფორმების დამტკიცების შესახებ](#)
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Legal documents on the web-site of the Ministry of Agriculture of Ajara A/R.

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's worth mentioning the guide about decision-making procedures presented on the Scottish Government's website. 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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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 ჯანმრთელობის 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 ჯანმრთელობისა 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 nad Social Care of Ajara</p> <p>A/R</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's 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 give as 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's 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 Ajara A/R, 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 Ajara A/R, which provides a detailed report on budget execution on its official web-site.

ხარჯების დასახელება	2012 წლის ზღვა
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 ავარაბი	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 Ajara A/R.

6. Staffing of a Public Agency

It's 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.



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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.



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[About Us](#)

Benefits

- Equal pay policy
- **Flexible working**
- Pensions
- Training and development

[Working with us](#)

[Search vacancies](#)

[FAQs](#)

Login/Register

Username:

Password:

[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.



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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.

Salary

From

to

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, aiming 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

[Back to top](#)

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.

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[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.

[Back to top](#)

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.qsi.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'. A link for 'RSS feed of recent disclosures (what is RSS?)' is highlighted in yellow. Below this, there is a list of years from 2004 to 2011, each preceded by a minus sign, indicating a list of links. The text below the list states: 'Information released in response to Freedom of Information (FOI) requests made to the Scottish Government. 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 page titled 'FOI Internal Guidance'. It contains two main sections: 'Guidance Notes' and 'Working Assumptions'. Each section contains a list of links to various documents. The 'Guidance Notes' section includes 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'. The 'Working Assumptions' section includes 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's 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 Ajara A/R, 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 <li style="background-color: yellow;">↳ 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, programs approved within the specific objectives, ways necessary to achieve the goals, funding sources, program 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>Quick Links</p> <ul style="list-style-type: none"> The SEARS web portal Forestry Commission Scotland website 	<h3>News</h3> <p>Strategic plan for the national forest estate to 2013</p> <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>	<p>Our work</p> <p>Environment and Climate Change</p> <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
<p>Find out more from Forestry Commission Scotland's website</p> <p>Grants</p> <p>New forestry grants have been introduced as part of the Scotland Rural Development Programme (SRDP) for 2007-2013.</p> <p>Annual report and corporate plan</p> <p>View Forestry Commission Scotland's most recent Annual Report and current Corporate Plan.</p> <p>The National Forest Land Scheme</p> <p>Forestry Commission Scotland sells or leases relatively small areas of national forest land to communities and others to deliver increased public benefit from the national forest estate. Read more about the National Forest Land Scheme.</p>	<p>Communities</p> <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 <p>Business Development</p> <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

YOUR SCOTLAND, YOUR REFERENDUM HAVE YOUR SAY

 @greenerscotland

Scotland National Rural Network
Connecting Rural Scotland - Promoting Rural Growth

Scotland Rural Development Programme

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



Playlist: Rural Development (4 videos)

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
 - CCAGS
 - Challenge Funds
 - Food
 - Land Managers Options
 - LEADER
 - LFASS
 - Rural Priorities
 - Skills
 - The Programme Monitoring Committee
 - Video
 - Archive News
 - SRDP Reviews
 - SRDP 2014-2020

YOUR SCOTLAND, YOUR REFERENDUM HAVE YOUR SAY

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.


What is SRDP?
More details about the SRDP

Key Messages
List of the SRDP key messages

LFASS
Information on the Less Favoured Area Support Scheme

 Sign up for rural issues news direct to your inbox

 PARTNERSHIP FOR ACTION AGAINST **wildlife crime**

 @greenerscotland

Information about Programs 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 Ajara A/R 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 and Ministries of Ajara A/R 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's desirable to attach detailed information about the functions of all agencies in the section "About Us" on the official web-sites of Government and the Ministires of Ajara A/R, 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's desirable to attach information about the competences, authorities, statements, reports of heads of Government and Ministries of Ajara A/R 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's 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 informationrelated to their activities in each section of the structural unit.
- **Information about Structural Units of a Public Agency:**It's 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's better if contact information of other servants is available as well.

- **Strategic Plan of a Public Agency:** It's 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 agencies during the number of years:
 - Main goals;
 - Activities planned for achieving goals;
 - The challenges faced by an agency;
 - The description of the planned programs and projects - **the names of planned programs / projects, their goals, the program 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 programs and projects;
 - Indicators for measuring the effectiveness of the implementation of planned programs 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 report should be placed about the past performance of public institutions on the web-sites in order to have access to information, where the implementation of general activities, projects and initiatives are evaluated. It's 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's 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 Government and ministries of Ajara A/R, it's important to locate financial transactions and reports on budget execution on their official web-sites. All projects and events, which has 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's 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' the real estates;
- originally requested and finally approved amount of the assignments;
- Funds for various state programs 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's 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's 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's 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, gift– 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's 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 request 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's desirable to attach electronic forms for administrative appeal in case of public information refusal. The page you requested can not satisfy the for public information in Also, it is necessary to describe the procedure of above-mentioned 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's desirable to have a section "Publications" on official web-sites of Ajara A/R and Ministiries where all reports, researches prepered by all their strucutural units on issues under their competences are published. It's better if different types of reports and research materials is sorted according to cathegories, which makes it easy to search desirable information for a user. Statistical data and the reviews related to rheir 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 Government and Ministries of Ajara A/R the introduction of 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's 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's desirable to classify and categorize the information provided in the news section on the web-sites of Government and Ministries of Ajara A/R (e. g. Through creating sections for press releases, speeches, statements).

As far as the information about it's desirable individual activities concerned, 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's 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's desirable to locate on the web-sites of Government and Ministries of Ajara A/R 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 Government and the Ministries of Ajara A/R. 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's 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 Government and the Ministries of Ajara A/R. Considering foreign examples, it's 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's 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's desirable to locate legal acts in the section of legal acts on the web-site of Government of Ajara A/R, 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 Government and Ministries of Ajara A/R 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's desirable to locate information about government meetings and the issues discussed on the web-sites of Government and the Ministries of Ajara A/R. 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 website - pages including the reasons for their conduct and their expenditures.

Annex 1: Institution public information webpage structure sample

The screenshot shows the website 'საჯარო ინფორმაცია - საქართველოს იუსტიციის სამინისტრო' in a Mozilla Firefox browser window. The URL is 'www.justice.gov.ge/foi'. The page header includes the logo of the Ministry of Justice and the text 'საქართველოს იუსტიციის სამინისტრო'. There are navigation tabs: 'მთავარი', 'სამინისტრო', 'სასარგებლო ინფორმაცია'. A search bar is present with the text 'საჯარო ინფორმაცია' and a search icon. Below the search bar, there are links for 'საჯარო ინფორმაციის მოთხოვნის ელ. მოღვაწეობა' and 'მონაცემთა ბაზები'. The main content area contains several sections, each with a title and a brief description, and a list of links on the right side. Callout boxes with arrows point to these sections, providing detailed explanations. The callout boxes include: 'საჯარო ინფორმაციის გაცემაზე პასუხისმგებელი პირთა სახელები, გვარები, თანამდებობები და საკონტაქტო ინფორმაციაში შემავალი დაწესებულებების მიხედვით'; 'საჯარო ინფორმაციის გამოთხოვასთან დაკავშირებული ახსნა-განმარტებითი ინფორმაცია და ინტერესებულ პირთათვის'; 'საჯარო ინფორმაციის დიახსნასთან დაკავშირებული სრული სამართლებრივი აქტები და შესაბამისი ამონარიდები'; 'დაწესებულების მიერ ინდივიდუალურად შემთავებული დიახსნის ყოველწლიური სტატისტიკური დოკუმენტი'; 'საჯარო ინფორმაციასთან დაკავშირებული ანგარიშები და პარლამენტისათვის წარსადგენი ანგარიშები და ამ ანგარიშების არქივი'; 'საჯარო ინფორმაციის მოთხოვნის/გაცემის ყოველკვარტალური და ყოველწლიური სტატისტიკური მაჩვენებლები'; 'საჯარო ინფორმაციის გაცემაზე უარის ადმინისტრაციულ ორგანოში გასაჩივრების და სასამართლოსათვის მიმართვის წესის პროცედურების ტექსტური აღწერა და ის სასამართლო აქტები, რომლებიც ერთ-ერთ მხარეს წარმოადგენს საჯარო დაწესებულება'; and 'ხშირად დასმული შეკითხვები'. The list of links on the right includes: 'გაცემაზე პასუხისმგებელი პირები', 'FOI - გზამკვლევი', 'FOI კანონმდებლობა', 'დიახსნის პოლიტიკა', 'FOI ანგარიშები', 'FOI სტატისტიკა', 'საჩივარი და სარჩელი', and 'FAQ'. The footer contains the text 'საჯარო ინფორმაცია დიახსნა და ყველასათვის ხელმისაწვდომი საიდუმლოებას მიკუთვნებული ინფორმაციისა; საჯარო ინფორმაციის მისაღებად პირი წარადგენს წერილ საჯარო ინფორმაცია გაცემა დაუყოვნებლივ ან განიხილავს შემთხვევებით არაუგვიანეს 10 დღისა; მოქალაქეს უფლება აქვს აირჩიოს საჯარო ინფორმაციის მიღების ფორმა, (ასლი, ამომტვიჩილი ან ელექტრონული ვერსია) თუ იგი სხვადასხვა სახით არსებობს, აგრეთვე გაეცნოს ინფორმაციის დედახში; გამოთხოვილი საჯარო ინფორმაციის ასლის სახით მიწოდების შემთხვევაში "საჯარო ინფორმაციის ასლის გადაღების მოსაკრებლის შესახებ" საქართველოს კანონის შესაბამისად საჯარო ინფორმაციის გამოთხოვნი პირს ეცირება შემდეგი მოსაკრებლის გადახდა:' and 'საჯარო ინფორმაციის გაცემაზე უარის ადმინისტრაციულ ორგანოში გასაჩივრების და სასამართლოსათვის მიმართვის წესის პროცედურების ტექსტური აღწერა და ის სასამართლო აქტები, რომლებიც ერთ-ერთ მხარეს წარმოადგენს საჯარო დაწესებულება'. There is also a search bar at the top right with the text 'საჯარო ინფორმაციის მოთხოვნის ელ. მოღვაწეობა, კანცხადების ჩამოსატვიჩი და კისსაგანნი ფორმები და ინსტრუქციები'.

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 Government of Ajara A/R, Ministry of Finance and Economy of Ajara A/R, Ministry of Agriculture of Ajara A / R, Ministry of Labour, Health and Social Care of Ajara A / R, Ministry of Education, Culture and Sports of Ajara A/R, 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. There were statistically counted 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. 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 ignorance (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 as followed: according to years, actuality, protection of the terms.

Also, it's 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, Government and Ministries of Ajara A/R, State Procurement and Competition Agency, Chamber of Control, the Public Service Bureau). Unfortunately, this information was not received from the State Procurement and Competition Agency.

Ministry of Agriculture of the Autonomous Republic of Ajara

Concerning the reports of the Ministry of Agriculture of Autonomous Republic of Ajara, among the mentioned seven clauses of the Article 49 of General Administrative Code of Georgia which provide how the report on freedom of information, only two of them were considered. In particular the number of notices and information are received on amendments into the reports. There is no any information given on information processing procedures and its distribution costs in the letters of the Ministry of Agriculture.

Conclusion

Based on the analysis results it becomes obvious that the majority of the Public Institutions to the lowest extent consider requirements provided by Article 49 of General Administrative Code of Georgia during the December 10 report drafting. It could be said each of the agencies prepare reports in accordance to their own standards. The reports of one particular Public Institution prepared during the three years period are similar to each other. There are particular clauses which are replied using standard answers.

Only two of the 7 clauses provided by Article 49 of General Administrative Code of Georgia are the clauses which are thoroughly answered in all reports examined by the Institute – number of request on public information and requests on amendments in public information.

The results of 2009-2011 reports have revealed that in general only the number of information requests is changing and no existent defects are being amended. Information mentioned in the reports in most cases is not thorough, do not meet the General Administrative Code of Georgia requirements and thus purely shows the existent circumstances related to the freedom of information.

There is an impression that Public Institutions only formally provide reports on freedom of information and the complete information is not being provided to the higher institutions. Unfortunately the supervisor institutions also with less seriousness treat the mentioned issues, since even neither President Administration and Parliament react properly on the imperfect reports, no study provided as well as their adjustment to the law.

We think that the basic factor causing the mentioned problem is the lack of the report standard form and the way out of the situation can be the issue of legal act on improvement of such forms by the Heads of Public Institutions.

Recommendation:

Improvement of December 10 report form by the Heads of Public Institutions based on the normative administrative legal act.

**Report form approved in accordance to the Article 49 of General Administrative Code of Georgia on provision of
Information accessibility**

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

Mr. / Mrs.

Name of Public Institution

a. Information on satisfaction of requests on provision of public information

Total amount of public information requests	Amount of satisfied requests	Decision making Government official (Name, Surname, position)	Costs of information processing and release

b. Information on dissatisfaction of requests on provision of public information.

Amount of public information requests dissatisfactions	Basis for rejection (proper legal acts)	Desission making Government official (Name, Surname, position)	Cost related to appeal	Amounts imposed by the court for benefit of appeal party

c. Information on amendments into Public Information.

Amount of requests on amendments into Public Information	Desission making Government official (Name, Surname, position)

d. Information on Public Information data bases.

List of Public Information data bases	Public Information data bases' inventory

e. Information on decision made on completion of sessions of Corporate Public Institutions.

Number of decisions made on completion of sessions of Corporate Public Institutions	basis for completion of session – appropriate legal acts	Cost related to appeal	Amounts imposed by the court for benefit of appeal party

f. Information on number of violation of requirements of General Administrative Code of Georgia by Public officials and disciplinary punishment of responsible person.

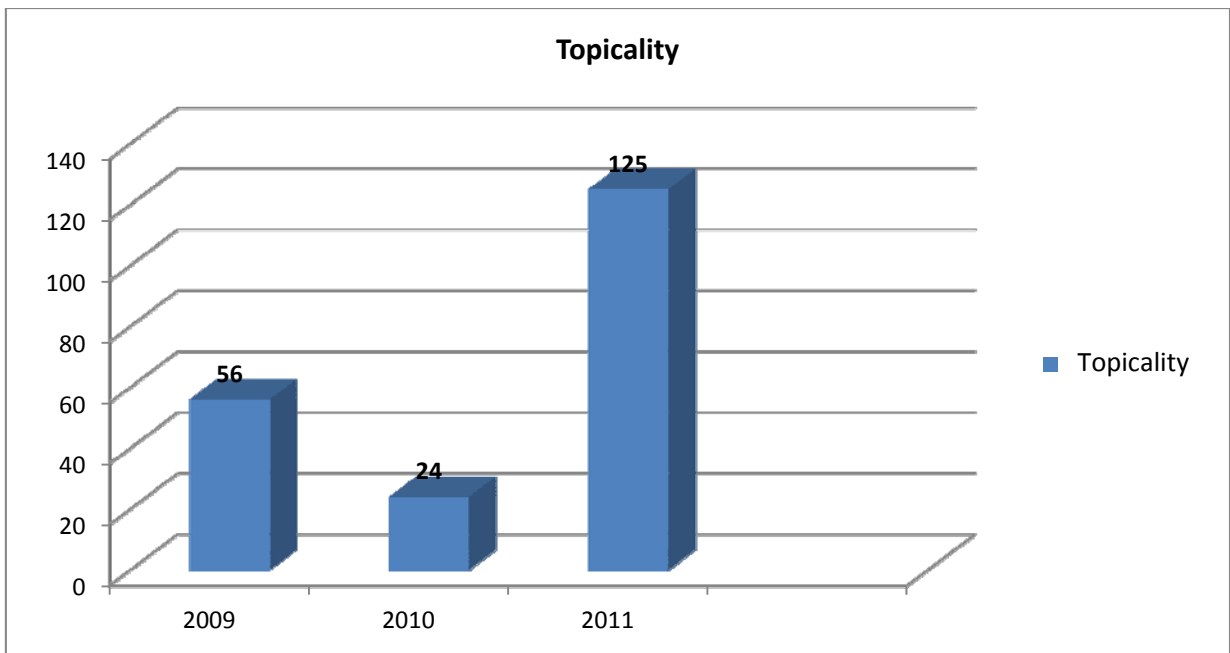
Violation of requirements of General Administrative Code of Georgia by Public officials	disciplinary punishment of person responsible for violations

Signature:

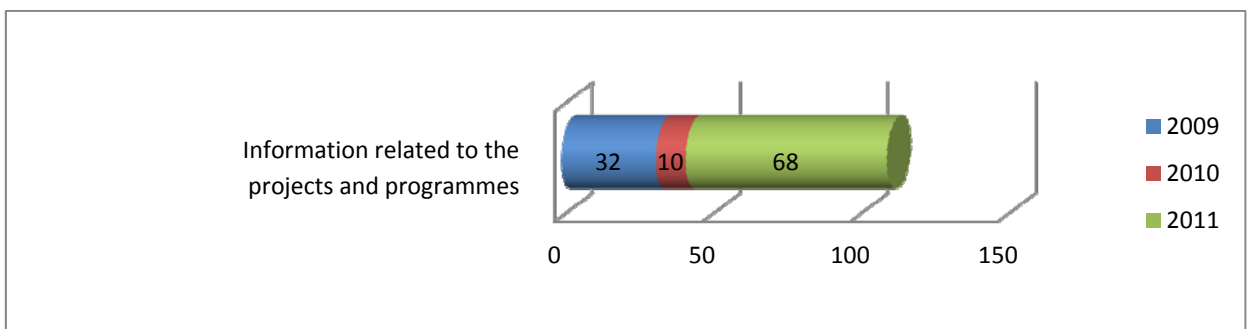
Date:

Ministry of Agriculture of Ajara Autonomus Republic during the period of 2009-2011

During 2009-2011 period 205 Public Information request were sent to the Ministry of Agriculture of Autonomus Republic of Ajara. Requests number according to the years is as follows: in 2009 - 56, in 2010 - 24, in 2011 number of requests has increased to 125.

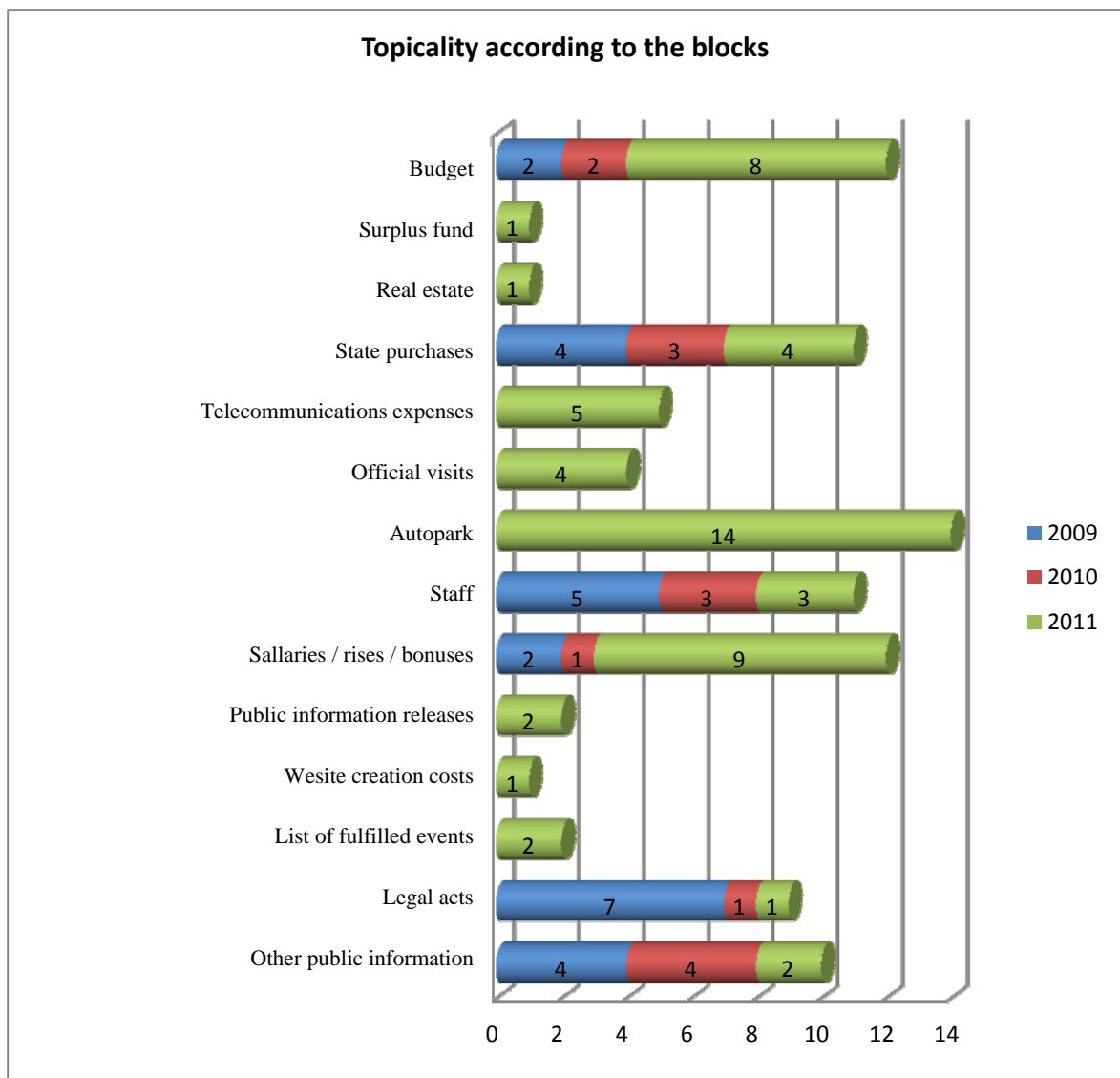


As for the content of requested information in that case like the different Ministries of Ajara Autonomus Republic the most important issues are projects and programmes related issues as well.



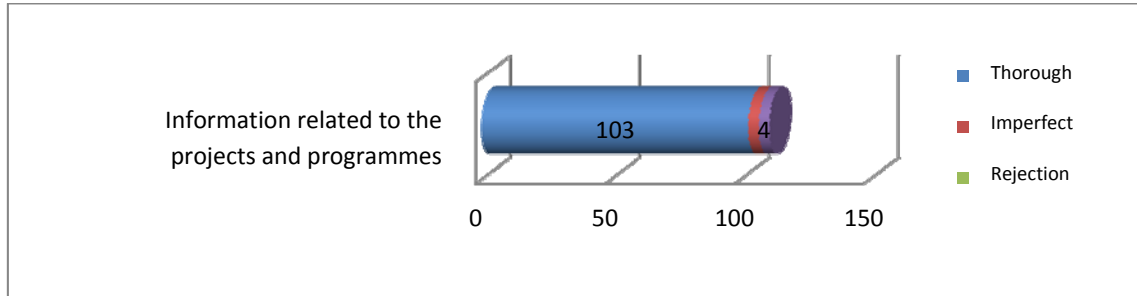
Among 205 questions 110 are about different social, special purpose and projects and programmes aimed at development of different spheres. Only in 2011 68 requests on reports related to the projects fulfillment were sent to the Ministry.

In quantities the second place is taken by the requests related to autopark expenditures. All of them were sent in 2011. Also questions related to the salaries, bonuses and State purchases are very frequent.



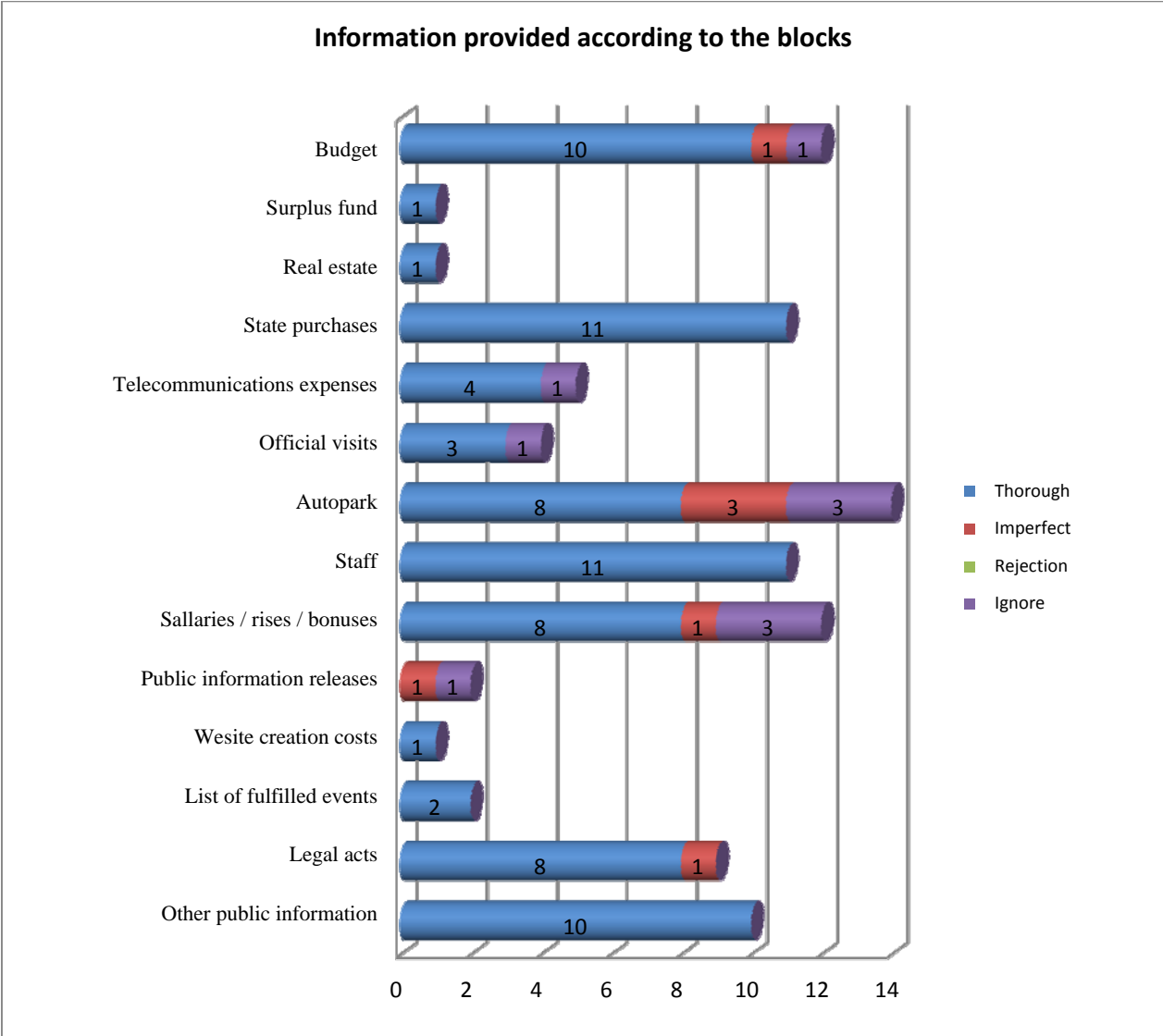
The Ministry of Agriculture has fully satisfied the most part (accordingly the large part of requested information on projects) of requests and 88 percent of questions has been thoroughly responded. Incomplete answers have been provided only for 5%. 7% of requests were

ignored by the Ministry, but no decision on answers rejection has been made during 2009-2011 period.



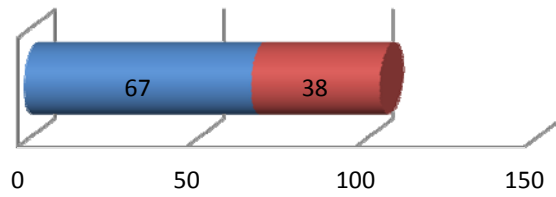
The Ministry of Agriculture has partially answered question on autopark requirements, answers related to the questions on legal acts are imperfect and readdressed to the website.

The Ministry has not thoroughly provided information on expenditures of budget allocations. Requests related to the officials' salaries, raises and bonuses were ignored. The Ministry has not answered the questions related to the expenditures of autopark, visits and communications of officials.



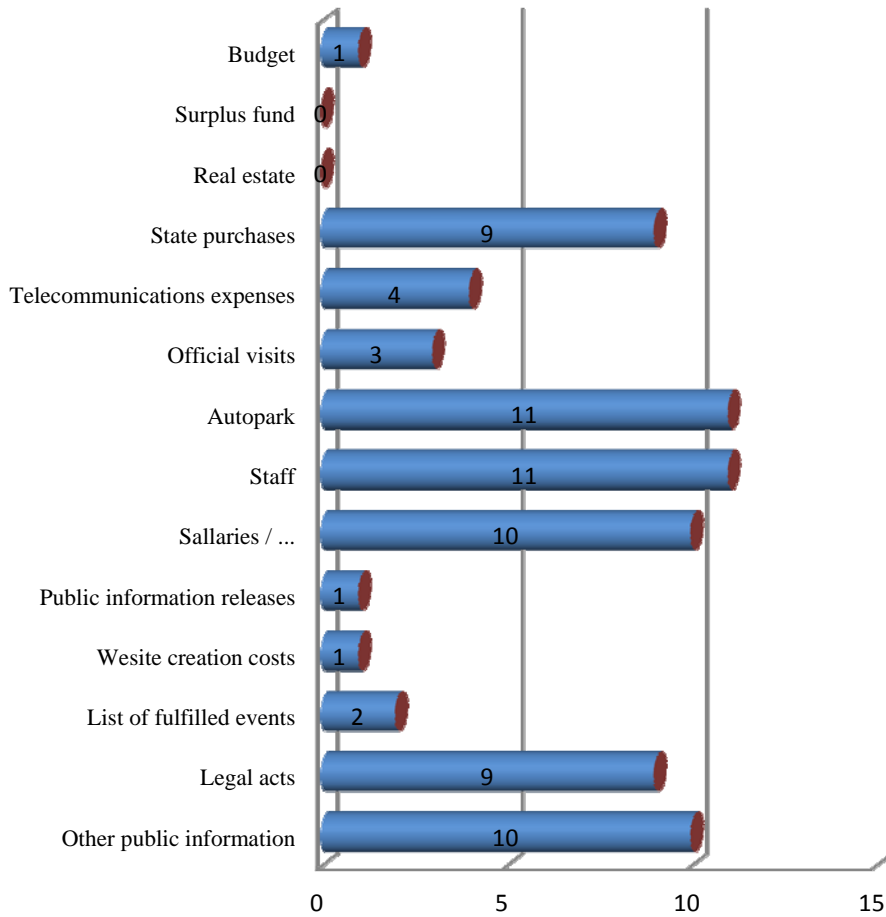
As the statistical analysis shows the Ministry of Agriculture of Autonomus Republic of Ajara has provided the large part of the requested information with proper observance of timeframes. In accordance to the timeframes provided by General Administrative Code of Georgia the index of provided information amounts to 79%. Answers for 38 questions (21%) were delayed. Among them questions were related to the projects and programmes.

Information related to the projects and programmes



compliance with timeframes
timeframes violation

Information provision timeframes according to the blocks



compliance with timeframes
timeframes violation

Public information requests' registry: Ministry of Agriculture of Autonomous Republic of Ajara

Ministry of Agriculture of Ajara Autonomous Republic		
Category of requested information	Sub-Category of requested information	Comments
1. Budget	1.1. Thorough information on expenditures of budget allocations.	Probably the information is not thorough since the number of attachments consists only of one page. Content is unknown.
2. Surplus fund	2.1. Information on amounts allocated for Public Institutions.	
3. Real estate	3.1. List of real estate of Public Institution.	
4. State purchases	4.1. Thorough list of executed State purchases (announced tenders, competitions and other type of state purchases).	
	4.2. Amounts spent for each purchase.	
	4.3. Report on State purchases.	
5. Telecommunications expenses	5.1. Information on telecommunication expenses of officials phone conversations (to cell phone operators, international and local calls).	The request of information on telecommunication expenses of the Ministry whole system and Public law legal entity Laboratory of Ministry of Agriculture of Georgia was totally ignored.
	5.2. Employees expenses on phone calls (to cell phone operators, international and local calls).	

6. Official visits	6.1. Information on expenses related to the official and working visits of officials abroad and inside the country (in separate).	The total amount of expenses for visits during the first and the second quarter has been provided, but officials' expenses are shown separately.
	6.2. Expences for visits of employees.	
7. Autopark	7.1. List of of the officials' vehicles.	
	7.2. Personal distribution of vehicles among the officials.	
	7.3. Actual consumption of fuel by officials.	Information is provided only of the whole system.
	7.4. Type of fuel consumed by officials.	
	7.5. Actual expenses of fuel for employees in the whole system.	Information on fuel type is provided in total (first and second quarter, diesel and petrol), there is no specifications of expenditures for each fuel type consumed.
	7.6. Amounts spent from budget for technical service of Officials' vehicles (repair, wear).	
	7.7. Amounts spent from budget for technical service of the whole system vehicles (repair, wear).	
	7.8. Personal distribution of Administration (HQ) vehicles (with vehicle model) on officials or other employees of administration.	Provided information shows vehicles models and dates of purchase, but there is no information on their personal distribution.
	7.9. Actual expenses of fuel consumed by Administration (HQ) .	
	7.10. Number of vehicles registered, date of purchase, price, funding source, form of purchase.	

	7.11. Amounts spent from budget for technical service of the administration (HQ) vehicles (repair, wear).	
8. Staff	8.1. Total number of staff personnel.	
	8.2. Total number of out-of-staff personnel.	
	8.3. List of personnel according to their positions.	
	8.4. Identity of public servants.	
	8.5. Number of posts for Minister assistants, did the post number has been increased for the nebtioned posts; reason.	
	8.6. Person authorised for provision of information.	
9. Sallaries / Raises/ Bonuses	9.1. Amounts of salaries recieved by Officials.	Information provided shows quarterly sallaries and raises of the overall system; request of information on Officials is ingored.
	9.2. Amount of raises recieved by employees.	Information provided shows quarterly sallaries and raises of the overall system; request of information on Officials is ingored.
	9.3. Amount of salaries recieved by the whole system.	Information provided shows sallaries and raises (total amount of first and second quartes) of the overall system and Public law legal entity Laboratory of Ministry of Agriculture of Georgia (separately).
	9.4 Amount of raises recieved by the whole system.	Information provided shows sallaries and raises (total amount of first and second quartes) of the overall system and Public law legal entity Laboratory of Ministry of Agriculture of Georgia (separately).
	9.5 Amount of bonuses recieved by Officials.	Information provided shows quarterly bonuses of the overall system; request of information on Officials is ingored.

	9.6. Amount of positions bonuses recieved by the whole system (all structural units, territorial and other compound units).	Information provided shows bonuses (total amount of first and second quartes) of the overall system and Public law legal entity Laboratory of Ministry of Agriculture of Georgia (separately).
	9.7. Amount of bonuses recieved by HQ employees.	
	9.8. Rate of wages of each position.	
10. Public information provision requisites and public information registry	10.1. List of the administrative-legal acts, which include answers on provision of public information or rejection, with information on requisites (without copies of documents).	No list of the administrative-legal acts and requisites are provided.
	10.2. Copy of public registry of public information or/and electronic version.	
11. Website creation costs	11.1. Public information on expenses related to the creation of institution official wesite (if any).	
12. Information related to the projects and programmes	12.1. List of executed projects (social, target, research, scientific. educational, aimed at different spheres).	
	12.2. Reports on executed projects (social, target, research, scientific, educational, aimed at different spheres).	
	12.3. Amounts spent on each project.	
13. List of fulfilled events and calculation of expenditures	13.1. List of executed activities (advertising, cultural, educational, scientific, social adn ect.).	
14. Legal acts		Readdressing to the ministry website.
15. Other public information		

Results of focused discussions

“[Institute for Development of Freedom of Information development](#)” in order to provide proper research in the frame of the project has organized **focussed discussions** with representatives of NGOs and mass-media. The **discussion was aimed on** information and experience exchange in the sphere of public information request, analysis of practices on request of public information from target Public Institutions and identification of subjects bearing interest and which are the most required in the society.

Meetings were held as with citizens of Batumi as well as with Tbilisi city. Meetings were attended by representatives of active NGOs, internet and printed media, also journalists of Monitor Studio, who have very reach practice of information request and in the frame of their professional activities are very active in public information request from G3 partner institutions.

As it was defined through the discussions among the target institutions, in particular Ministry of Justice and Chamber of Control, public information request practice is not unified, since information provision often depend on request content. On one part Ministry of Justice always provides information in proper timeframes and refined figures, but on another part if the requests are related to the “Sesitive” subjects, such as bonuses or visits, information getting becomes complicated. The same practice we have in regards to the information request from the Chamber of Control. Media representatives in written form often apply to the Chamber of Control for provision of information, and by their oppinion it is advisable that the list of institutions controlled by the Chamber of Control would be published at the website. This would anable journalists to request documents of specific institution that will facilitate and ease reciept of information. Also the budget implementation balance should be published on the public institutions official websites.

As NGOs’ reprementatives assert it is easy to get information from the State Procurement Agency , also the quality of informational transperancy of agency official website is very high. But jurnalists still have in written to request operative and annual purchase reports provided by the public institutions. The only recommendation made by discussion participants relates to the timely publishment of legislative changes on the Purchase Agency website.

According to the jurnalists’ oppinion, it is easy to get information from the Public Service Bureau. However the oppinions of regional and central media on Government of Autonomus republic of Ajara are different. According to Batumi media service oppinion it is often difficult to get thorough information from governmental establishment of Autonomus Republic of

Ajara, but by the opinion of NGOs and mass media performing their professional activities in Tbilisi information is being provided by the governmental establishment of Autonomous Republic of Ajara with strict adherence to the appropriate norms.

In regards to the subject of requested information the most often NGOs and media representatives are interested with budget purposeful expenditures and information of financial type. Information on surplus funds, purchases, staff, budget, salaries, bonuses, social programmes, projects, visits, communication and autopark expenditures, also legal acts is also frequently requested.

During the meeting NGOs and media representatives have in generally discussed the existent problems and which hamper them during information request as from public institutions as well as from courts. Timeframes defined by the administrative code are very often violated. Public institutions often need 10 days for provision of simple information. Sometimes received answers are inappropriate and do not meet the specific requirements. Readdressing to the websites are also very often. All aforementioned once again emphasize the necessity of public information proactive publishing at the official websites.

List of information, which accessibility and publishing at the institutions websites is necessary by journalists and NGOs opinion is very wide and includes the following questions:

1. Programme budget execution balance;
2. Information on legislative amendments (Purchase Agency);
3. List of institutions examined by the Chamber of Control;
4. Agreements executed based on the negotiations with one person;
5. Agreements executed on property sold by auction;
6. Agreements on privatization of large objects;
7. Identity of stockholders possessing vote rights in Joint Stock Companies;
8. Information on sub-contractors in case of negotiations with one person;
9. International agreements executed by Georgian side;
10. President decrees and orders;
11. Information on non-enterpreneur non-commercial legal entities budget expenditures;

Media representatives think that government sessions should be open for them.

Reccomendations

As a result of statistical and intensional analysis of public information requested from 9 target public institutions (Government of Autonomus Republic of Ajara, Ministry of Finances and Economics of Autonomus Republic of Ajara, Ministry of Agriculture of Autonomus Republic of Ajara, Ministry of Labour, Health and Social Careof Autonomus Republic of Ajara, Ministry of Education, Culture and Sports of Autonomus Republic of Ajara, Ministry of Justice of Georgia, Chamber of Control of Georgia, Public Service Bureau, Competition and State procurement Agency) and provided by the respective agencies in 2009, 2010, 2011 and several times in 2012, the specific questions have been revealed, which bear particular interest for the society, and based on what the appropriate recomendations were developed for the aforementioned public institutions. Provided that the fufilment of liabilities defined by the 3rd part of General Administarive Code of Georgia is evenly required for all active administative agencies of Georgia, below you can find the general recomendations, which are based on the common tendencies revealed through the detailed analysis of activities of the mentioned 9 agencies and which evenly relate to all public institutions. Moreover these recomendation can be extended to those public institutions, which were not considered in the research target group.

Proactive publishing of public information

It should be mentioned that in the frame of the research Ministry of Finance of the Autonomus Republic of Ajara is the one of 9 analysed institutions, which index of thoroughly provided information during 2009-2011 period come only to 18%. In 5 cases thrororufh answeres indexes were high enough – 87%-98%. Dispite that this information this indexes are showing promises, we have to anticipate that provision of each separate answer to the particular request, especialy the timely answers, require expenditure of financial and time recources. For example, the index of timely provided answers by Public Service Bureau is 45%, but Ministry of Finance of the Autonomus Republic of Ajara has not responded to a single request with adherance to the proper timeframes. It is true that in Public Institutions there are particular persons authorised for provision of public information, but due to the internal bureaucracy, registration procedure of recieved and outgoing letters, search of appropriate information and the process of provision of final answer often require more than one day and involvement of more than one person. As an example, in 2009 Public Service Bureau has wasted 60 full working days only for answers on requiemens related to the property declarations. During three months – September,

October and November –almost each day they had to work on received requests on provision of public information. Besides this only unique days were calculated – for example, the request was received on September 7 and the answer was provided on September 9, but the second request was received on September 8 and the answer was provided on September 9, the days, which were overlaped (September 8 and 9), were calculated only one time, however practically the working load would be much larger durin these days. If we simply separately put together the days spent for all requests (not envisaging calendar days), this index will increase two and tree times, since the cases when answeres to more than one requests had to be provided during the short period, are very friquent.

September 2009							Days defined for processing of requests on 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 defined for processing of requests on 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 defined for processing of requests on 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 defined for processing of requests on 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
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Since 2010, when Public Service Bureau has switched to the property declarations electronic system, the number of requests was reduced from 570 (in 2009) to 149. This is the one of the perfect examples of how can proactive publishing of public information simplify the functioning of public institutions.

Reasoning from the aforesaid, it is desirable if public institutions, before receiving of the requests, would proactively publish the information, which potentially may bear interest and importance for the society. During the research based on the detailed analysis the basic categories of the information can be defined which are the most important and essential in case of the mentioned 9 public institutions.

- **Public institution financial transparency and accountability**—in most cases, the requested information is related to the administrative expenses of public

institutions, the awareness of what is essential for society in order to be informed on the management of public resources. Such information basically contains, but is not limited to the following categories:

- **Information on budget** (budget execution balance, amendments to the budget, non-budget receipts and etc.);
 - **Information on surplus funds** (amounts withdrawn from the surplus funds, assets financed by the withdrawn amounts, accounts of stand-by funds expenditures, copies of the appropriate legal acts and etc.);
 - **Information on State procurement** (list of fulfilled procurements, amounts spent in each single procurement, procurement plans, information on legal entities and/or individual entrepreneurs won in state procurements, copies of the executed agreements, reports on execution of tender agreements and etc.);
 - **Information on telecommunication expenditures** (amounts spent for phone conversations by officials, overall system, phone procurement expenditures and etc.);
 - **Information on visits related expenditures** (information on official visits, amounts for visits according to the years and etc.);
 - **Information on autopark expenditures** (number of registered vehicles, dates of procurement, price, funding source, procurement form, list of vehicles assigned for officials/Administration other employees and their personal distribution, fuel actual expenditures, type of consumed fuel, fuel monthly limits, amounts spent from budget for technical service, source of financing of each purchased vehicle, origin of disposable vehicle and etc.);
 - **Information on salaries, additives and bonuses** (Officials' salaries, additives and bonuses, amounts quarterly spent for employees salaries, additives and bonuses, staff rate of wages, amounts allocated for bonuses fund and etc.);
 - **Information on public institutions' real estate** (List of real estate and cost, sold objects, address, sale terms and documentation, information on objects handed over by the symbolic price, information on disposal, selling of handed over objects and etc.);
 - **Information on credit and debit liabilities**—liability origin date and cause of origin, with appropriate documents;
 - **Other type of expenses** (information on gifts, expenses of official reception and etc.).
- **Information on public institution**—society is often interested with such statistical information, which is related to the activities of public institution. The proactive

publication of such information on website will avoid institution from superfluous requests on the following standard question:

- **Information on staff employed in public institution**(total number of staff and out of staff personnel, list of personnel according to the positions, employees contact details, information on rules of staff selection and conducted competitions, information on paid vacations – persons identity, vacations time, period, amount of payments and etc.);
 - **Information on structural units subordinated to the public institution**(structural units, List of Public Law Legal and Non-enterpreuirnon-commercial Legal Entities, status and duties, appropriate legal acts, which provide functions of structural unit (name of act, issuing entity, date of issue and number), list of subordinated entities, addresses and names of managment board, information on registered Non-enterpreuir non-commercial Legal Entities(number, list of legal entities, including name of chief, address, phone and website and etc.)
 - Here is to be separately mentioned if what structural unit is **liable to provide public information** defined by General Administrative Code of Georgia and contact information of the mentioned structural unit. Names, Surnames and contact details of persons liable for provision of public information.
- **Information on public institutions' projects and activities**—society often interested with ongoing and executed projects and activities that demonstrates public institution activities and management of badget amounts allocated for these activities. It is preferable if public institution would publish at the official website the detailed information on ongoing, executed and planned projects and activities. In particular, the following type of information:
- **Information on public institution ongoing, executed aand planned projects**(social, targem, research, scientific, educational projectsand projects directed on development of one or another spheres, list of the projects, amounts spent for each project,copies of project documents, information on project development and date of approvemnt, information on target programmes to be executed this year, information on ongoing and planned projects, reports on executed projects, programme starting date and etc.);
 - **Information on institution'songoing, executed and planned activities** (list executed advertising, cultural, educational, scientific, social and other activities, amounts spent for each activity, copies of activities' calculations related documents, financing sources of ongoing activities, copies of appropriate documents and etc.).

- **Information on legal acts**- society is often interested with official documents of public institution, such as orders, regulations, decisions, legal and financial documents of executed works, cooperation memorandums and other legal documents.
- **Public information requests renewable registry** –it is desirable if public institution publish public information registry at website–information on received requests and provided answers, list of administrative-legal acts, which provide answer on provision of public information or answering rejection, with indication of requisites and etc. Publishing of information which reduce number of multiple individual requests on one particular issue and will save public institution recourses.
- **Advisory questions – often asked questions** –public institutions are often applied not only for provision of public information but also for advisory questions, such as notes on agreement execution and etc. It is to be mentioned that public institution often answer thoroughly such questions. But in order to save public institution time, human and financial resources it is desirable that such information to be published on the website as an **often asked questions(Frequently Asked Questions - FAQ)**.

Avoidance of inadequate answers

As a result of research there was found that enough large number of inadequate answers. For example, only 18% of answers provided by the Ministry of Finance and Economics of the Autonomous Republic of Ajara completely correspond to the requested information. When the public institution does not completely provide the required public information, in case of answer provided it is not considered as a thorough. Thus it is desirable if public institution provide complete answer to the requested public information, and the answer on rejection of provision should be appropriately justified.

Also readdressing to the websites is very often instead of information provision, which also does not represent the thorough answer, since according to the Article 37 of the General Administrative Code of Georgia, “everyone has right to request public information despite its physical form or storage and select the form of public information receipt”. It is desirable if public institution provide public information in the requested form, but if it is not possible it is to justify own activity. It is to be mentioned that proactive publishing does not give grounds for public institution to readdress public information requests to the website. In this case proactive publishing only reduces number of potential requests, since

in the future person concerned with the public information first will visit website and if it is not published only in this case they will request it from the public institution.

Provision of public information in proper timeframes

According to the Article 40 of the General Administrative Code of Georgia, “Public Institution is liable to provide public information immediately or no later than in 10 days, if the answer requires:

- a) search and processing of information from its regional structural units or other public institutions;
- b) search and processing of irrelevant large separate documents;
- c) consultations with its regional structural units or other public institutions.

If provision of public information requires 10 days period, public institution is liable to inform requesting person about it”.

In 55% of answers provided by Public Service Bureau 10 days period term was violated according to the Article 40 of the General Administrative Code of Georgia. It is desirable if public information would be provided immediately or at least in 10 days period.

Ignored and rejected issues

The index of cases, when particular issues in public information request are totally ignored by the public institutions vary between 1-8%. But in two cases this index is very high – 20% of such questions are ignored by the Government of the Autonomous Republic of Ajara and 58% in case of Ministry of Finance of the Autonomous Republic of Ajara. It is desirable if public institutions study all requests more precisely and provide thorough answers for all questions. In case if public institution is unable to provide public information the rejection should be appropriately justified with references to the appropriate legal acts.