SECTION E

2019 SURVEY ON PUBLIC ACCESS TO INFORMATION (SDG INDICATOR 16.10.2)

INSTITUTIONAL QUESTIONNAIRE

Data for the reference year 2018

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.

DEADLINE FOR RETURNING THE COMPLETED QUESTIONNAIF

Contact information for the UNESCO Institute for Statistics
For any queries concerning the questionnaire, please contact the Communication Statistics Team at:

Instructions for completing the questionnai

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 you

Reference period for the data collected in this questionnaire

The reference period for all tables, including information on number of requests and appeals should be 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
related to the adoption and implementation of Access to Information (ATI), Right to Information (RTI) and/c
The preferred sources of data are: Administrative records from national Ministries/public authorities. An alt
comprehensive data.

Numeric data

Please enter numeric values ONLY, including zeros (to indicate nil or negligible data). If left blank, please r
respect to these categories. If necessary, please provide any explanations on the limitations (e.g. any inclu
the table.

Radio buttons

The questionnaire uses radio buttons (○). Radio buttons are used to make a single choice from a set of pre... deselect any other button which was previously selected in the list.

Navigation

Please use the **"Next"** and **"Previous"** buttons to move between pages. The scroll bars located on the far... left or right. Please do not use the browser's back and forward arrows of your navigator.

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

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

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* Country
Please select

[▼]

Institution:

[▼]

1. **Please provide information about the person(s) responsible for completing this questionnaire.**

Contact 1

Salutation: (Mr, Ms., Dr.)   [   ]

* First name:

* Last name:

Organization/Unit:

Job Title:

* Email:

Phone number:

Contact 2

Salutation: (Mr, Ms., Dr.)

First name:

Last name:

Organization/Unit:

Job Title:

Email:

Phone number:

2. In regards to your Institution, please provide information about the head person responsible for ATI

Contact 1

Salutation: (Mr, Ms., Dr.)

First name:

Last name:

Organization/Unit:

Job Title:

Email:

Phone number: [   ]

3. **Please indicate the year of the data provided if different from the reference year requested:**
Please select

[▼]

SECTION 1

SDG INDICATOR 16.10.2: ADOPTION - THE LEGAL FRAMEWORKS

4. **Does your country have non-binding policies made at the institutional level?**

		If In progress, please specify:
Public statement (e.g., Open Government action plan)	[▼]	[ ]
Strategy (e.g., Open Government strategy and Open Data/ Open Access) and public domain policies-related	[▼]	[ ]
Master/Action plan (or national implementation) plans, Standard Operational Procedures, protocols, digital Government/e-government policies relating to implementation of ATI	[▼]	[ ]
Other, please specify: [ ]	[▼]	[ ]

5. **Has your country adopted a constitutional, statutory and/or other legal guarantee for public access to information?**

○ Yes

○ No

○ [   ] In progress, please specify:

SECTION 2

SDG INDICATOR 16.10.2: IMPLEMENTATION COMPONENT
INSTITUTIONAL MEASURES

6. In regards to your Institution, please indicate the total number of officials (headcount) in the table below:

Officials

	Male			Female			Total	
	Full-time	Part-time	**Total**	Full-time	Part-time	**Total**	Full-time	Part-time
Officials with direct ATI functions/responsibilities	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Officials without direct ATI functions/responsibilities	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Total Officials (in your institution)	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

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

[   ]

7. 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) of the data provided in the box below.

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

○ Annually

○ Every two years

○ Every three years

○ Other

If other, please specify:

SECTION 3

PERFORMANCE: RESPONDING TO REQUESTS

9. **Does your Institution…**

	Yes	No	Please specify (examples, contents, web site link, etc.)
Provide access to a physical form for making requests for information?	○	○	
Provide access to an online form for making requests for information?	○	○	
Require that officials receiving requests for information provide assistance to requesters with special needs (i.e., disabled, illiterate, etc.)?	○	○	

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

○ Yes

○ No

11. **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 in the box below.

12. 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 in the box below.

[   ]

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

○ 1 - 30 days

○ 31 - 60 days

○ More than 60 days

○ Data not available

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

[   ]

15. **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 in the box below.

[   ]

16.Total number of appeals granted by an external institution (eg. court, Information Commission) and which are binding upon your Institution in the reference year

External appeals

	Received	Granted			Dismissed
		Fully	Partially	Total	
External appeals	[ ]	[ ]	[ ]	[ ]	[ ]

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

[   ]

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

○ 1 - 30 days

○ 31 - 60 days

○ More than 60 days

○ Data not available

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

[   ]

SECTION 4

PROACTIVE DISCLOSURE: PUBLISHING INFORMATION EVEN IN THE ABSENCE OF A REQUEST

19. 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
Annual report	○	○	
List of records/documents held by your public institution	○	○	
Guidelines on how to make a request for information from your institution	○	○	
The formal policies, procedures, manuals and guidelines that guide the work of your institution	○	○	
A description of the structure of your institution, such as an organigram	○	○	
A description of the key functions or activities performed or services delivered by your institution	○	○	

	Yes	No	Please provide web site link if available
The agenda of the Minister or most senior person responsible for your institution, showing who he or she is meeting with	○	○	
Salary scales for staff working at your institution	○	○	
Formally adopted annual budget for your institution	○	○	
Annual financial reports (i.e. reports on expenditure) which have been audited	○	○	
Information on the outcomes of tenders and actual copies of contracts (i.e., contracts over a certain value)	○	○	
Spending of the head of your institution	○	○	
Other, please specify: [ ]	○	○	

INSTITUTIONAL CHALLENGES

This section collects information on current challenges in the area of public access to information

20. **Please rate your institution's ability to perform the following ATI functions:**

	Very easy	Somewhat easy	Neither easy, nor difficult	Somewhat difficult	Very difficult	Pleas
	Very easy	Somewhat easy	Neither easy, nor difficult	Somewhat difficult	Very difficult	Pleas
The processing of ATI requests	O	O	O	O	O	
The processing of ATI appeals (if applicable)	O	O	O	O	O	
Proactively disclosing information	O	O	O	O	O	
Ensuring that the process for requests for information are accessible to disadvantaged and/or marginalized groups	O	O	O	O	O	
Providing training on the implementation of the ATI law/policy	O	O	O	O	O	
Other, please specify:	O	O	O	O	O	

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

ENDING

Thank you for your contribution to the monitoring of SDG 16.10.2 on public access to information