

REPUBLIC OF NORTH MACEDONIA

AGENCY FOR THE PROTECTION OF THE RIGHT OF FREE ACCESS TO PUBLIC INFORMATION

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Skopje, 2022 year

**PROGRAM**  
**for the training of officials to mediate**  
**public information**  
**for the year 2023**

**Skopje, 2022**

## **1. INTRODUCTION:**

The Agency for the Protection of the Right to Free Access to Public Information (hereinafter - the Agency) acting in accordance with Article 30 of the Law on Free Access to Public Information (hereinafter LFAPI) ("Official Gazette of the Republic of North Macedonia" no. 101/2019) takes care to ensure publicity and openness in the operations of information holders and to enable information requesters to exercise the constitutionally guaranteed right to free access to public information.

To achieve adequate promotion of this right, the Agency undertakes continuous activities in the plan of education of the holders and requesters of information in the field of free access to information.

Depending on the circumstances, of a different nature, the Agency adapted to them and continued with the education of the officials with the holders of public information at the central and local level, according to the established dynamics in the prepared Program. At the same time, noting certain of their omissions in acting according to the latest LFAPI from May 2019, special emphasis is placed on the training of newly appointed officials to mediate information with information holders, as well as those who have been added as new to the List of holders.

The Agency will continue with the established practice of trainings to invite officials who, despite having attended trainings, felt the need and expressed interest in attending new trainings again, as well as officials from institutions that the Agency finds were not sufficiently successful, or had difficulty dealing with requests for access to public information.

At the same time, the Agency envisages conducting the trainings for the officials according to categories of information holders.

The agency plans to pay special attention to the holding of informative and educational working meetings with responsible persons at certain target groups of information holders.

Depending on the available financial opportunities, the plan is to educate information requesters through organized trainings in municipal centers, colleges, high schools, as well as through the distribution of written material (flyers, brochures, manuals, etc.).

## **2. TITLE:**

Depending on the selected, that is, the interested target groups of participants, trainings will be carried out in online sessions that will include larger groups of listeners at the central and local level, as well as with a physical presence in the Agency's premises (in smaller groups of about 15 listeners). The Agency plans to conduct the workshops under a common general title: REQUEST AND REQUEST PROCEDURE FOR FREE ACCESS TO INFORMATION.

## **3. MAIN OBJECTIVE:**

To inform information requesters about the legal possibilities for submitting a request for access to public information, in parallel with training the officials and responsible persons of the holders of information at the central and local level for correct and timely response to requests for free

access to public information.

#### **4. SPECIFIC OBJECTIVES:**

- 4a) Passing administrative acts based on law;
- 4b) Proactive publication of public information.
- 4c) Acquaintance with the team, goals and functions of the Agency;
- 4d) Creation and processing of requests for free access to public information through experiential exercises;
- 4e) Simulation of conducting a harm test, as part of the process of handling a request for free access to information;
- 4 f) Getting to know and learning the procedures for dealing with appeals, according to the 2019 LFAPI;
- 4g) Discussion and presentation of practical examples (subjects) from the experience of the employees of the Agency and the listeners themselves.

#### **5. IMPLEMENTATION PERIOD:**

The agency believes that taking into account the possibility of new unfavourable circumstances of a pandemic or other nature, the most favourable period for the realization of the planned trainings is for them to be started in two annual cycles, namely: the first cycle to start in the first half of February and to last until the end of June, and the second annual training cycle to be started in the second half of September and to end by the end of December 2023.

#### **6. LOCATION OF REALIZATION:**

The planned trainings will be carried out online from the working premises of the Agency, and if the circumstances allow it, also in the premises of the Agency. The Agency owns a hall suitable for conducting training for 15 participants. In permissible circumstances and with additional financial resources provided, trainings would be organized at the regional or municipal level.

#### **7. DURATION:**

The Agency considers that the optimal time for successful implementation of the conceptualized basic online training is 3 (three) hours (including a break).

#### **8. CONTENT/AGENDA:**

- 8a) Getting to know the participants, the program and the goals of the training - 20 min.;

- 8b) Expectations from the participants - 10 min.;
- 8c) Action on request - 35 min.;
- 8d) Pause - 15 minutes;
- 8e) Exercise on handling requests - 20 min.;
- 8f) Simulation for making decisions for a positive response, for denying access, rejecting a request, conducting a harm test, etc. - 40 min.;
- 8g) Break - 15 min.;
- 8h) Questions and answers - 20 min.;
- 8i) Evaluation of the training - 5 min.

## **9. RESULTS OF THE TRAINING:**

**After completing the training, the participants will be able to:**

- 9a) Communicate effectively with the Agency's team according to the institution's goals;
- 9b) To accept, understand and act according to the request for access to public information from the requesters;
- 9c) To learn, instead of notifications and answers, to respond to applicants through administrative acts in accordance with the law;
- 9d) To conduct a damage test when rejecting a request;
- 9e) To know when, where and in what format to submit annual reports.

## **10. WORKING METHODS:**

- 10a)** PowerPoint presentation;
- 10b)** Work in groups.
- 10c)** Distance learning using ICT tools;
- 10g)** Discussion in large and small groups,
- 10d)** Experiential learning

## **11. USED TOOLS:**

- 11a) Hammer paper;
- 11b) Blackboard with Flip Chart paper;
- 11c) felt-tip pens or markers;
- 11d) TSB projector;
- 11e) 200M platform;
- 11f) Presentation;
- 11g) Evaluation sheet or list for evaluation of training on Google Forms.

Prepared by: Cvetan Stanoeski

