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PROGRAM
for the training of officials for mediation
with public information
for the year 2024

Skopje, 2023

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 the appropriate promotion of this right, the Agency undertakes continuous activities in terms of the education of the holders and requesters of information in the field of free access to information.

Depending on the circumstances, of different nature, the Agency adapted to them and continued with the education of the officials with the holders of information of a public nature at the central and local level, according to the dynamics established in the prepared Program. At the same time, noting some 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 with those who have been added as new to the List and holders.

The Agency will continue with the established practice of training for officials who, despite having attended trainings, felt the need and expressed interest in attending new trainings again, as well as officials from institutions for which the Agency determined that they were insufficient successful, or have had difficulty handling requests for access to public information.

At the same time, the Agency foresees that the trainings for officials will be conducted by categories of information holders.

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

Depending on the available financial opportunities and in cooperation with partners from the non-governmental sector and the international community in the Republic of North Macedonia, 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 sessions that will include larger groups of listeners at the central and local level, with a physical presence outside the premises of

the Agency and the Agency's facilities (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. TITLE:

To inform information requesters about the legal possibilities to submit a request for access to public information, in parallel with the training of 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 (for officials):

- 4a) Adoption of moral acts based on law;
- 4b) Proactive publication of public information.
- 4c) Acquaintance with the team, goals and functions of the Agency;
- 4d) Creation and provision upon request for free access to public information through experiential exercises;
- 4e) Simulation of conducting a damage test, as part of the process of handling a request for free access to information;
- 4f) 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. SPECIFIC OBJECTIVES (for applicants):

- 5a) Method and content of the request for access to public information;
- 5b) When and in what form to expect a response;
- 5c) Presentation of practical examples, from the experience of the employees of the Agency, about the forms of inappropriate use of the right of access to information.

6. IMPLEMENTATION PERIOD:

The agency believes that the most favorable period for the implementation of the planned trainings for officials is for them to be started in two annual cycles, namely: The first cycle should start in the middle of January and last until the end of June, and the second annual cycle of trainings to be started in the second half of September and to flourish until the end of December 2024.

The trainings for the information requesters would take place depending on the interest and possibilities of the colleagues of the Agency, which will organize educational sessions.

with different categories of potential information requesters, in terms that will be further determined.

7. LOCATION OF REALIZATION:

The planned trainings for the officials will be carried out in the working premises of the Agency. The Agency owns a hall suitable for conducting training for 15 participants. In permissive circumstances and with additional financial resources provided, trainings would be organized at the regional or municipal level, respectively, for those seeking information.

8. DURATION:

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

The educational sessions intended for the information requesters would be organized with variable timing, depending on the target group with an optimal training time of up to an hour and a half (including a break).

9. CONTENT/AGENDA:

- 8a) Getting to know the participants, the program and 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 answer, for the refusal of the access, rejecting a request, conducting a harm test, etc. - 40 min.;
- 8f) Break 15 min.;
- 8h) Asked and answered 20 min.;
- 8i) Evaluation of the training - 5 min.

10. RESULTS OF THE TRAINING:

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

- 9a) Communicate effectively with the Agency 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 harm test when rejecting a request;
- 9e) To know when, where and in what format to submit annual reports.

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

12. TOOLS USED:

- 11a) Hammer paper;
- 11b) Board with Flip Chart paper;
- 11 c) Felt-tip pens or markers;
- 11d) 1. SG) projector;
- 11 e) TSB-monitor;
- 11 f) Presentation;
- 11 g) Evaluation sheet or sheets for evaluation of training.

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