



UNESCO 2020 Survey on Public Access to Information (SDG Indicator 16.10.2) PART B: Institutional Questionnaire

INSTITUTIONAL QUESTIONNAIRE

Data for the reference year:

This questionnaire collects data and information that will be used to monitor Sustainable Development Goal (SDG) Indicator 16.10.2 on the number of countries that adopt and implement constitutional, statutory and/or policy guarantees for public access to information at the global level.

The Instruction Manual accompanying this survey provides some concepts, definitions, methodology/ies used and practical guidelines on how to complete this questionnaire.

Instructions for completing the questionnaire

This questionnaire collects data and information from your institution, which is among the following:

1. Ministry/Agency/Department for Finance/Revenue;
2. Ministry/Agency/Department for Environment; and
3. National Capital (Mayor's Office), as applicable<

It should be completed by the person that is responsible for Access to Information or the equivalents in your institutions.

All fields marked with an asterisk (*) are mandatory.

Submit the completed questionnaire by clicking on the "SUBMIT " button at the end of the questionnaire

For any question, please contact Dian Kuswandini, Associate Programme Specialist (d.kuswandini@unesco.org)

Reference period for the data collected in this questionnaire

This questionnaire collects data on the financial year ending in (mention year). The reference period for all tables, including information on budget should be the same. Please provide information on the financial year, unit, currency and the reference year and main sources for the population data provided in the questionnaire. If data are not provide information on the financial year, unit, currency and the reference year and main sources for the population data provided in the questionnaire. If data are not available for 2018, please report the latest year for which data are available and indicate the reference period provided.

Coverage

The data provided in the questionnaire should include data on adoption and the process of implementation from selected public institutions carrying out activities related to the adoption and implementation of Access to Information (ATI), Right to Information (RTI) and/or Freedom of Information (FOI) laws, rules and/or practices.

The preferred sources of data are: Administrative records from national Ministries/public authorities. An alternative data source is acceptable when it provides more comprehensive data.

Numeric data

Please enter numeric values ONLY, including zeros (to indicate nil or negligible data). If left blank, please note that the total is considered missing or incomplete with respect to these categories. If necessary, please provide any explanations on the limitations (e.g. any inclusions or exclusions) of the data provided in the box below respect to these categories. If necessary, please provide any explanations on the limitations (e.g. any inclusions or exclusions) of the data provided in the box below the table.

	* Name of Country:		
1.	Please provide information about the person(s) responsible for completing this questionnaire.	<p><u>Contact 1</u></p> <p>Salutation: (Mr, Ms., Dr.) * First Name: * Last Name: Organization/Unit: Job Title: Email: Phone number:</p> <p><u>Contact 2</u></p> <p>Salutation: (Mr, Ms., Dr.) * First Name: * Last Name: Organization/Unit: Job Title: Email: Phone number:</p>	
2.	Please indicate the year of the data provided if different from the reference year requested:		
SECTION 1 SDG INDICATOR 16.10.2: ADOPTION - THE LEGAL FRAMEWORKS			
3.	Does your country have <u>non-binding</u> policies made at the <u>institutional level</u> ?	Public statement (e.g., Open Government action plan)	If in progress, please explain:
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		Strategy (e.g., Open Government strategy and Open Data/ Open Access) and public domain policies-related	If in progress, please explain:
		<input type="checkbox"/> YES <input type="checkbox"/> NO	

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If necessary, please provide any explanations on the limitations (e.g. any inclusions or exclusions):

6. In regards to your Institution, please indicate the total number of officials (headcount) who received formal employer-supported training on ATI

Trained Officials			
	Male	Female	Total
Officials with direct ATI functions/responsibilities			
Officials without direct ATI functions/responsibilities			
Total trained officials (in your institution)			

If necessary, please provide any explanations on the limitations (e.g. any inclusions or exclusions):

7. How often does your Institution provide ATI-related training?

Annually	<input type="checkbox"/>
Every two years	<input type="checkbox"/>
Every three years	<input type="checkbox"/>
Other	<input type="checkbox"/>

If other, please specify:

SECTION 3
PERFORMANCE: RESPONDING TO REQUESTS

8. Does your institution...

	YES	NO	Please specify (examples, contents, web site link, etc.)
Provide access to a physical form for making requests Provide access to a physical form for making requests for information?	<input type="checkbox"/>	<input type="checkbox"/>	
Provide access to an online form for making requests for information?	<input type="checkbox"/>	<input type="checkbox"/>	
Require that officials receiving requests for information provide assistance to requesters with special needs?	<input type="checkbox"/>	<input type="checkbox"/>	

9. Do you charge a fee for processing each request for information?

YES
 NO

10. Total number of requests for information received, disclosed and denied by your institution in the reference year

Requests					
	Received	Disclosure			Denied (non-disclosed)
		Full disclosure	Partial disclosure	Total	
Total requests					

If necessary, please provide any explanations on the limitations (e.g. any inclusions or exclusions) of the data provided:

11. Total number of requests by reason (partial disclosure or non-disclosure)

Reason					
	National Security	Privacy concerns	Commercial confidentiality	Other	Total

Partial disclosure					
Non-disclosure					
Total					

If other, please specify:

If necessary, please provide any explanations on the limitations (e.g. any inclusions or exclusions) of the data provided:

12. Please indicate the average time taken to respond to requests in the reference year

1-30 days	<input type="checkbox"/>
31-60 days	<input type="checkbox"/>
More than 60 days	<input type="checkbox"/>
Data not available	<input type="checkbox"/>

13. What is the legal/policy specified time for response?

14. Total number of internal appeals received, granted and dismissed by your Institution in the reference year

Internal appeals					
	Received	Granted			Dismissed
		Fully	Partially	Total	
Internal appeals					

If necessary, please provide any explanations on the limitations (e.g. any inclusions or exclusions) of the data provided:

15. **Total number of external appeals received, granted and dismissed in the reference year**

External appeals					
	Received	Granted			Dismissed
		<i>Fully</i>	<i>Partially</i>	<i>Total</i>	
External appeals					

If necessary, please provide any explanations on the limitations (e.g. any inclusions or exclusions) of the data provided:

16. **Please indicate the average time taken to decide on appeals in the reference year**

1-30 days	<input type="checkbox"/>
31-60 days	<input type="checkbox"/>
More than 60 days	<input type="checkbox"/>
Data not available	<input type="checkbox"/>

17. **What is the legal/policy specified time to decide on appeals?**

**SECTION 4
DISCLOSURE: PUBLISHING INFORMATION EVEN IN THE ABSENCE OF A REQUEST**

18. **Please indicate whether the following information is available to the public on a pro-active basis in the reference year**

	YES	NO	Please provide web site link if available
List of records/documents held by your	<input type="checkbox"/>	<input type="checkbox"/>	

public institution			
Guidelines on how to make a request for information from your institution	<input type="checkbox"/>	<input type="checkbox"/>	
The formal policies, procedures, manuals and guidelines that guide the work of your institution	<input type="checkbox"/>	<input type="checkbox"/>	
A description of the structure of your institution, such as an organigram	<input type="checkbox"/>	<input type="checkbox"/>	
A description of the key functions or activities performed or services delivered by your institution	<input type="checkbox"/>	<input type="checkbox"/>	
The agenda of the Minister or most senior person responsible for your institution, showing who he or she is meeting with	<input type="checkbox"/>	<input type="checkbox"/>	
Salary scales for staff working at your institution	<input type="checkbox"/>	<input type="checkbox"/>	
Formally adopted annual budget for your institution	<input type="checkbox"/>	<input type="checkbox"/>	
Annual financial reports (i.e. reports on expenditure) which have been audited	<input type="checkbox"/>	<input type="checkbox"/>	
Information on the outcomes of tenders and actual copies of contracts (i.e., contracts over a certain value)	<input type="checkbox"/>	<input type="checkbox"/>	
Spending of the head of your institution	<input type="checkbox"/>	<input type="checkbox"/>	
Other, please specify:	<input type="checkbox"/>	<input type="checkbox"/>	
INSTITUTIONAL CHALLENGES: This section collects information on current challenges in the area of public access to information			

19.	Please rate your institution's ability to perform the following ATI functions:					
	Very easy	Somewhat easy	Neither easy , nor difficult	Somewhat difficult	Very difficult	Please explain your answer
The processing of ATI request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The processing of ATI appeals (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proactively disclosing information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensuring that the process for requests for information are accessible to disadvantaged and/or marginalized groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Providing training on the implementation of the ATI law/policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other, please specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Please list here any other efforts or practices by your institution to protect and promote public access to information:					

END – Thank you for your contribution to the UNESCO Survey on Access to Information