

GUIDELINES FOR IMPROVING THE TRANSPARENCY OF PUBLIC SECTOR INSTITUTIONS

1. INTRODUCTION

The Law on Free Access to Public Information ("Official Gazette of the Republic of North Macedonia" No. 101/2019) establishes the way of exercising the right to free access to public information available to public sector institutions and other entities that exercise public powers, with the main goal of increasing transparency and accountability.

Natural and legal persons may submit requests for public information to the holders of public information, and the holders are obliged to respond within the stipulated period.

Submitting requests for obtaining public information is in some way a complication in the way of obtaining information for the requesters, but answering the requests can also represent a significant engagement of the administration in the institutions in collecting the necessary information and responding to the requests. In view of this, the proactive release of public information would benefit both the requesters and the holders of the information.

In order to determine the most requested public information, and based on collected input from the holders of public information determined by law, the Center for Management of Changes (CMU) prepared a systematized review of received requests for public information in the period from January 2020 to 30.06.2022, determined by the holders of public information.

This document presents the most requested public information based on the review of received requests, but it also presents other public information that could be published in accordance with the relevant legislation. The information is previously generalized and systematized by sector.

The document does not aim to show that the systematized public information has not been published by the holders until now (because this may not be the case), but rather gives recommendations which information should be published for the sake of improved transparency and accountability, as well as increased efficiency in the

approach of free access to public information for both applicants and holders.

MEDIATION WITH PUBLIC INFORMATION

The law on free access to public information regulates a very broad concept of public information, that is, according to the law, public information is information in any form created or disposed of by the holder of the information in accordance with his competences. The only exception to free access to public information is the following information:

- information that, based on the law, is classified information with an appropriate degree of classification;
- personal data, the disclosure of which would mean a violation of the protection of personal data;
- information, the provision of which would mean a violation of the confidentiality of the tax procedure;
- information acquired or compiled for investigation, criminal or misdemeanor proceedings, for the implementation of administrative and civil proceedings, the provision of which would have harmful consequences for the course of the proceedings;
- information that threatens industrial or intellectual property rights (patent, model, sample, trademark and service mark, mark of product origin).

Even this information becomes public information when the reasons for its unavailability cease.

The law provides the possibility for the holders of information to approve access to information that is not of a public nature, after the mandatory harm test, which will determine that the consequences of the publication of such information on the interest to be protected are less than the public interest established by law would be achieved by publishing the information.

If it is possible to separate the non-public part of the document without compromising its security, the information holder shall separate that information from the document and notify the requester of the contents of the remaining part of the document.

What all institutions should keep in mind when applying the Law on Free Access to Public Information is the following:

- Institutions and other holders of public information must necessarily have websites, which will be kept up-to-date.
- Institutions, as a rule, publish the information that they have developed during their work, but they may publish other information at their disposal, which derives from their competence.
- Institutions must update the public

information that they are obliged to publish. It must not happen that certain information is corrected, changed or completely replaced with new ones, while public information is not updated (for example, change of internal acts, change of official person for public information, change of regulation and fig.).

- Each holder of information for mediation determines one or more officials in exercising the right to free access to information. The institutions are obliged to provide information to the public about the official person for mediating information by publishing the decision to appoint the official person and his contact data (official physical address, official electronic address, official phone and official mobile phone and other contact data).
 - The Information Intermediary Officer contacts and provides the necessary information and assists the information requester for which he keeps a separate record of receiving information requests, keeping and providing the information.
 - Several holders of information can jointly determine one or more official persons for mediation in exercising the right to free access to information.
 - The institutions of the public sector are obliged to publish public information in a processable format, and if information is published from several institutions and areas, that data should be comparable. As a rule, statistical data are published in "excel" format or in open data formats such as CSV, XML and JSON, and documents in "Word", "PDF" or other workable format.
 - Institutions are obliged according to the Law on Equal Opportunities for Women and Men to collect, record and process statistical data by gender, and therefore publish them separated by gender, when applicable.
 - Information and documents containing personal data are published with anonymization and pseudonymization.
 - As a rule, public information is published in the original format, but certain information that is of a public nature can also be published by publishing links to that information on other web sites. This especially applies to the superior ministries that have several institutions and entities under them, to whose information of a public nature they are obliged to publish links. In this case, although the ministries are not creators, according to their competences they should dispose of this information, which is why it is included in the term public information, defined in Article 3 paragraph (1) paragraph 2 from the Law on Free Access to Public Information.
- When publishing contact data, official contact data must be published, not private contact data.

Anonymization of data means complete removal of all personal data and data about events and evidence and statements presented in the procedure that could reveal the identity of the person.

Pseudonymization means replacing personal data in such a way that they can no longer be linked to a specific person (subject of personal data) without the use of additional information.

If the holder of public information publishes the public information in the form of

open data, then it is done in the central open data portal data.gov.mk, where the data is published in a computer-processable format (CSV, XML and JSON) and is systematized accordingly. and defined by meta data.

3. MINIMUM PUBLIC INFORMATION THAT MUST BE PUBLISHED ON THE WEBSITES OF THE INSTITUTIONS

Institutions are obliged to regularly maintain and update the list of information they have and publish it in a way accessible to the public (website, bulletin board, etc.).

Pursuant to Article 10 of the Law on Free Access to Public Information, institutions and other holders of public information are obliged to inform the public through their website by publishing:

1. The data on the competences performed by the institution, namely:
 - extract from the law in which the competences of the institution are determined,
 - extract from the law that determines the competences of the head of the institution (minister, deputy minister, director, deputy director, president, etc.),
 - an extract from the law that determines the competences of the administrative and supervisory bodies (management board, supervisory board, school board, council, etc.) if any,
 - extract from the founding deed (statute), if any, by which the competences of the institution are determined or specified,
 - extract from the founding deed (statute), if any, by which the competences of the head of the institution (minister, deputy minister, director) are determined, deputy director, president, etc.) and
 - extract from the founding act (statute), if any, which determines the competences of the management and supervisory bodies (management board, supervisory board, school board, council, etc.) if any.
2. The basic data for contact with the institution and that:
 - name, address, telephone number, fax number, e-mail address and the address of the institution's website and
 - name, address, telephone number, fax number, e-mail address and the address of the website of all regional departments, i.e. organizational units located outside the headquarters of the institution, when citizens exercise their rights and legal interests at the local level.
3. The data on the official or responsible person of the holder of the information (biography, contact data, etc.):
 - biography of the head of the head of the institution (minister, deputy minister, director, deputy director, president, etc.),
 - biography of the members of the management and supervisory bodies

- (management board, supervisory board, school board, council, etc.) if any,
 - official telephone number, official fax number, official physical address and official e-mail address of the head of the head of the institution (minister, deputy minister, director, deputy director, president, etc.) and
 - official telephone number, official fax number, official physical address and official e-mail address of the members of the governing and supervisory bodies (board of directors, supervisory board, school board, council, etc.) if any.
4. The basic data for contact with the official authorized to mediate information, namely:
- name and surname, official e-mail address, official telephone number and decision on the authorization of the official in the institution to mediate information of a public nature.
5. The basic data for contact with a person authorized for protected internal reporting, namely:
- first and last name, official e-mail address and official telephone number of a person in the institution authorized for protected internal reporting.
6. List of persons employed by the holder of the information with position, official e-mail and official phone
- a list of all persons employed in the institution for an indefinite period of time with data on the title, i.e. the title of the position to which they are assigned, official e-mail and official telephone number and
 - list of all persons employed in the institution for a fixed period of time with data on the title, i.e. the title of the position to which they are assigned, official e-mail and official phone.
7. The laws that refer to the authority of the institution, related to the register of regulations published in the official gazette,
- all laws that regulate the authority of the institution.
8. The regulations that the holder of the information adopts within his competence in the form of a by-law: rules (rules for internal organization, rules for systematization of workplaces, rules for protected internal reporting and others), decrees, orders, instructions, plans, programs, decisions and other types of acts for the execution of laws and other regulations, when they are authorized by law and that:
- statute if any
 - functional analysis,
 - rules for internal organization,
 - rulebook for the systematization of jobs, ○ rulebook for the process of managing the personal data protection system,
 - rules for protected internal reporting,

- salary regulations,
- collective agreement,
- privacy policy,
- annual employment plan,
- volunteering program,
- anti-corruption program,
- employee training programs,
- all other regulations and general acts adopted by the managing person,
- all other regulations and general acts adopted by the management and supervision authorities, if any,
- orders,
- decrees resulting from the laws for which the institution has jurisdiction,
- orders that refer to several persons and are passed for the execution of laws,
- instructions for the execution of the laws in which the institution has competence,
- all other plans adopted by the institution, ○ all other programs adopted by the institution, ○ individual acts that decide on certain rights and interest if the public interest requires their publication and only if such publication does not contradict the Law on the Protection of Personal Data,
- minutes and decisions on performed inspections,
- resolutions and decisions on the establishment of working bodies,
 - rules of procedure for the work of working bodies,
 - minutes of meetings of working bodies and their decisions and
 - all other general and individual acts except those that are classified.

9. Organogram for internal organization of the institution.

10. Strategic plans and strategies for the work of information holders, namely:

- national and other types of strategies in which activities for the institution are foreseen,
- action plans resulting from the strategies and
- strategic work plan of the institution.

11. Annual work plans and programs and that:

- work program of the institution and
- annual work plan of the institution.

12. Annual Budget and final account,

- budget circular,
- budget of the institution,
- final account,
- expenses for representation
- expenses for official vehicles,
- expenses for hired persons under various forms of contract,
- work reports by hired persons with a contract,
- travel expenses,

- per diem expenses,
 - costs for other contractual services (indicating the type of service and its costs) and
 - costs for the purchase of goods (indicating the goods and the costs thereof).
13. Annual financial plans by quarters and programs for the implementation of the budget:
- annual financial plan of the institution and
 - programs for the realization of the budget by specifying the funds foreseen for each of the goods and services in the program.
14. Audit report and that:
- reports from internal audits,
 - reports from the SAO and
 - reports from private auditing firms that were hired.
15. Types of services provided by the holders of information (information about the physical availability for the realization of the services and information about the e-services, the data on the legal bases, the name of the services, the documents and the data needed for the realization of each of the services, the mechanisms for legal protection and others relevant data) namely:
- list of all services provided by the institution,
 - list of services that are available electronically,
 - address of the office where citizens can provide the service,
 - a link where the electronic services can be accessed,
 - the legal bases for each of the services,
 - the names of the services,
 - request forms for each of the services,
 - giro account as well as other data on the fees that need to be paid to provide the services,
 - the list of evidence and data that must be submitted with the request in order to provide the service,
 - the right to legal protection (appeal, lawsuit, objection, etc.) which is guaranteed in case of rejection of the request for the service by specifying the competent institution to which the appeal, lawsuit, or objection is submitted, its address, the amount of administrative or judicial fee if paid, giro account to which payment is made and
 - electronic address, contact person, IT system, that is, another mechanism for measuring satisfaction and involving citizens in the creation of services.
16. Tariffs for fees for issuing real documents, namely:
- tariff for fees for obtaining a real document (public information, certificates and other real documents), namely:
 - giro account to which the fee is paid,
 - the request for the issuance of real acts,

- the address to which the request is delivered,
 - the deadline for issuing the real acts and
 - legal protection (objection) against real acts.
17. Method of submitting a request for access to information (method of submitting an oral and written request for access to information, as well as a request submitted electronically):
- list of all public information,
 - way of submitting the request,
 - address (physical and electronic) for submitting the request and ○ form of the request.
18. The entire documentation for public procurement, for concessions and for public-private partnership agreements:
- decision on public procurement,
 - annual plan for public procurement,
 - prior informative notification or periodic indicative notification,
 - minutes of the conducted technical dialogue,
 - announcement for awarding a public procurement contract,
 - tender documentation,
 - applications for participation received,
 - communication between the contracting authority and the economic operators,
 - report on the assessment of the ability of the candidates,
 - decision on the selection of qualified candidates,
 - received offers, if their publication does not threaten industrial or intellectual property rights,
 - reports from external experts,
 - report on the performed evaluation,
 - decision to choose the most favorable offer or to cancel the procedure,
 - signed contract for public procurement or framework agreement,
 - notification of concluded contract and
 - notification of a completed contract.
19. Proposal of programs, programs, views, opinions, studies and other similar documents relating to the acts of the authority of the holder of information announcements to the public about things taken from their website in accordance with the legal competences, information bulletins, official gazettes if they are an obligation in accordance with the law and other things and that:
- programs,
 - opinions,
 - analyses,
 - studies,
 - reports,
 - decisions of the Constitutional Court and
 - other acts arising from the daily work of the institution.

20. Work reports that they submit to the authorities responsible for implementing control and supervision, namely:

- minutes of performed inspections,
- decisions from performed inspections,
- minutes of administrative inspections,
- decisions after administrative supervision,
- records of supervisions,
- solutions and decisions after supervisions and
- all other acts resulting from performed controls and

supervision over the institution itself.

21. Statistical data on work, as well as other information, acts and measures that affect the life and work of citizens and that result from the competence and work of the holder of information, namely:

- reports on the institution's work,
- statistical data by subjects at year level,
- statistical data on requested and delivered services to citizens and businesses during the year,
- statistical data regarding other subjects for work during the year and
- statistical data regarding the number of employed persons during the year.

22. Other information resulting from the competence and work of the holder of the information:

- all other information and documents produced by the institution that are not classified information.

Institutions are also recommended to publish on their web pages the responses to requests for free access to information of a public nature that have been received by natural or legal persons within 30 days from the submission of the response to the request. for free access to public information. These announcements make available the content of the request, i.e. the response from the competent institution, without revealing the identity data of the requester, for which the holder of the information informs the requester that the data will also be published on the institution's website.

4. PUBLIC INFORMATION BY AREAS

Regarding the public information which, according to Article 10 paragraph 1, must be published, the biggest problems and different interpretations are the last paragraph "other information arising from the competence and work of the holder of the information". Given the fact that all institutions have a large number of competences from which a huge amount of public information is produced, the question always remains open whether the institutions consistently respect the obligation to publish

all public information arising from their competence and everyday work. The consistent application of this obligation would mean the publication of every information and document that is a product and results from daily work, except for those that are classified, contain personal data, threaten the confidentiality of tax procedures, would have harmful consequences for investigative, criminal, misdemeanor, civil and administrative procedures or threaten intellectual property.

In this part of the guide, the data most often requested by the institutions in the previous period will be shown, by sector, and in addition, a list of information that derives from the competences of the institutions themselves and which they should publish on their web pages has been determined. In order to consistently respect the law, but also to reduce the number of individual requests in the future that always complicate and further bureaucratize the daily work of the institutions. A large part of this information has already been published on the web pages of the competent institutions, and the obligation remains to update the same in the future.

The obligation for institutions to publish public information is relatively new and represents an additional obligation that requires technical and human capacities, as well as the establishment of an appropriate methodological approach for the simplest collection, processing and publication of public information. For this reason, the application of this instruction should be in several stages, i.e. at the beginning those information that do not require additional processing should be published, i.e. updated, and then activities should be planned and methodologies established through which they will be published in the medium term. and those information and data that require additional processing engagement.

4.1. Area - DEFENSE

There is no data on requested information according to the Law on Free Access to Public Information.

Competent institutions: The Ministry of Defense and the Army of the the Republic of North Macedonia Due to the classified nature of most of the information, these institutions are obliged to publish the general information of a public nature from Article 10 of the LFAPI. But some of this information may be classified.

4.2. Area – SECURITY

There is no data on requested information according to the Law on Free Access to Public Information.

Competent institutions: National Security Agency, Operational - Technical Agency, Intelligence Agency.

Due to the classified nature of most of the information, these institutions are obliged to publish the general public information from Article 10 of LFAPI. But some of this information may be classified.

4.3.Area – JUSTICE

From the received data, the following information was requested in the area of justice:

- Annual reports on the work of the courts,
- Information on the selection of judges,
- Information on conducted evaluation of judges,
- Information on the degree of accessibility of court facilities for persons with disabilities,
- Decisions in court cases,
- Data on the number of appeal procedures in Courts of Appeal,
- Data on the number of public prosecutors,
- Data on the number of criminal reports to the public prosecutor's offices on different grounds
- Data on the number of submitted, approved and rejected proposals for determining the detention measure,
- Data on the number of procedures in which citizens were granted free legal aid,
- Data on the number of realized public sessions by courts,
- Data on the number of investigative procedures carried out by the public prosecutor's offices on various grounds,
 - Data on the number of judges,
- Data on the number of requests for the exemption of judges,
- Data on the number of obsolete cases in the courts,
- Data on the number of accused and convicted persons,
- Data on the number of lawsuits received,
- Data on received performances and
- Data on court cases, case status, court case area, case judge.

In the direction of the consistent implementation of the law, the institutions from the field of justice, apart from the data that is the legal minimum and that must be published on the web pages, should also publish at least the following information:

○ **Ministry of Justice:**

- List of all courts with contact details (address and email address),
- List of all prosecution offices with contact details (address and email address),
- List of court experts (address and email address),
- List of court interpreters (address and email address),
- Notarized list (address and email address),
- List of executors (address and email address),
- List of mediators (address and email address),
- List of lawyers who work free legal aid,
- List at the penal correctional institution (address and e-mail address),
- Procedure and necessary documents for exercising the right to free legal aid,
- Statistical data on lawyers who represented citizens through free legal aid (number of cases, number of hearings, fees charged),

- Procedure for exercising the right to supervise the work of notaries, with necessary documents, request form, address for submitting the request,
- Procedure for exercising the right to supervise the work of executors, with necessary documents, request form, address for submitting the request,
- Minutes and decisions from executive supervision over notaries,
- Minutes and decisions from executive supervision over executors,
- Minutes of executive supervision in the courts regarding the application of the Court Rules of Procedure
- Procedure, required documents, fee and giro account for payment of the fee for obtaining a court interpreter license,
- Procedure, necessary documents, fee and giro account for payment of the fee for acquiring a mediator's license,
 - Procedure, required documents, examination sessions, fee and bill for payment of the fee for taking the bar exam,
 - Procedure, required documents, examination sessions, fee and account for payment of the fee for taking the notary exam,
 - Procedure, required documents, examination sessions, fee and account for payment of the fee for taking the executor exam,
 - Procedure, required documents, examination sessions, fee and account for payment of the fee for taking the notary examination,
 - Procedure and necessary documents for appointing notaries,
 - Procedure and necessary documents for appointing executors,
 - Procedure and necessary documents for enrollment at the Academy for Judges and Public Prosecutors,
 - Procedure, necessary documents, fee and giro account for payment of the fee for acquiring an expert's license,
 - Procedure for selection of judges,
 - Procedure for selection of public prosecutors,
 - Data for candidates and newly appointed notaries (name and surname, address, email address, biography, selected candidates and non-selected candidates),
 - Data for candidates and newly appointed executors (name and surname, address, email address, biography, selected candidates and non-selected candidates),
 - Data for the Chamber of Notaries (president, address, e-mail address, competences, annual work reports),
 - Data on the Chamber of Executors (president, address, e-mail address, competences, annual work reports) and
 - Data on the Chamber of Experts (president, address, e-mail address, competences, annual work reports).
 - Statistical data and reports on the work of notaries (number of received cases in work, number of processed cases, number of overdue cases, presentation of cases by area, accepted appeals and annulled decisions, fees charged),
 - Statistical data and reports on the work of executors (number of received cases in work, number of processed cases, number of overdue cases, display of cases by area, accepted appeals and annulled decisions, fees charged),

- Statistical data and reports on the work of mediators (number of received cases in work, number of processed cases, number of overdue cases, display of cases by area, fees charged),
- Statistical data and reports on the work of experts (number of received cases in work, number of processed cases, number of overdue cases, display of cases by area, fees charged) and
- Other information and data arising from the competences and work of the institution.

○ **Administration for execution of sanctions:**

- List at the penal correctional institution (address and e-mail address) i
- Statistical data regarding prisoners, including data on granted releases, pardons, etc. and
- Other information and data arising from the competences and work of the institution.

○ **Bureau of Forensic Expertise:**

- List of court experts (address and email address),
- Data for the Chamber of Experts (president, address, email address, competences, annual work reports),
- Procedure, necessary documents, fee and giro account for payment of the fee for acquiring an expert's license,
- Statistical data and reports on the work of experts (number of received cases in work, number of processed cases, number of overdue cases, display of cases by area, fees charged) and
- Other information and data arising from the competences and work of the institution.

○ **Judicial Council and Courts:**

- List of all courts with contact details (address and email address),
- Statistical data and reports on the work of each court and judge (number of received cases in work, number of resolved cases, number of overdue cases, display of cases by district, appeals filed, appeals upheld and verdicts overturned),
- Minutes of executive supervision in the courts regarding the application of the Court Rules of Procedure,
- Procedure for selection of judges,
- Data for candidates and newly appointed judges (name and surname, address, email address, biography, selected candidates and non-selected candidates),
- Statistical data and reports on the work of each court and judge (number of received cases in work, number of resolved cases, number of backlogged cases, display of cases by district, appeals filed, appeals upheld and verdicts overturned) and
- Other information and data arising from the competences and work of the institution.

○ **the Republic of North Macedonia Public Prosecutor's Office and Council of Public Prosecutors:**

- List of all prosecution offices with contact details (address and email address),

- Procedure for selection of public prosecutors,
 - Data on candidates and newly appointed prosecutors (name and surname, address, email address, biography, selected candidates and non-selected candidates),
 - Statistical data and reports on the work of the prosecutor's office and prosecutor (number of received cases in work, number of processed cases, number of backlogged cases, display of cases by district, upheld appeals and annulled verdicts) and
 - Other information and data arising from the competences and work of the institution.
- **Academy for judges and public prosecutors:**
 - Procedure and necessary documents for enrollment at the Academy for Judges and Public Prosecutors,
 - Statistical data of registered candidates of the Academy for Judges and Public Prosecutors with short biographies and
 - Other information and data arising from the competences and work of the institution.

4.4. District - INTERNAL AFFAIRS

From the received data, the following information was requested in the field of internal affairs:

- List of all persons employed in the institution with data on the title, i.e. the title of the position to which they are assigned, official email and official phone number,
- Procedure for obtaining travel documents, with necessary documents, request form, address for submitting the request
- Procedure for issuing and registering weapons, with necessary documents, request form, address for submitting the request – Procedure for acquisition, termination and determination of the Republic of North Macedonia citizenship, with necessary documents, request form, address for submitting the request
- Statistical data regarding the number of registered crimes, violations of public order and peace and in the field of traffic
- Statistics regarding illegal migration, migrants and asylum seekers
- Statistics regarding domestic and gender-based violence.
- Statistical data on the number of issued ID cards
- Statistical data on the number of issued travel documents
- Statistical data on the seizure of drugs and other intoxicating substances
- Statistical data on disciplinary measures and sanctions taken and imposed on police officers.
- Statistical data on registered vehicles and driver's licenses and
- Complete documentation for conducted public procurements.

In the direction of the consistent implementation of the law, the institutions from the field of internal affairs, apart from the data that is the legal minimum and that must be published on the web pages, should also publish at least the following

information:

○ **Ministry of Interior:**

- List of all police stations with contact details (address, email address, phone number, etc.)
- Procedure, necessary documents, fee and giro account for payment of the fee for issuing a lost, damaged and completed travel document (passport)
- Procedure, necessary documents, fee and giro account for payment of the fee for issuing a travel document (passport) to a minor,
- Procedure, necessary documents, fee and giro account for payment of the fee for issuing a travel document (passport) under an urgent procedure,
- Procedure, necessary documents, fee and giro account for payment of the fee for issuing an identity card,
- Procedure, necessary documents, fee and giro account for payment of the fee for issuing a lost, missing and damaged ID card,
- Procedure and necessary documents for issuing permits to minors for travel abroad,
- Procedure, necessary documents, fee and giro account for payment of the fee for issuing a first driver's license,
- Procedure, necessary documents, fee and giro account for payment of the fee for issuing a lost, damaged and expired driver's license,
 - Procedure, required documents, fee and giro account for payment the fee for issuing a motorcycle driver's license,
- Procedure, necessary documents, fee and giro account for payment of the fee for issuing a driver's license for an instructor,
- Procedure, necessary documents, fee and giro account for payment of the fee for issuing a traffic permit,
 - Procedure, necessary documents, fee and giro account for payment of the fee for replacement of a foreign Macedonian driving license,
- Procedure, required documents, fee and giro account for payment of the residence registration fee,
 - Procedure, necessary documents, fee and giro account for paying the fee for registration of residence,
 - Procedure, necessary documents, fee and giro account for payment of the fee for personal name change,
 - Procedure, necessary documents, fee and giro account for payment of the vehicle registration fee,
 - Procedure, necessary documents, fee and giro account for payment of the fee for taking a security license and for acquiring a license,
 - Procedure, necessary documents, fee and giro account for payment of the registration fee for detective activity,
 - Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a permit for the import of weapons and ammunition,
 - Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a permit for the sale of weapons and ammunition,
 - Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a residence permit in the Republic of Moldova and for acquiring a temporary identity card,

- Register of official vehicles in the state that are the property of public sector institutions,
 - Statistical data regarding the number of citizenships issued,
 - Statistical data regarding the number of issued ID cards,
 - Statistical data regarding the number of issued permits for possession, carrying, import and sale of weapons and ammunition,
 - Statistical data regarding the number of driver's licenses issued,
 - Statistical data regarding the number of registered vehicles,
 - Statistical data regarding the number of inspections carried out and measures taken for crimes committed,
 - Statistical data regarding the number of measures taken and reports submitted for the protection of public order and peace,
 - Statistical data regarding the number of traffic accidents and traffic violations and
 - Other information and data arising from the competences and work of the institution.
- **Public Safety Bureau:**
- List of all police stations with contact details (address, email address, phone number, etc.)
 - Statistical data regarding the number of inspections carried out and measures taken for crimes committed,
 - Statistical data regarding the number of measures taken and submitted reports for the protection of public order and peace,
 - Statistical data regarding the number of traffic accidents and traffic violations and
 - Other information and data resulting from the competences and work of the institution.

4.5. District - EXTERNAL AFFAIRS

No information has been received about the submitted requests for public information.

In the direction of the consistent implementation of the law, the institutions in the field of foreign affairs, apart from the data that is the legal minimum and that must be published on the web pages, should also publish at least the following information:

- **Ministry of Foreign Affairs:**
- List of authorized officials in the institution who act on the requests of natural and legal persons,
 - List of embassies with contact information (address, email address, phone number, etc.),
 - List of ambassadors with their biographies and contact details,
 - List of consular offices with contact details (address, email address, phone number, etc.),
 - List of consuls with their biographies and contact details,
 - Procedure, required documents, fee and giro account for payment of the fee

for obtaining consular services for domestic citizens,

- Procedure, necessary documents, fee and giro account for payment of the fee for receiving diplomatic services for domestic citizens,
- Statistical data on salaries, representation, accommodation and other expenses of all embassies individually,
- Statistical data on salaries, representation, accommodation and other expenses of all consular missions individually,
- International agreements concluded by the Republic of North Macedonia,
- Data on all other services provided by the MFA in accordance with the law and other data arising from the competences of the MFA.

4.6.Department – FINANCE

From the received data, the following information was requested in the area of finance:

- Number of full-time and fixed-term employees, divided by gender, nationality,
- Procedure, necessary documents, fee and giro account for paying the fee for privatization,
- Way of initiation, condition and compensation in the expropriation procedure,
- Revenue data based on excise duty for cigarettes, tobacco and tobacco products and alcohol,
- Information on the number of employees by institution in the IPA structures,
- Data on budgets and execution of budgets by units of local self-government,
- Overall documentation for public procurement,
- Data on monetary awards paid to administrative officers,
- Data on the amount of debt by units of local self-government,
- Realized employment by periods,
- Data on consumer loans of financial companies,
- Data on decisions following the denationalization procedure,
- Data on expenses for representation,
- Income balances according to final accounts,
- Data on total realized incomes and expenses in the Republic of North Macedonia,
- Data on realized income based on turnover of cannabis processing,
- Data on the number of approved employments (budget approvals),
- Amounts of gold and other precious metals that are managed as foreign exchange reserves,
- Information related to the last census,
- Data from realized customs revenues separately: revenues from VAT, customs duties, excise taxes and other revenues,
- Data on total direct investments in the Republic of North Macedonia,
- Statistical data on the movement of the exchange rate of the denar over a period of time,
- Statistical data on basic interest rates of the National Bank over a period of time,

- Data and biography of members of management and supervisory boards,
 - Data on the movement of financial assets on the account of the Deposit Insurance Fund,
 - Data on the stability of the banking and financial system in the Republic of North Macedonia,
 - Information on the rights of depositors in compensation,
 - Information on the movement of deposits of the population,
 - Number of natural persons who used tax incentives for donations in accordance with the Law on Donations and Sponsorships from Public Activities by the IRS,
 - Number of legal entities (associations and foundations registered in accordance with the Law on Associations and Foundations) that requested tax benefits (exemptions) for donations in accordance with the Law on Donations and Sponsorships from Public Activities,
 - Number of filed appeals and lawsuits against a tax administrative act of the IRS by taxpayers,
 - Data on unpaid claims from the IRS and in what amount were the same from different legal entities,
 - Data from VAT revenues over a period of time,
 - Number of requests for wage subsidies (minimum or gross salary) and number of approved requests,
 - Number of requests for subsidized loans and number of approved requests,
 - Statistical data on beneficiaries of financial support for the payment of wages,
 - Statistical data for users covered by the payment card,
 - Data on legal entities that received financial support as part of the Government's package of measures related to the Covid-19 pandemic,
 - Number of amicably resolved cases in which the State Attorney's Office is involved
 - Data on procedures for the alienation of construction land owned by the Republic of North Macedonia in which the State Attorney's Office is involved and
 - Number of fiscal invoices issued - total, over a period of time.
- In the direction of consistent implementation of the law, the institutions from the field of finance, apart from the data that is the legal minimum and that must be published on the websites, should also publish at least the following information:

○ **Ministry of Finance:**

- Procedure for adoption of the Budget,
- the Republic of North Macedonia budget,
- Fiscal Strategy,
- Budget Circular,
- Budget for the implementation of the National Strategies in all areas,
- Statistical data on total and individual borrowings during the implementation of the budget,
 - Statistics on public debt,

- Statistical data on financial support of local self-government units,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a license to establish a bank,
- Procedure, necessary documents, fee and giro account for starting operation of a branch of banks from EU member states,
 - List of banks operating in the territory of the Republic of North Macedonia,
- Statistical data from the work of the banks as well as reports on performed controls,
- Statistical data on the capital, reserves, profit, losses and financial result of National Bank,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining permission to establish a savings bank,
- Procedure, necessary documents, fee and giro account for the payment of the fee for obtaining a permit for the establishment of a designated company,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a permit for performing a fast money transfer service,
- Name, surname and biography of the members of the Financial Stability Committee,
- Statistical data and reports from the work of the Financial Stability Committee and its subcommittees,
- Statistical data on the funds available to the Deposit Insurance Fund,
- Statistical data on the Deposit Insurance Fund's obligations to depositors,
- Procedure and necessary documents for compensation of depositors,
- List of internal auditors in public institutions with their biographies,
- Statistical data on the number of internal audits performed in public institutions
- Conditions, necessary documents and way of conducting the exam for authorized internal auditors in the state sector,
- Annual report on the functioning of the system of public internal financial control,
- Statistical data on municipalities' own revenues,
- Statistical data on the revenues of the municipalities from personal tax,
- Statistical data on the revenues of the municipalities from donations,
- Statistical data on the revenues of the municipalities from self-contribution,
- Statistical data on the revenues of the municipalities from subsidies from The budget of the the Republic of North Macedonia and from the funds (VAT, dedicated subsidies, capital subsidies, block subsidies and subsidies for delegated authority),
- Composition of the Financial Management and Control Committee with brief biographies of the members,
- Report on the work of the Financial Management and Control Committee,
- Composition of the Audit Committee with brief biographies of the members,
- Report on the work of the Audit Committee,
- Data on denationalization procedures (decisions, court rulings, property returned, bonds awarded, etc.),

- Data on state-owned items, on the manner of their use and disposal,
- Decisions on the granting of use and disposal of state-owned items,
- Data on the costs from the budget for persons hired through APV and the number of persons employed through APV in the public sector,
- Data on the costs from the budget for persons hired through work contracts, copyright contracts and other types of contracts in accordance with the Law on Obligation Relations and the number of persons hired through this type of contracts in the public sector,
- Information regarding the measure "Payment card for young people", worth 3,000 denars for domestic products,
- Data on support instruments and EU projects that have been implemented and are ongoing with data on funds spent and activities implemented,
- Other information and data arising from the competences and work of the institution.

○ **Public Revenue Administration:**

- Statistical data on collected VAT,
- Statistical data on collected excise duties,
- Statistical data on vehicle tax collected,
- Statistical data on collected profit tax,
- Statistical data on personal income tax collected,
- Statistical data on collected personal income tax,
- Statistical data on collected property tax,
- Statistical data on collected utility fees,
- Statistical data on collected administrative fees,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a permit for the production and sale of fiscal equipment,
- Tax return for citizens' VAT,
- Statistical data on the performed controls and imposed sanctions by tax inspectors and
- Other information and data arising from the competences and work of the institution.

○ **Customs Administration:**

- Statistical data regarding the implemented customs procedures and collected revenues from the import of goods and services,
- Statistical data regarding imported goods and services exempted from customs duties,
- Procedure, necessary documents, fee and giro account for payment of the fee for all procedures for the import of goods and services and
- Other information and data arising from the competences and work of the institution.

○ **Office for Property Legal Affairs:**

- Statistical data on privatized state land,
- Contracts for alienation of state land,
- Conditions, procedure and compensation for citizens for expropriation of land,
- Procedure for the protection of citizens and for fair compensation at market

value after land expropriation,

- Methodology for assessment during expropriation,
- Data on state-owned items, on the manner of their use and disposal,
- Procedure, necessary documents, fee and giro account for payment of the fee for the privatization of construction land in state holdership and
- Other information and data arising from the competences and work of the institution.

○ **National Bank of the Republic of North Macedonia:**

- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a license to establish a bank,
- Procedure, necessary documents, fee and giro account for starting operation of a branch of banks from EU member states,
- List of banks operating in the territory of the Republic of North Macedonia,
- Statistical data from the work of the banks as well as reports on performed controls,
- Statistical data on the capital, reserves, profit, losses and financial result of National Bank,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining permission to establish a savings bank,
 - Procedure, necessary documents, fee and giro account for the payment of the fee for obtaining a permit for the establishment of a designated company,
 - Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a permit for performing a fast money transfer service,
 - Information on submitted petitions submitted to the National Bank by consumers in accordance with the Consumer Protection Law at consumer credit agreements,
- Procedure, costs and report for deciding on appeals from consumers submitted to the National Bank;
- National Bank instructions with guidelines for consumers on how to submit a appeal,
- Internal acts of National Bank regulating the procedure in relation to appeals from consumers,
- Application forms that can be used by consumers to submit a appeal to the National Bank,
- Other information and data arising from the competences and work of the institution.

4.7.Area - ECONOMY

From the received data, the following information was requested in the field of economy:

- Number of subsidies paid by type by the Ministry of Economy over a period of time,
- Information on measures for gender equality and women's empowerment which are foreseen in the programs and sub-programs of the Ministry for economics,
- Information on concessions and international agreements,

- Information on the number of employees in the Ministry of Economy, by gender, position,
- Information on employee salaries,
- List of companies that were beneficiaries of the private sector support measure for new markets, competitiveness and modernization from the third package of support measures in dealing with the pandemic,
- Information about members, biography and fees in management and supervisory boards
- Decisions of the CPC,
- Data on planned funds as a permanent and current reserve, as a result of the COVID-19 pandemic,
- Data on realized public procurements related to the Covid-19 pandemic,
- Data on realized expenses related to the Covid-19 pandemic,
 - Data on decisions issued by the CPC for the approved allocation of state aid from the package of measures to deal with Covid-19,
- List of companies (micro, small and medium) that used the measure for interest-free loans and loans with a low interest rate and value of loans taken per company,
 - Data on the companies that used financial support according to the Law on Financial Support and the amount of financial support and
- Statistical data on gender criteria used in granting and using loans from the Development Bank.

In the direction of consistent implementation of the law, the institutions from the field of economy, apart from the data that is the legal minimum and that is compulsorily published on the web pages, should also publish at least the following information:

○ **Ministry of Economy:**

- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a permit for detailed geological research,
- List of companies, localities and fees for permits for detailed geological surveys,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a license for a cabaret, night bar, disco club and open space disco club,
- Register of cabarets, night clubs, disco clubs and outdoor disco clubs,
- Procedure, necessary documents, fee and giro account for payment of the fee for categorization of hotels and restaurants,
- Register of categorized hotels and restaurants,
- Procedure, required documents, fee and giro account for paying the fee for concessions and public-private partnerships,
- All concession agreements and public private partnerships,
- Procedure, necessary documents, fee and giro account for paying the fee for taking the bankruptcy administrator exam,
- List and biography of all bankruptcy trustees,
- Report on the work of the bankruptcy trustees,
- Procedure, necessary documents, fee and giro account for paying the fee for

- taking the exam and acquiring the license for an authorized appraiser,
- List and biography of all authorized appraisers,
- Report on the work of the authorized appraisers,
- Procedure, required documents, fee and giro account for payment of the fee for receiving salary support for grants for children's playhouses,
- Statistical data on the use of grants for children's playhouses,
- Procedure, required documents, fee and giro account for payment of the fee for receiving support for subsidizing 50% of contributions for employees in companies in the tourism, transport and catering sectors and other companies affected by the corona virus,
- Statistical data on the use of the measure subsidizing 50% of contributions for employees in companies in the tourism, transport and catering sectors and other companies affected by the corona virus,
- Number of men and women who received a tourism voucher of 6,000 denars as financial assistance during the COVID-19 crisis,
- Data on funds spent distributed among citizens through the domestic tourism voucher At home is at home,
- Statistical data about revenues from concession agreements and
- Other information and data arising from the competences and work of the institution.

○ **Innovation Fund:**

- Procedure for obtaining grants and other forms of support for innovation,
- List of natural and legal persons who received funds from the Innovation Fund,
- Statistical data regarding the means to support investments, the sustainability of projects and the effects of the same and
- Other information and data arising from the competences and work of the institution.

4.8. Area - TRADE

No information has been received about the submitted requests for public information in the field of trade.

In the direction of the consistent implementation of the law, the institutions in the field of trade, apart from the data that is the legal minimum and that must be published on the web pages, should also publish at least the following information:

○ **Ministry of Economy:**

- Procedure, necessary documents, fee and giro account for payment of the fee for registration of an authorized producer, exporter and importer of tobacco products,
- Register of authorized producers, exporters and importers of tobacco products,
- Procedure, necessary documents, fee and giro account for payment of the fee for registration of brands of tobacco products and related products,
- Register of brands of tobacco products and related products,
- Procedure, necessary documents, fee and giro account for payment of the

fee for acquiring a license to sell alcoholic products,

- Register of licenses for the sale of alcoholic products,
- Statistical data on petitions submitted by citizens for protection as consumers,
- Statistical data on measures and activities taken to protect consumers and
- Other documents from the field of trade and
- Other information and data arising from the competences and work of the institution.

4.9.District - INVESTMENTS

From the received data, the following information was requested in the area of investments:

- Data on the amount of investment state aid granted to foreign investors individually by basis,
- Data on the total number of foreign companies in the Republic of North Macedonia by industrial zones,
- Number of foreign companies receiving state aid and
- Reports on granted state aid submitted to the Commission for the Protection of Competition.

In the direction of the consistent implementation of the law, the institutions in the field of investments, apart from the data that is the legal minimum and that must be published on the websites, should also publish at least the following information:

○ **Agency for Foreign Investments:**

- Contact data from the Agency for Foreign Investments for starting the research procedure, organizing a suitable travel plan and suitable meetings for visiting the country for investors,
- Activities and measures for the care of users who have invested in the Republic of North Macedonia,
- Export Promotion Procedure,
- Procedure for financial support of investors,
- Statistical data regarding investments in the state, including the amount of state aid and various exemptions, benefits, number of employed persons, amount of investments in GDP, etc. and
- Other information and data arising from the competences and work of the institution.

○ **Directorate for Technological Industrial Development Zones:**

- Contact data in the Directorate for Technological Industrial Development Zones for starting a procedure for investing in the zones,
- Data on the TIRZs,
- Conditions and procedure for obtaining 50% support from the government in a maximum period of 10 years,
- Conditions and procedure for obtaining a 10-year exemption from profit tax and a 100% reduction of personal income tax for a period of up to 10

- years,
- Conditions and procedure for obtaining support for capital investment growth and income with a return of 10+10% of investment costs in new machinery and equipment or investments in buildings,
- Conditions and procedure for obtaining an exemption from payment of compensation for the arrangement of construction land,
- Conditions and procedure for obtaining an R&D measure – 50% return on investments,
- Conditions and procedure for obtaining Cash swap for subsidies for paid personal income tax and profit tax n-2,
- Conditions and procedure for obtaining state packages for staff training in order to increase productivity,
- Conditions and procedure for obtaining a long-term lease of land up to 99 years at concessional prices in free zones in the Republic of North Macedonia,
- Conditions and procedure for obtaining services for the construction and lease of facilities by TIRZ,
- Conditions and procedure for obtaining a free connection to natural gas, water supply and sewage network,
- Statistical data regarding the activities in the technological industrial development zones,
- Statistical data regarding state aid and exemptions in technological industrial development zones,
- Statistical data regarding employment in technological industrial development zones, exports, participation in GDP, etc. and
- Other information and data arising from the competences and work of the institution.

4.10. Department - ENERGY

From the received data, the following information was requested in the field of energy:

- Information on implemented public procurement related to the Covid-19 pandemic,
- Overall documentation for public procurement,
- Data on concluded management contracts,
- Data on termination of employment of employees, by title, education, years of work experience and basis for termination of employment,
- Data on new hires over time,
 - Data on employees hired on a fixed-term basis, copyright contract or other basis,
 - Data on import and export of natural gas in the Republic of North Macedonia,
 - Average prices of electricity on the free market (from small hydropower plants) over a period of time,
 - Data on the use of the permanent budget reserve and in what amount,
 - Data on the use of the current budget reserve,
 - Data on the price of hired power (fixed part) for 1m² of heating surface,
 - Minutes from the held regular sessions of the RKE,

- Number of appeals received in RKE from consumers over a period of time, based on the appeal, and the decisions made after the appeals,
 - Data on quantities of imported extra light fuel over a period of time,
 - Data on the average reference price of fuel oil (M1-HC) over a period of time,
 - List of authorized engineers who hold a license to supply heat energy,
 - Data on total import of natural gas in terms of value,
 - List of importers of natural gas,
 - Data for natural gas users,
 - Natural gas consumption data by types of users and
 - Data on licenses issued by RKE.
- In the direction of the consistent implementation of the law, the institutions in the field of energy, apart from the data which is the legal minimum and which must be published on the websites, should also publish at least the following information:

○ **Ministry of Economy:**

- Procedure, necessary documents, fee and giro account for payment of the fee for receiving subsidies for energy efficiency (solar panels, air conditioners, windows, etc.).
- List of natural and legal persons who received subsidies for energy efficiency,
- Statistics regarding energy efficiency subsidies and
- Other information and data arising from the competences and work of the institution.

○ **Energy Regulatory Commission:**

- Methodology for calculating the price of electricity,
- Price of electricity,
- Methodology for calculating the price of natural gas,
- Price of natural gas,
- Methodology for calculating the price of thermal energy,
- Price of thermal energy,
- Methodology for calculating the price of oil and oil derivatives,
- Price of oil and oil derivatives,
- Methodology for calculating the price of renewable energy sources,
- Price of renewable energy sources,
- Methodology for calculating the price of water,
- Water price,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a license for electricity transmission,
- Register of issued licenses for electricity transmission,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a license for organizing and managing the electricity market,
- Register of issued licenses for organizing and managing the electricity market,
- Procedure, necessary documents, fee and giro account for payment of the

- by mixing petroleum derivatives and biofuels,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a license for the transportation of crude oil through an oil pipeline,
- Register of issued licenses for the transportation of crude oil through a pipeline,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a license for the transportation of petroleum products through a pipeline,
- Register of issued licenses for the transportation of petroleum products through the pipeline,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a license for wholesale trade in crude oil, oil derivatives, biofuels and transport fuels,
- Register of issued licenses for wholesale trade in crude oil, oil derivatives, biofuels and transport fuels,
- Procedure for protection of consumer rights before RKE,
- Objection form from individuals and legal entities due to poor quality delivery of services,
- Decisions of the RKE after appeals submitted by individuals and legal entities regarding the quality of the services they receive,
- Report on objections submitted by individuals and legal entities,
- Statistical data on produced electricity, costs of produced electricity, import of electricity, costs of imported electricity, distribution of electricity, losses in relation to electricity and total income and expenditure on these bases and
- Other information and data arising from the competences and work of the institution.

4.11.Area – INDUSTRY

No information has been received on the submitted requests for public information in the field of industry.

In the direction of the consistent implementation of the law, institutions from the field of industry, apart from the data that are legal minimums that must be published on the web pages, should also publish at least the following information:

○ **Ministry of Economy:**

- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining financial support of the industry,
- List of legal entities that requested, received and were rejected for financial support of industrial production and the amount allocated to each of them,
- Statistical data regarding the financial support of the industry, the number of employed persons in the industry, the participation of industry in GDP, etc. and
- Other information and data arising from the competences and work of the institution.

4.12.Field - TOURISM

From the received data, the following information was requested in the field of internal affairs:

- Information on issued tourism vouchers, including users, entities that offered such services, amount of realized tourism vouchers,
- Statistical data on the number of tourists separated by location,
- Statistical data on registered households for rural tourism,
- Data on number of users for support with salaries of tourist guides,
- Individually allocated funds through the Agency for Promotion and Support of Tourism to end users
- NGOs,
- Data for the employees of the Agency for Support and Promotion of Tourism.

In the direction of the consistent implementation of the law, the institutions in the field of tourism, apart from the data which is the legal minimum and which must be published on the websites, should also publish at least the following information:

○ **Ministry of Economy:**

- Statistical data regarding the support that the Government provides to travel agencies,
- Statistical data regarding the number of tourists, income from tourism,
- Data on tourist destinations in the country,
- Register of travel agencies and
- Other information and data arising from the competences and work of the institution.

○ **Agency for promotion and support of tourism:**

- Procedure, necessary documents, fee and giro account for paying the fee for registration of a travel agency,
- Register of travel agencies,
- Procedure, necessary documents, fee and giro account for payment of the fee for receiving support with salaries for tourist guides,
- Payroll support usage statistics for travel guides,
- Procedure, required documents, fee and giro account for payment of the fee for obtaining grants for restaurants and weddings,
- Statistics on the use of grants for restaurants and weddings,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a refund of tourist tax,
- Statistical data on the return of tourist tax to support the tourism sector, as one of the most affected by the crisis and
- Other information and data arising from the competences and work of the institution.

4.13.Area - CRAFT

No information has been received about the submitted requests for public information in the field of handicrafts.

In the direction of the consistent implementation of the law, the institutions in the field of handicrafts, apart from the data which is the legal minimum and which must be published on the web pages, should also publish at least the following information:

○ **Ministry of Economy:**

- Statistical data on granted subsidies for performing craft activities (submitted requests, approved requests, list of craftsmen who received subsidies and amount of subsidies),
- Statistical data on tax reliefs and exemptions for craftsmen,
- Register of Craftsmen and
- Other information and data arising from the competences and work of the institution.

○ **Chamber of Commerce:**

- Procedure, necessary documents, fee and giro account for paying the fee for the registration of a craftsman,
- Register of Craftsmen,
- Procedure, necessary documents, fee and giro account for payment of the fee for acquiring a trade license,
- Procedure and necessary documents for obtaining subsidies for performing craft activities and
- Other information and data arising from the competences and work of the institution.

○ **Public Revenue Administration:**

- Tax reliefs and exemptions for craftsmen and
- Other information and data arising from the competences and work of the institution.

4.14.Area - AGRICULTURE

From the received data, the following information was requested in the field of agriculture:

- Detailed data on disbursed funds and beneficiaries of financial support in agriculture and rural development, including gender-disaggregated data,
- Information on measures to support farmers,
- Information on the work of the sectoral working group for agriculture and rural development, including the participation of the civil sector,
- Data on accredited laboratories for quality control of food products,
- Data on performed inspections,
- Data on performed laboratory analyzes from quality control of food products,
- Data on planned and realized funds under programs for financial support in agriculture and rural development,
- Data on calls for the allocation of funds for citizens' associations, conditions,

evaluation criteria, members of evaluation committees, citizens' associations that have been allocated funds and selection,

- Statistical data on the number of agricultural holdings that receive subsidies by agricultural crops,
- Statistical data on agricultural holdings,
- Statistical data on purchase prices of agricultural crops,
- Statistical data on purchase prices of all agricultural crops,
- Statistical data on the production of agricultural crops in volume and value,
- Statistical data on trade in agricultural products,
- Expenses for official vehicles and
- Complete documentation for public procurement.

In the direction of the consistent implementation of the law, the institutions from the field of agriculture, apart from the data that is the legal minimum and that must be published on the web pages, should also publish at least the following information:

○ **Ministry of Agriculture:**

- Procedure, necessary documents, fee and giro account for payment of the fee for the sale of state-owned agricultural land,
- List of natural and legal persons buyers of agricultural land with purchase and sale contracts,
- Procedure, necessary documents, fee and giro account for payment of fee for lease of agricultural land in state holdership,
- List of natural and legal persons lessees of agricultural land with lease agreements,
- Procedure for registering an agricultural holding,
- List of agricultural holdings,
- Program for financial support of agriculture,
- Procedure, required documents, fee and giro account for payment of the fee for registration in the single register of buyers of agricultural products,
- Procedure, necessary documents, fee and giro account for payment of the fee for registration in the register of buyers,
- Data on the purchasers of agricultural products, the amount of planned purchase, the funds paid for purchase, outstanding debts, and the measures taken by the competent institutions to pay off the debts of the agricultural holdings,
- Data on the intervention measures by the Ministry of Internal Affairs and Communications,
- Procedure, necessary documents, fee and giro account for payment of the fee for acquiring the right to direct payments,
- Report on direct payments made with a list of entities to whom direct payments have been made,
- Procedure, necessary documents, fee and giro account for payment of the fee for receiving support for encouraging agricultural production,
- Report on granted support for agricultural production with a list of subjects to whom this support has been granted,
- Procedure, necessary documents, fee and giro account for payment of the

- fee for receiving support for the modernization of agricultural holdings,
- Report on granted support for the modernization of agricultural holdings with a list of subjects to whom this support has been granted,
- Procedure, necessary documents, fee and giro account for payment of the fee for receiving support for investments for the restructuring of agricultural holdings,
- Report on granted support for the restructuring of agricultural holdings with a list of entities that have been granted this support,
- Procedure, required documents, fee and giro account for
 - payment of the fee for receiving investment support for processing and marketing of agricultural products,
 - Report on granted support for investments for processing and marketing of agricultural products with a list of entities that have been granted this support,
 - Procedure, required documents, fee and giro account for payment of the fee for receiving support for infrastructure investments in agriculture,
 - Report on granted support for infrastructure investments in agriculture with a list of subjects to whom this support has been granted,
 - Procedure, necessary documents, fee and giro account for payment of the fee for obtaining assistance for performing agricultural activity in areas with limited possibility for performing agricultural activity,
 - Report on aid granted for performing agricultural activity in areas with limited possibility for performing agricultural activity with a list of subjects to whom this support has been granted,
 - Procedure, necessary documents, fee and giro account for payment of the fee for obtaining assistance for performing agricultural activity for environmental protection,
- Statistical data on the number of agricultural holdings that receive subsidies by agricultural crops,
- Statistical data on agricultural holdings,
- Statistical data on purchase prices of agricultural crops,
- Statistical data on the production of agricultural crops in volume and value,
- Statistical data on trade in agricultural products,
 - Report on aid granted for carrying out agricultural activity for the protection of the environment with a list of subjects to whom this support has been granted,
- Procedure, necessary documents, fee and giro account for payment of the fee for receiving state aid in agriculture on all grounds (restructuring of farms, investments in agricultural farms, investments in processing and marketing, preservation of traditional landscape and architecture, relocation of buildings from agricultural property, insurance, interest rate subsidization, co-financing of bank guarantees, fuel procurement, purchase, consolidation, technical assistance and support, agricultural holdings, processing and marketing, introduction of higher quality standards, etc.).
- Report on granted state aid in agriculture (restructuring of farms, investments in agricultural farms, investments in processing and marketing, preservation of traditional landscape and architecture,

relocation of buildings from agricultural property, insurance, subsidization of interest rate, co-financing of bank guarantees, procurement of fuel, purchase, consolidation, technical assistance and support, holders of agricultural economy, processing and marketing, introduction of higher standards for quality, etc.) with a list of entities that have been granted this support,

- Data on the areas of professional assistance from the Agency for the Promotion of Agricultural Development, as well as the procedure for obtaining professional assistance,
- Report on aid granted for carrying out agricultural activity for the protection of the environment with a list of subjects to whom this support has been granted,
- Other information and data arising from the competences and work of the institution.

○ **Agency for Financial Support of Agriculture and Rural Development:**

- Program for financial support of agriculture,
- Data on the intervention measures by the Ministry of Internal Affairs and Communications,
- Report on direct payments made with a list of entities to whom direct payments have been made,
- Report on granted support for agricultural production with a list of subjects to whom this support has been granted,
- Report on granted support for the modernization of agricultural holdings with a list of subjects to whom this support has been granted,
- Report on granted support for the restructuring of agricultural holdings with a list of entities that have been granted this support,
- Report on granted support for investments for processing and marketing of agricultural products with a list of entities that have been granted this support,
- Report on granted support for infrastructure investments in agriculture with a list of subjects to whom this support has been granted,
- Report on aid granted for performing agricultural activity in areas with limited possibility for performing agricultural activity with a list of subjects to whom this support has been granted,
- Statistical data on the number of agricultural holdings that receive subsidies by agricultural crops,
- Report on aid granted for carrying out agricultural activity for the protection of the environment with a list of subjects to whom this support has been granted,
- Report on granted state aid in agriculture (restructuring of holdings, investments, in agricultural holdings, investments in processing and marketing, preservation of traditional landscape and architecture, relocation of objects from agricultural property, insurance, subsidization of interest rate, co-financing of bank guarantees, procurement of fuel, purchase, consolidation, technical assistance and support, holders of agricultural economy, processing and marketing, introduction of higher quality standards, etc.) with a list of subjects to whom this support has

- been granted and
- Other information and data arising from the competences and work of the institution.

○ **Agency for encouraging the development of agriculture:**

- Statistical data on agricultural holdings,
- Statistical data on purchase prices of agricultural crops,
- Statistical data on purchase prices of all agricultural crops,
- Statistical data on the production of agricultural crops in volume and value,
- Statistical data on trade in agricultural products,
- Data on the areas of professional assistance from the Agency for the Promotion of Agricultural Development, as well as the procedure for obtaining professional assistance,
- Data on support instruments and EU projects, with the amount of allocated funds and realized activities,
- Statistical data on the assistance given by the Agency to agricultural holdings and
- Other information and data arising from the competences and work of the institution.

4.15.Area – FORESTRY

From the received data, the following information was requested in the field of forestry:

- Biography and remuneration of the members of the management and supervisory board of PE National Forests,
- Reports on forest fires,
- Reports on the implementation of programs and measures,
- Data on issued permits for movement through forests,
- Data on issued permits for the collection of other forest products,
- Data on issued logging permits,
- Data on forest areas,
- Procedure and necessary documents for obtaining permission for logging and
- Statistical data on firewood prices.

In the direction of consistent implementation of the law, the institutions in the field of forestry, apart from the data that are legal minimums that are compulsorily published on the web pages, should also publish at least the following information:

○ **Ministry of Agriculture:**

- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining support for investments to increase the economic value of forests,
- Report on granted support for investments to increase the economic value of forests with a list of entities that have been granted this support,

- Procedure, required documents, fee and giro account for payment of the fee for obtaining support for investments in infrastructure in forestry,
- Report on granted support for infrastructure investments in forestry with a list of entities to which this support has been granted,
- Procedure, necessary documents, fee and giro account for payment of the fee for digging and permanent conversion of forests, – General forest management plan,
- Composition of the National Forestry Council with brief biographies of the members,
- Forest management plans,
- Forest management programs,
- Annual plans for forest management,
- Executive plans for forest management,
- National Open Space Fire Management Plan,
- Composition of the National Outdoor Fire Management Committee with brief biographies of members,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining consent for the construction of a facility in the forest,
- Bans on movement in the forest,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a stamp for tree felling,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a license to perform forestry and cultural works for the activities of felling and harvesting,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a stamp for cutting trees in a state forest,
 - Procedure, necessary documents, fee and giro account for payment of the fee for obtaining approval for felling trees in one's own forest,
 - Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a decision for the sale of wood and wood assortments,
 - List of entities that received a permit for trade in wood and wood assortments,
 - Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a permit for the export of technical firewood and cellulose wood,
 - List of entities that have received permission to export wood and quantities that are exported,
 - Reports on performed monitoring in the forests,
 - Statistical data on issued permits for movement through forests,
 - Statistical data on issued permits for the collection of other forest products,
 - Statistical data on issued logging permits,
 - Statistical data on forest areas and
 - Other information and data resulting from the competences and work of the institution.

○ **PE National Forests:**

- Forest management plans,

- Forest management programs,
- Annual plans for forest management,
- Executive plans for forest management,
- National Open Space Fire Management Plan,
- Bans on movement in the forest,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a stamp for tree felling,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a license to perform forestry and cultural works for the activities of felling and harvesting,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a stamp for cutting trees in a state forest,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining approval for felling trees in one's own forest,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a decision for the sale of wood and wood assortments,
- List of entities that received a permit for trade in wood and wood assortments,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a permit for the export of technical firewood and cellulose wood,
- List of entities that have received permission to export wood and quantities that are exported,
- Reports on performed monitoring in the forests,
- Statistical data on issued permits for movement through forests,
- Statistical data on issued permits for the collection of other forest products,
- Statistical data on issued logging permits,
- Statistical data on forest areas and
- Other information and data arising from the competences and work of the institution.

4.16.Area – WATER SUPPLY

From the received data, the following information was requested in the field of water management:

- Biography of the members of the administrative and supervisory bodies,
- Data on storage facilities,
- Data on the available water supply network,
- Data on water pollutants,
- Data on performed inspections,
- Data on drinking water quality,
- Data on the method of wastewater treatment,
- Data on the degree of water supply network coverage for households,
- Expenses for members of the management and supervisory bodies and
- Overall documentation for public procurement.

In the direction of consistent implementation of the law, the institutions in the field of water management, apart from the data that is the legal minimum and that must be published on the web pages, should also publish at least the following information:

○ **Ministry of Agriculture:**

- Procedure, necessary documents, fee and giro account for payment of the fee for receiving support for infrastructure investments in water management,
- Report on granted support for infrastructure investments in water management with a list of entities that have been granted this support and
- Other information and data arising from the competences and work of the institution.

○ **JSC Vodostopanstvo:**

- Procedure, necessary documents, fee and giro account for payment of the fee for receiving support for infrastructure investments in water management,
- Report on granted support for infrastructure investments in water management with a list of entities that have been granted this support,
- Irrigation contracts concluded by AD Vodostopanstvo,
- Drainage solutions adopted by AD Vodostopanstvo,
- Contracts for the removal of discharged water concluded by AD Vodostopanstvo,
- Contracts for water supply to utility companies and other users,
- Fees charged by AD Vodostopanstvo i
- Other information and data arising from the competences and work of the institution.

4.17.Area - HUNTING AND FISHING

No information has been received about the submitted requests for public information in the field of hunting and fishing.

In the direction of consistent implementation of the law, the institutions in the field of water management, apart from the data that is the legal minimum and that must be published on the web pages, should also publish at least the following information:

○ **Ministry of Agriculture:**

- List of state hunting grounds,
- List of special purpose hunting grounds,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a concession for managing a hunting ground,
- Concession agreements for the management of hunting grounds,
- Reports from concessionaires,
- Procedure, training, necessary documents, fee and giro account for paying the fee for taking a hunting exam and obtaining a hunting permit,
- Fisheries and Aquaculture Management Programme,

- Annual Fisheries Support Program,
- Annual plan for fish management,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a concession for commercial fishing in fishing areas,
- Concession agreements for management of fishing and fishing areas,
- Reports from concessionaires of fishing areas,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a concession for recreational fishing on fishing rieras,
- Concession agreements for recreational fishing on fishing rieras,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a recreational fishing permit,
- Procedure, necessary documents, fee and giro account for payment of the fee for registration in the aquaculture register,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining an aquaculture permit,
- Other information and data arising from the competences and work of the institution.

4.18. Area - FOOD AND VETERINARY

From the received data, the following information was requested in the field of veterinary medicine:

- Information about animal shelters,
- Information on import and export of products of animal origin and
- Procedure and necessary documents for importing animals

In the direction of the consistent implementation of the law, the institutions in the field of veterinary medicine, apart from the data that is the legal minimum and that must be published on the web pages, should also publish at least the following information:

○ **Ministry of Agriculture:**

- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining assistance to achieve higher standards of animal welfare,
 - Report on aid granted to achieve higher standards of animal welfare, with a list of entities to which this support has been granted,
 - Procedure, necessary documents, fee and giro account for payment of the fee for approval of veterinary clinics,
 - List of approved veterinary clinics with contact details,
 - Procedure, necessary documents, fee and giro account for payment of the fee for approval of veterinary clinics,
 - List of approved veterinary clinics with contact details,
 - Procedure, necessary documents, fee and giro account for payment of the fee for approval of veterinary hospitals,
 - List of approved veterinary hospitals with contact details,
 - Procedure, necessary documents, fee and giro account for the payment of the fee for the veterinary authorization decision
- services of the farm for carrying out activities in the field of animal health protection and

– Other information and data arising from the competences and work of the institution.

○ **Food and Veterinary Agency:**

- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining assistance to achieve higher standards of animal welfare,
- Report on aid granted to achieve higher standards of animal welfare, with a list of entities to which this support has been granted,
- Procedure, necessary documents, fee and giro account for payment of the fee for approval of veterinary clinics,
- List of approved veterinary clinics with contact details,
- Procedure, necessary documents, fee and giro account for payment of the fee for approval of veterinary clinics,
- List of approved veterinary clinics with contact details,
- Procedure, necessary documents, fee and giro account for payment of the fee for approval of veterinary hospitals,
- List of approved veterinary hospitals with contact details,
- Procedure, necessary documents, fee and giro account for payment of the fee for the decision to authorize the veterinary services of the farm to perform activities in the field of animal health protection,
- Agreements with veterinary clinics, clinics and hospitals and appointment of authorized veterinarians,
- Contracts of veterinary clinics, clinics and hospitals with breeders,
- Procedure, necessary documents, fee and giro account for payment of the fee for registering and obtaining approval for trading in animals for legal and natural persons-animal traders,
 - List of entities that have been registered and received approval to carry out trade in animals for legal and natural persons-animal traders, – Procedure, required documents, fee and giro account for payment of the fee for obtaining approval for a collection center,
 - List of entities that have been registered and received approval for a collection center,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining approval for a poultry breeding facility and incubator station,
 - List of entities with approval for a poultry breeding facility and hatchery station,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining the approval of carriers and means of transport
- List of entities with approval for carriers and vehicles,
 - Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a license to import animals,
 - List of subjects with approval for import of animals,
 - Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a permit for the transit of animals,
 - List of entities with approval for animal transit,
- Reports regarding controls on imported food and animals,
- Statistical data regarding the import of animals and food and

– Other information and data arising from the competences and work of the institution.

4.19.Area - HEALTH

From the received data, the following information was requested in the field of health:

- Biography and remuneration of the members of the administrative and supervisory bodies of the health facilities.
- Information on the implementation of the Program for active health care of mothers and children,
- Information on the implementation of the Program for Early Detection of Malignant Diseases,
- Information on the implementation of the Program for Systematic Examinations of Pupils and Students,
- Information on the degree of accessibility in facilities and equipment for persons with disabilities,
- Data on employed medical personnel by category,
- Data on implemented programs for the professional development of the medical staff.
- Data on the treatment of patients suffering from COVID-19 (number of patients on oxygen and ventilatory (respiratory) support, number of engaged medical personnel, drugs used, other funds used, expenses incurred),
- Statistical data on the number and type of performed medical services,
- Statistical data on the number of patients / deceased from COVID-19,
- Statistical data on the number of patients / deceased from malignant diseases,
- Statistical data on the number of patients, their age, gender and disease,
- Statistical data on employment, the number of employees, salaries in health institutions,
 - Statistical data on performed systematic reviews,
 - Statistical data on patient hospitalization facilities and the number of hospitalized patients,
 - Mortality statistics on various grounds,
 - Statistical data on the average number of hospital days per patient and
 - Overall documentation for public procurement.

In the direction of consistent implementation of the law, the institutions in the field of health, apart from the data that is the legal minimum and that must be published on the web pages, should also publish at least the following information:

Ministry of Health:

- Procedure and necessary documents for accreditation of health institutions,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining the permission to establish a health facility,
- Procedure and necessary documents for appointing a director and management board of a healthcare facility,
- Procedure, necessary documents, fee and giro account for payment of the

- fee for taking an exam and obtaining a work license for health workers and associates,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a license to work for a healthcare worker - foreign citizen,
- Procedure, necessary documents, fee and giro account for payment of the fee for the renewal of the health worker's work license,
- Procedure, required documents, fee and giro account for paying the fee for specialization
- Procedure, necessary documents, fee and giro account for payment of the fee for exercising the right to treatment abroad,
- Report on submitted, honored, rejected and pending requests for treatment abroad with number and date of receipt of requests,
- Procedure, necessary documents, fee and giro account for payment of the fee for reimbursement of funds for medical services, drugs and medical devices,
- Procedure for obtaining basic health services,
- Review of authorized institutions that can perform preventive examinations of workers,
- Overview of co-financed specializations in the Ministry of Health,
- Register of diagnoses,
- Register of doctors, pharmacists and other health professionals and associates in the National System for Electronic Health Records,
- Register of institutions in the National System for Electronic Records in Healthcare,
- Medicines register,
- Statistical data regarding the funds available to the Fund and the method of their distribution and spending,
- Statistical data on issued and executed prescriptions by type, generic, issued drug, pharmacy, etc.
- Statistical data on the number and type of performed medical services,
- Statistical data on the number of patients / deceased from COVID-19,
- Statistical data on the number of patients / deceased from malignant diseases,
- Statistical data on the number of patients, their age, gender and disease,
- Statistical data on employment, the number of employees, salaries in health institutions,
- Statistical data on performed systematic reviews,
- Statistical data on patient hospitalization facilities and the number of hospitalized patients,
- Mortality statistics on various grounds,
- Statistical data on the average number of hospital days per patient and
- Other information and data arising from the competences and work of the institution.

○ **Health insurance fund:**

- Procedure, necessary documents, fee and giro account for payment of the fee for exercising the right to treatment abroad,

- Report on submitted, honored, rejected and pending requests for treatment abroad with number and date of receipt of requests,
- Procedure, necessary documents, fee and giro account for payment of the fee for reimbursement of funds for medical services, drugs and medical devices,
- Procedure for obtaining basic health services,
 - Statistical data regarding the funds available to the Fund and the method of their distribution and spending,
- Statistical data on the number and type of performed medical services,
- Statistical data on the number of patients, their age, gender and disease,
- Statistical data on employment, the number of employees, salaries in health institutions,
- Statistical data on performed systematic reviews,
 - Statistical data on patient hospitalization facilities and the number of hospitalized patients,
 - Statistical data on the average number of hospital days per patient,
 - List of donations in medicines, equipment, studies, clinical research for health institutions and all other institutions in the field of health and
 - Other information and data arising from the competences and work of the institution.

○ **Agency for Medicines and Medical Devices:**

- List of donations in medicines, equipment, studies, clinical research for health institutions and all other institutions in the field of health,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining approval for placing drugs and medical devices on the market,
- Conditions for the production of medicines and medical devices,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a permit for the import of medicines and medical devices,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a permit for wholesale trade in medicines and medical devices,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a permit for retail sale of medicines and medical devices,
- Report on submitted, accepted, rejected and pending requests for treatment abroad with the number and date of receipt of the requests,
- Procedure, necessary documents, fee and giro account for payment of the fee for reimbursement of funds for medical services, drugs and medical devices and
- Other information and data arising from the competences and work of the institution.

○ **Health facilities:**

- Director's Biography,
- Biography of the members of the supervisory board,
- Report on the work of the institution,
- Director's Work Report,

- Report on the work of the supervisory board,
- Statistical data on patients (number, gender, disability, etc.) and on the budget of the health facility and
- Other information and data arising from the competences and work of the institution.

4.20. Field - EDUCATION AND SCIENCE

From the received data, the following information was requested in the field of education and science:

- Data from the area of textbook purchases,
- Data on implemented public procurements in education,
- Data on investments made in educational institutions,
- Data from the field of human resources, number of employees, type of staff in educational institutions,
- Minutes from inspections carried out by the State Educational Inspectorate,
- Data on the new Concept for Gender Sensitivity and its content, composition of the working group that developed the concept,
- Data on employees whose employment has ended, new hires, takeovers, hired under copyright contracts listed by title and education in educational institutions,
- Data on students enrolled in primary and secondary schools, number, display by ethnic and gender basis,
- Number of students graduating from undergraduate, postgraduate and doctoral studies,
- Number of students with disabilities,
- Number of students with disabilities,
- According to the procedure and conditions for the implementation of the protocols for the work of educational institutions,
- Information about digital devices available in schools, digital learning platforms,
- Information on the equipment of classrooms in primary and secondary schools,
- Status of schools with internet connection,
- Information on the degree of use of an e-diary,
- Data from the field of public procurement in scientific and higher education institutions,
- Data from the field of human resources, number of employees, type of staff in higher education and scientific institutions,
- MANU reports and
 - Information about the competences of MANU and the organizational

structure.

In the direction of the consistent implementation of the law, the institutions in the field of education, apart from the data that is the legal minimum and that must be published on the web pages, should also publish at least the following information:

○ **Ministry of Education and Science:**

- List of all primary schools with contact details (headquarters, email address, contact person),
- List of all secondary schools with contact details (headquarters, email address, contact person),
- List of primary school principals with biographies,
- List of secondary school principals with biographies,
- List of school board members with member biographies,
- Reports on the work of principals of primary schools,
- Reports on the work of secondary school principals,
- Reports on the work of the school boards of primary schools,
- Reports on the work of school boards in secondary schools,
- Procedure, required documents, fee and giro account for payment of the fee for enrollment in primary school,
- Procedure, required documents, fee and giro account for paying the fee for enrollment in secondary school,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a bed in a student dormitory,
- A report on free and filled places in student dormitories with criteria according to which they were filled,
- Procedure, necessary documents, fee and giro account for payment of the fee for receiving a student scholarship on all grounds,
- Data on state grants in all educational institutions,
- Data on state subsidies in school and student dormitories,
- Procedure, necessary documents, fee and giro account for payment of the fee for receiving a student scholarship on all grounds,
- Data on students enrolled in primary and secondary schools, number, display by ethnic and gender basis,
- Number of graduates of undergraduate, postgraduate and doctoral studies in the past,
- Number of students with disabilities,
- Number of students with disabilities,
- Data on the method and conditions for the implementation of the protocols for the work of educational institutions,
- Information about digital devices available in schools, digital learning platforms,
- Information about the equipment of classrooms in primary and secondary schools,
- Status of schools with internet connection and
- Information about the degree of use of e-diary
- Composition of the National Commission for Textbooks with biographies of the members,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining approval for issuing students for secondary and primary education,
- List of approved textbooks with their authors,
- Statistical data on funds spent on printing individual textbooks,

- Report on the selection of printing presses for printing textbooks,
- Ranking lists for innovation grants and exchange of good practices,
- Degree of use of funds from Erasmus+ programmes,
- Criteria and list of points regarding Erasmus projects,
- Composition of the National Council for Higher Education with biographies of the members,
- Procedure, necessary documents, fee and giro account for payment of the fee for enrollment in a higher education institution,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining a bed in a student dormitory,
- Report on free and filled places in the student dormitories with criteria according to which they were filled,
- Procedure, necessary documents, fee and giro account for payment of the fee for receiving a student scholarship on all grounds,
- Procedure, necessary documents, fee and giro account for paying the fee for obtaining a student loan,
- Data on the number of students at each of the higher education institutions,
- Data on the ranking of higher education institutions,
- Register of entities that carry out scientific - research activity,
- Register of Researchers,
- Data on state grants in higher education institutions and
- Other information and data arising from the competences and work of the institution.

○ **Bureau of Education Development:**

- Reports on the work of principals of primary schools,
- Reports on the work of secondary school principals,
- Reports on the work of the school boards of primary schools,
- Reports on the work of school boards in secondary schools,
- Data on state grants in all educational institutions,
- Data on state subsidies in school and student dormitories,
- Statistical data for students with disabilities,
- Statistics on students with disabilities,
- Data on the method and conditions for implementing the covid protocols for the work of educational institutions,
- Information about digital devices available in schools, digital learning platforms,
- Composition of the National Commission for Textbooks with biographies of the members,
- Procedure, necessary documents, fee and giro account for payment of the fee for obtaining approval for issuing textbooks for secondary and primary education,
- List of approved textbooks with their authors,
- Statistical data on funds spent on printing individual textbooks,
- Report on the selection of printing presses for printing textbooks and
- Other information and data arising from the competences and work of the institution.

○ **Agency for Quality in Higher Education:**

- Composition of the National Council for Higher Education with biographies of the members,
- Composition of the Accreditation Council with biographies of the members,
- Composition of the Evaluation Council with biographies of the members,
- Report on the work of the Accreditation Council,
- Report on fees charged to members of the Accreditation Council,
- Report on the work of the Evaluation Council,
- Report on fees charged to members of the Evaluation Council,
- List of accredited higher education institutions,
- Minutes from the process of accreditation of higher education institutions institutions,
- List of accredited higher education programs,
- Minutes from the process of accreditation of higher education programs,
- Minutes from evaluations of higher education institutions and
- Other information and data arising from the competences and work of the institution.

○ **Municipalities:**

- List of all elementary schools in the municipality with contact information (headquarters, email address, contact person),
- List of all secondary schools in the municipality with contact information (headquarters, email address, contact person),
- List of principals of primary schools in the municipality with biographies,
- List of principals of secondary schools in the municipality with biographies,
- List of school board members in schools in the municipality with biographies of the members,
- Reports on the work of the directors of primary schools in the municipality,
- Reports on the work of the principals of secondary schools in the municipality,
- Reports on the work of the school boards of the primary schools in the municipality,
- Reports on the work of the school boards in secondary schools in the municipality and
- Other information and data arising from the competences and work of the institution.

○ **Educational institutions:**

- Director's Biography,
- Biographies of school board members,
- Report on the work of the institution,
- Director's Work Report,

- Report on the work of the school board,
- Statistical data on students (number, gender, disability, etc.) and on the school's budget,
- Procedure, required documents, fee and giro account for payment of the fee for enrollment in the educational institution and
- Other information and data arising from the competences and work of the institution.

○ **MANU:**

- List and biography of the president and members of the bodies,
- List and biography of all academics,
- Report on the work of MANU and
- Other information and data arising from the competences and the work of the institution.

4.21.Field - SPORTS

From the received data, the following were requested in the field of sports information:

- Biography and fees of the members of the administrative and supervisory bodies in the PE for managing sports facilities,
- Reports on the implementation of individual programs and measures by the Agency for Youth and Sports
- Reports from inspections carried out in the Agency for Youth and Sports,
- List of holders of sports pensions,
- List of sports federations,
- Overall documentation for public procurement in the Agency for Youth and Sports and
- Prices of services in sports facilities.

In the direction of the consistent implementation of the law, the institutions in the field of sports, apart from the data which is the legal minimum and which must be published on the web pages, should also publish at least the following information:

○ **Youth and Sports Agency:**

- Register of sports facilities in state and municipal holdership,
- Contracts for concessions of sports facilities in state and municipal holdership,
- Report on the state of sports facilities in state and municipal holdership,
- Report on the costs of maintaining sports facilities in state and municipal holdership,
- Data for all sports federations,
- Statistical data on the work of sports federations,
- Financial reports and activity reports of sports federations,
- Procedure, required documents, fee and giro account for payment the compensation for receiving financial support and compensation of sports federations, sports clubs and athletes, – Report on granted financial support and compensation to sports federations, sports clubs and athletes,
- Procedure, necessary documents, fee and giro account for payment of the

fee for taking the exam for obtaining a license to perform management work in the field of sports,

- Statistical data on sports pensions granted,
- Statistical data regarding the management of sports facilities and
- Other information and data arising from the competences and work of the institution.

○ **PE for management of sports facilities:**

- Register of sports facilities in state and municipal holdership, – Contracts for concessions of sports facilities in state and municipal holdership,
- Report on the state of sports facilities in state and municipal holdership,
- Report on the costs of maintaining sports facilities in state and municipal holdership,
- Statistical data regarding the management of sports facilities and
- Other information and data arising from the competences and work of the institution.

4.22. District - YOUTH

No information has been received about the submitted requests for information of a public nature in the field of youth organization.

In the direction of the consistent implementation of the law, the institutions in the field of youth organization, apart from the data which is the legal minimum and which must be published on the web pages, should also publish at least the following information:

○ **Youth and Sports Agency:**

- Register of forms of youth organization,
- Composition of the National Youth Assembly with biographies of the members,
- Composition of the National Advisory Body for Youth Policies with biographies of the members,
- Local youth councils with members and their biographies,
- National Strategy for Youth,
- Local youth strategies,
- Statistical data regarding the work of all forms of youth organization and
- Other information and data arising from the competences and work of the institution.

○ **Municipalities:**

- Local youth councils with members and their biographies,
- Local youth strategies,
- Office for Youth and Youth Officers with their biographies and contact details,
- Statistical data regarding the work of the office for youth and –
- Other information and data arising from the competences and work of the institution.

4.23. District - LABOR

From the received data, the following information was requested in the field of labor:

- Minutes and decision from the inspection performed by the labor inspectors,
- Statistics on workplace accidents,
- Documents from a procedure for an administrative dispute and a decision to execute a judgment,
- Number of Roma employees,
- Data on adequate and fair representation of community members and data on the gender structure and level of education of employed persons,
- Number of unemployed persons by municipality,
- Requirements for users of active measures and their utilization,
- Beneficiaries of rights from a special employment fund,
- Number of employees at business entities by municipality
- Information on the conditions for the implementation of an internship contract,
- Information on the conditions for implementing admission to insurance,
- Number of submitted requests for the implementation of the purchase of seniority,
- Information on conditions for exercising the right to an old-age pension,
- Information on the conditions for recording data on insurance experience in the records of the Fund,
- Information on how to fill in the data in the MPIN form for the insurance experience, which is considered to have an increased duration,
- Information on changing the data on the working hours after which the admission to the insurance was carried out,
- Number of pensioners, average amount of pension and average age by municipalities,
- Number of disabled people at work by municipalities,
- Data on the amounts of salaries in the PIOSM Fund,
- Rulebook that regulates workplaces where insurance experience is considered to be of increased duration,
- Data on the business space available to the PIOSM Fund,
 - Statistical data on children beneficiaries of family pension by time periods,
- Number of pension beneficiaries by gender and amounts of pensions received,
- Information on the method of calculating the pension basis for determining the amount of pension for employees of the Ministry of the Interior and the Armed Forces,
 - Statistical data on the number of minimum pension recipients,
 - Statistical data on the average amount of paid pensions divided by gender,
 - Number of pensioners and disabled workers for whom the PIOSM Fund withholds part of the pension for membership fees and death benefits,
- Overall documentation for public procurement,
- Information on the method of calculation of the highest amount of pension

and

- Information on the number of persons allocated according to the K-5 program in the PIOSM Fund and
- Other information and data arising from the competences and work of the institution.

In the direction of the consistent implementation of the law, institutions from the field of labor, apart from the data which is the legal minimum and which must be published on the websites, should also publish at least the following information:

○ **Ministry of Labor and Social Policy:**

- List of representative trade unions with contact details,
- List of collective agreements,
- Procedure, necessary documents, fee and giro account for payment of the fee for using the employment agency's services,
- Report on the selection of data by the Employment Agency of the beneficiaries, as well as the approved funds and other benefits,
 - Data on employed and unemployed persons in the state,
 - Data on the profile of employees and unemployed persons
 - Data on the activities of MTSP and ESA with the Ministry of Education and the educational and higher education institutions for providing scarce staff,
- Procedure, necessary documents, fee and giro account for payment of the fee for exercising pension insurance rights,
 - Data on assets with the three pillars of pension insurance,
 - Data on funds from the budget to cover the needs of the Pension and Disability Insurance Fund,
- Procedure and forms for reporting overtime work,
- Procedure and forms for reporting illegalities to employers,
- Other information and data arising from the competences and work of the institution.

○ **Employment agency:**

- Procedure, necessary documents, fee and giro account for payment of the fee for using the employment agency's services,
- Statistical data of selected measures of the Employment Agency with user data, as well as approved funds and other benefits,
- Statistical data on employed and unemployed persons in the country (by gender, age, education, etc.),
- Statistical data regarding the use of unemployment insurance rights,
- Data on the activities of MTSP and ESA with the Ministry of Education and the educational and higher education institutions for the provision of insufficient staff,
- Other information and data arising from the competences and work of the institution.

○ **Pension and disability insurance fund:**

- Procedure, necessary documents, fee and giro account for payment of the fee for exercising pension insurance rights,

- Statistical data for pensioners (salary group, gender, age, etc.)
- Statistical data on the status of assets in the three pillars of pension insurance,
- Statistical data on funds from the budget to cover the needs of the Pension and Disability Insurance Fund,
 - Other information and data arising from the competences and work of the institution.

4.24. Area - SOCIAL PROTECTION

From the received data, the following information was requested in the field of social protection:

- Number of beneficiaries of social assistance by gender,
- Number of elderly people who need carers,
- Number of persons with disabilities who need personal assistance,
- Number of faces families from socially vulnerable groups who were granted a humanitarian package during a state of emergency,
- List of persons from socially vulnerable families from the Roma community who have not received assistance,
- Information on procedures for exercising the right to permanent financial assistance,
- Number of cases awaiting decisions and number of submitted appeals based on negative decisions for Care by another person, Guaranteed minimum assistance, Child allowance and Social assistance,
- Information on submitted and accepted requests for rights to financial assistance from social protection for all parties and especially for persons from the Roma community,
- Information / data on asylum seekers, their number in shelters, appointed guardians, how many of them are minors and the impact of covid-19 in accommodation facilities,
- Information on social rights and services used by foreigners with regular residence in the country,
- Information and number of visas granted for humanitarian reasons to enter the the Republic of North Macedonia on the basis of asylum seekers and family reunification,
 - Information and number of cases related to the crime of human trafficking and child trafficking (number of victims and perpetrators, gender, age),
- Information for single parents and single-parent families on rights to financial assistance from social protection and services from social protection,
- Information on the procedure and necessary documents for placing under guardianship a person who is placed in a geriatric institution,
- Information from the Service for Social Inclusion of Persons at Risk, for guardians of unaccompanied children - foreigners,
- List of Services in YUMCSR and their number,
- Information on the procedure for exercising the right to Guaranteed Minimum Assistance,
- Information on how many people have received consent to independently

- perform social protection work as a professional activity,
- Statistical data on the number of cases of violence against women, persons with disabilities and emotional abuse,
- Information on received donations,
- Information on exercising the right to Guaranteed Minimum Assistance from the Services in the municipalities under the YUMCSR,
- Information on committed gender-based and family violence, registered victims and imposed measures for the protection of victims,
- Number of persons - women victims of domestic violence,
- Number of persons with disabilities - victims of domestic violence,
- Statistical data on social pension,
- Data for users of public kitchens,
- Number of days per week for realized meals for citizens,
- Number of prepared solutions for quarantine accommodation of asylum seekers and
- Data on the number of children by age placed in state institutions, foster families, placed in a small group home.

In the direction of the consistent implementation of the law, the institutions in the field of social protection, apart from the data that is the legal minimum and that must be published on the web pages, should also publish at least the following information:

○ **Ministry of Labor and Social Policy:**

- List of public institutions inter-municipal centers for social affairs (JUMCSR) with contact data (address, e-mail address, official telephone numbers,
- List of certified sign language interpreters,
- Directors of YUMCSR with their biography,
- Members of the management bodies of the YUMCSSR with their biographies,
- Reports on work of YUMCSR,
- Procedure, necessary documents, fee and giro account for payment of the fee for exercising the right to be guaranteed minimum aid,
- Procedure, necessary documents, compensation and giro account for payment of the compensation for exercising the right to compensation due to disability,
- Procedure, necessary documents, fee and giro account for payment of the fee for exercising the right to compensation for assistance and care of another person,
- Procedure, necessary documents, fee and giro account for payment of the fee for exercising the right to compensation for short-time work,
- Procedure, necessary documents, fee and giro account for payment of the fee for exercising the right to housing allowance,
- Procedure, necessary documents, fee and giro account for payment of the fee for exercising the right to a permanent allowance, – Procedure, necessary documents, fee and giro account for payment of the fee for exercising the right

to a one-time allowance,

- Register of institutions for social protection,
- Register of associations of citizens in the field of social protection,
- Register of National Disability Organizations,
- Statistical data on provided and allocated funds according to the various rights of social protection,
- Statistical data for holders of social rights, by different structure (gender, ethnic, educational, age, marital status),
- Statistics on domestic violence,
- Statistics on single parents,
- Data on the work, selection and remuneration of the governing bodies,
- Data on spent budget funds of the CSAR and
- Other information and data arising from the competences and work of the institution.

○ **JUMCSR:**

- Director of JUMCSR with his biography,
- Members of the management bodies of the JUMCSSR with their biographies,
- Reports on work of JUMCSR,
- Procedure, necessary documents, fee and giro account for payment of the fee for exercising the right to guaranteed minimum assistance,
- Procedure, necessary documents, compensation and giro account for payment of the compensation for exercising the right to compensation due to disability,
- Procedure, necessary documents, fee and giro account for payment of the fee for exercising the right to compensation for assistance and care of another person,
- Procedure, necessary documents, fee and giro account for payment of the fee for exercising the right to compensation for short-time work,
- Procedure, necessary documents, fee and giro account for payment of the fee for exercising the right to housing allowance,
- Procedure, necessary documents, fee and giro account for payment of the fee for exercising the right to a permanent allowance,
- Procedure, necessary documents, fee and giro account for payment of the fee for exercising the right to a one-time allowance,
- Statistical data on decisions on rights claims,
- Statistical data on provided and allocated funds according to the various rights of social protection,
- Statistics on domestic violence at the center level,
- Statistical data on the waiting time for a response to requests for the use of social rights,
- Statistics on single parents at center level,
- Data on spent budget funds of the CSAR and
- Other information and data arising from the competences and work of the institution.

4.25.Area - CHILD PROTECTION

From the received data, the following information was requested in the field of child protection:

- Information on how much money has been spent on helping and protecting children in conflict with the law and child victims,
- Information on the protection and education of children and young people,
- Information about kindergartens and Covid-19 measures,
- Information on children in state care, children in institutions with disabilities, children in educational, disciplinary and correctional homes, by age,
- Total number of children in foster families, in small group homes,
- Data on street children,
- Number of children separated from their parents as a result of court decisions based on i
- Total number of certificates issued for exemption from work duties (absence from work) of parents for the purpose of caring for a child, issued in accordance with the measures adopted by the Government for the prevention of the spread of the disease COVID-19.

In the direction of the consistent implementation of the law, the institutions in the field of child protection, apart from the data which is the legal minimum and which must be published on the websites, should also publish at least the following information:

○ **Ministry of Labor and Social Policy:**

- List of all institutions for children with contact data (address, email address and contact person),
- List of directors of institutions for children with their biographies,
- List of members of the management bodies of institutions for children with their biographies,
- Procedure, necessary documents, fee and giro account for payment of the fee for establishing an institution for children,
- Procedure, necessary documents, fee and giro account for payment of the fee for enrolling a child in a children's institution,
 - Procedure, necessary documents, fee and giro account for payment of the fee for acquiring the right to child allowance,
 - Procedure, necessary documents, fee and giro account for payment of the fee for acquiring the right to a one-time financial aid for a newborn,
 - Procedure, necessary documents, fee and giro account for payment of the fee for acquiring the right to a special allowance,
 - Procedure, necessary documents, fee and giro account for payment of the fee for acquiring the right to parental allowance for a child,
 - Procedure, necessary documents, fee and giro account for payment of the fee for acquiring the right to education allowance,
 - Procedure, necessary documents, fee and giro account for payment of the fee for acquiring the right to participation,
- Register of Agencies for providing services for keeping and caring for children of preschool age,

- Register of natural persons who independently perform certain tasks from the activity of caring for and raising children as a professional activity,
- Statistical data on the work of institutions for children,
 - Report on grants and funds from the budget for the establishment and operation of institutions for children,
 - Information on the number of children in institutions for children (gender and age of the same as involvement in a regular educational process),
 - Other information and data arising from the competences and work of the institution.

○ **Municipalities:**

- List of all institutions for children in the municipality with contact details (headquarters, email address, contact person),
- List of directors of institutions for children in the municipality with biographies,
- List of board members in the children's institutions in the municipality with biographies of the members,
- Reports on the work of directors of institutions for children in municipality
- Statistical data on the work of institutions for children in the municipality and
- Other information and data arising from the competences and work of the institution.

○ **Institutions for children:**

- Director's Biography,
- Biographies of board members,
- Report on the work of the institution,
- Director's Work Report,
- Report on the work of the boards,
- Statistical data on children (number, gender, disability, etc.) and on the institution's budget,
- Procedure, required documents, fee and giro account for payment of the fee for enrolling children in the institution for children and
- Other information and data arising from the competences and work of the institution.

4.26.District - LOCAL

SELF-GOVERNMENT AND REGIONAL DEVELOPMENT

From the received data, the following information was requested in the units of local self-government and regional development:

- Budget of the municipality and final account,
- Annual and quarterly financial reports of the municipality,
- Civil budget,
- Detailed Urban Plan,

- Minutes and decisions from the Council of the Municipality,
- Reports from the realization of project activities,
- Reports from completed inspections,
- Information on contracts for alienation of construction land,
- Information on allocated financial resources to support sports clubs,
- Information about consultative meetings held with citizens and the civil sector,
- Information on consultations held during the preparation of strategic and program documents of the municipality,
- Information on property tax procedure,
- Information on the procedure for submitting a civil initiative,
- Information about the procedure and the entire documentation for applying for financial support from the municipality,
- Information on measures taken by the municipality to protect against COVID-19,
- Information on measures taken to deal with homeless dogs in the municipality,
 - Information on the degree of accessibility for persons with disabilities in the facilities of the municipality,
 - List of legal entities that possess a B integrated permit in the municipality,
 - List of councilors of the municipality with their biography,
 - Data on the number of civic initiatives held,
 - Data on the number of inhabitants connected to a public water supply system,
 - Data on adopted decisions for approval of cutting and trimming of urban greenery,
 - Data on pollutants and pollution on the territory of the municipality,
 - Data on sister municipalities,
 - Data on issued building permits in municipalities
 - Data on issued approvals for the installation of urban equipment,
 - Data on the payment of funds to the media,
 - Data on public enterprises established by the municipality,
 - Air quality data,
 - Data on the current debt of the municipality,
 - Data on costs incurred for holding events in the municipality,
 - Data on realized income from tax collection,
 - Data on wages and benefits by category,
 - Data on property legalization cases,
 - Data on youth support programs and measures,
 - Data on average prices for construction and agricultural land,
 - Data on registered catering establishments,
 - Contracts concluded after public procurement,
 - Statistical data regarding the number of employed persons during the year,
 - Statistical data on the number of inhabitants on the territory of the municipality,
 - Statistical data on the number of certificates issued by the DUP,
 - Statute of the municipality,
 - Strategic plans and program documents of the municipality,

- Overall documentation for public procurement.

In the direction of the consistent implementation of the law, in the area of local self-government and regional development, apart from the data that is the legal minimum and that must be published on the website, at least the following information should be published:

○ **Ministry of Local Self-Government:**

- List of all units of local self-government with contact data (address, email address and contact person),
- List of mayors,
- List of competences of local self-government units,
- Statistical data about the work of local self-government units,
- Links to the official bulletins of the local self-government units,
- Statistical data on budget funds allocated to local self-government units,
- List of Planning Regions, with managers, their brief biographies and contact details (headquarters, email address and contact person),
- Reports on the work of planning regions,
- List of agreements for inter-municipal cooperation,
- Regional initiatives and investments,
- Calls for cross-border cooperation with neighboring countries and
- Other information and data arising from the competences and work of the institution.

○ **Local self-government units:**

- Data on elected and appointed persons from the municipality with their brief biographies,
- Report on budget funds received by the municipality,
- Number of beneficiaries and type of social assistance from the municipality's budget,
- Report on issued building permits,
- Report on issued decisions to determine the status of illegally built buildings,
- Movable and immovable property owned by the municipality,
- Council's Rules of Procedure,
- Landfills on the territory of the municipality,
- Kindergartens (public and private) on the territory of the municipality,
- Granted B-integrated environmental permits,
- Homes for the elderly (public and private) on the territory of the municipality,
- Final bill,
- Report on the realization of public procurements,
- Report of the State Audit Office Public Enterprises (link, contact, service prices),
- Licenses issued for the removal of damaged and defective vehicles,
- Industrial zones on the territory of the municipality,
- Information about the sessions of the Council (agenda, minutes, etc.) decisions)

- Information on urban and local communities,
 - Information on financing civil society organizations,
 - Information about the members of the Council with contacts,
 - Public institutions established by the municipality with access for persons with disabilities,
 - Environmental cadastre,
 - Cadastre of noise makers,
 - Cadastre of waste generators,
 - Quarterly and annual financial reports,
 - Quarterly reports on performed inspection supervision,
 - Committees of the Council,
 - Use of construction land for the purpose of carrying out procedures for concession or public private partnership,
 - List of public information,
 - List of small scale commercial activities,
 - List of small-scale tourism activities,
 - List of small-scale catering activities,
 - List of services in rural, ethnic and ecological tourism,
 - List of services provided by the municipality,
 - Museum records and documentation,
 - Immovable property owned by the municipality,
 - Objects from the field of culture on the territory of the municipality (local and national),
 - Facilities with a certificate for energy characteristics,
 - Responsible person for easier access and support for people with disabilities (with contact),
 - Elementary schools in the municipality (public and private),
 - Markets on the territory of the municipality,
 - Parking lots on the territory of the municipality,
 - Public procurement plan,
 - Submitted requests for legalization and legalized facilities,
 - Carriers and motor vehicles registered for the transportation of passengers and goods in road traffic,
 - Overview of streets with building numbers,
 - budget proposal,
 - Proposal planning documents,
 - Proposed urban plans on the territory of the municipality (GUP and DUPs),
 - Program for commemorating important events and distinguished persons with memorials,
 - Program Financial Statements,
 - Projects of the municipality (implemented and in the implementation phase),
 - Register of civil organizations,
 - Systematization of jobs,
- official gazette,
- Official person for mediating public information,
- Collection centers for electrical and electronic equipment,

- Monuments and memorial landmarks on the territory of the municipality,
- Sports facilities on the territory of the municipality,
- Secondary schools (municipal, state and private),
- Waste generation rate,
- Statute of the municipality,
- Strategy / Environmental Program,
- Strategy / program for culture,
- Strategy / Program for local economic development,
- Strategy / Education Program,
- Work force structure in the municipality,
- Instructions for providing the services,
- adopted budget,
- Adopted planning documents,
- Adopted urban plans on the territory of the municipality (GUP and DUPs),
- Institutions for social protection of different categories of citizens,
- Financial reports of public enterprises and institutions,
- Forms forms for the service and
- Other information and data arising from the competences and work of the institution.

4.27.Field - CULTURE

From the received data, the following information was requested in the field of culture:

- Statute of institutions in the field of culture,
- Budget and financial reports of institutions in the field of culture,
 - Number of employees divided by different categories
- Data on salaries of employees in institutions in the field of culture,
- Information about the equipment available to the institution,
- Information about implemented projects in cultural institutions,
- Information about donor projects in cultural institutions,
- Procedure and documentation related to the selection of directors of institutions in the field of culture,
- Documents related to the work of the National Commission for the Management of World Natural and Cultural Heritage in the Ohrid Region,
 - Data on spent budget funds for cultural events,
- Prepared reports that refer to monuments, memorial landmarks, sculptural compositions and sculptures made by the Working Group for the preparation of an Analysis on the realization and consequences of the so-called "Project Skopje 2014",
- Information on the procedure, criteria, evaluation and results of conducted competitions in the field of culture,
- Overall documentation for public procurement in institutions in the field of culture,
- List of persons hired as external collaborators, with data on their financial payments by the Film Agency,
- Data on concluded contracts of the Film Agency with production companies,

- Minutes of sessions of management and supervisory boards of institutions in the field of culture,
- Method of conducting the re-audition for the actors,
- Information about members, biographies and fees of management and supervisory boards in institutions in the field of culture,
- Total number of employees and hired artists,
- Information regarding the Program for the construction of new facilities and for the reconstruction, rehabilitation and adaptation of existing facilities used by national institutions in the field of culture,
- Information on the method of determining the salaries of cultural workers,
- Fund for library books,
- Report on activities undertaken in relation to cultural heritage in the UNESCO region,
- Plan for undertaking activities for the protection of cultural heritage in the UNESCO region,
- Data on the number of visitors to cultural institutions,
- Data on the number of visitors to cultural events and
- Information about prices in cultural institutions.

In the direction of the consistent implementation of the law, in the field of culture, apart from the data that is the legal minimum and that must be published on the website, the following information should also be published at least:

○ **Ministry of culture:**

- National Strategy for Culture,
- Report on the implementation of the national strategy,
- Funds spent on the realization of the activities of the National Strategy,
- List of all institutions in the field of culture in the country with contact data (headquarters, email address and contact person),
- Procedure, required documents, fee and giro account for fee for establishment of cultural institutions,
- Subsidies from the budget for each of the institutions in the field of culture,
- Municipal funds for financing institutions in the field of culture,
- List of directors in cultural institutions and establishments with their biographies,
- List of members of the management boards in the institutions and establishments of the regional culture, biographies and fees,
- Annual programs of national cultural institutions,
 - Annual competitions for financing projects of national interest in separate areas and activities,
- Procedure and documents for registering the annual announcements,
- List of projects approved for financing as well as rejected projects with content of the projects themselves that have been approved and rejected,
- Report on the implementation of the approved projects as well as the financial resources paid for it,
- List of immovable and movable cultural heritage,
- Report on funds provided and spent for the protection of cultural heritage

with data on funds for each of the cultural heritages and

- Other information and data arising from the competences and work of the institution.

○ **Administration for the Protection of Cultural Heritage:**

- A list of approved projects for financing as well as rejected projects with the content of the projects themselves that have been approved and rejected,
 - Report on the implementation of the selected projects as well as on the financial resources paid for it,
- List of immovable and movable cultural heritage,
 - Report on provided and spent funds for the protection of cultural heritage with data on funds for each of the cultural heritages,
 - Report on activities undertaken in relation to cultural heritage in the UNESCO region,
- Plan for undertaking activities for the protection of cultural heritage in the UNESCO region and
- Other information and data arising from the competences and work of the institution.

○ **Film Agency:**

- List of projects approved for financing as well as rejected projects with the content of the projects themselves that have been approved and rejected,
 - Report on the realization of the selected projects as well as on the financial ones
 - funds paid for it,
 - List of persons hired as external collaborators, with data on their financial payments by the Film Agency,
 - Data on concluded contracts of the Film Agency with production companies and
 - Other information and data arising from the competences and work of the institution.

○ **Municipalities:**

- List of all institutions in the field of culture in the municipality with contact information (headquarters, email address, contact person),
 - List of directors of cultural institutions in the municipality with biographies,
 - List of board members in cultural institutions in the municipality with biographies of the members,
 - Reports on the work of the directors of institutions in the field of culture,
 - Statistical data on the work of institutions in the field of culture and
 - Other information and data arising from the competences and work of the institution.

○ **Institutions in the field of culture:**

- Director's Biography,
- Biographies of board members,
- Report on the work of the institution,
- Director's Work Report,

- Report on the work of the boards,
- Statistical data on the work of the institution and on the budget of the institution and
- Other information and data arising from the competences and work of the institution.

4.28.Area - INFORMATION SOCIETY

No information has been received about the submitted requests for public information in the field of the information society.

In the direction of consistent implementation of the law, in the area of the information society, in addition to the data that is the legal minimum and that must be published on the web pages, at least the following information should be published:

Ministry of Information Society and Administration:

- List of all information systems in the country,
- List of ICT equipment available to the institutions,
- Report on the number of electronic services provided by citizens,
- Report on spent funds for the development of new ICT systems,
- Report on spent funds for the maintenance of existing ICT systems,
- List of electronic services offered by institutions and
 - Other information and data arising from the competences and work of the institution.

○ **MARNETT**

- Procedure, necessary documents and fee for buying a domain and
- Other information and data arising from the competences and work of the institution.

4.29.Area - PUBLIC ADMINISTRATION

From the received data, the following information was requested in the area of administration:

- Cadastral data for the headquarters and regional offices of the State Administrative Inspectorate,
- Information on competences and powers of administrative inspectors,
 - Overall documentation related to public procurement,
- Data on employees by age, gender, education, seniority, employment, termination of employment, union membership,
- Information on using budget funds as a result of the covid pandemic
- The letters of credence of the ambassadors,
- Resolutions for pardons have been passed,
- Information on the President's pardon powers,
- Information about members, biographies and fees of management and supervisory boards,

- Business travel expenses data,
- Information on the implementation of project activities,
- Data on expenses for representation,
 - Data on beneficiaries of government economic measures to deal with the consequences of the covid crisis,
 - Data on users of other government economic measures,
 - Documents related to the sessions of the Government (agenda, minutes...),
 - Data on costs to copyright agencies,
 - Procedure, criteria, method of evaluation and results, for allocating funds to associations and foundations,
 - appeals received from associations and foundations following procedures for allocation of funds,
 - Memorandums of cooperation concluded,
 - Data on contracts concluded and payments made to journalists and media,
 - Contracts with foreign and domestic investors for state aid,
 - Data on official vehicles of the Government and ministries,
 - Data on alienation of state land,
 - Information on disciplinary procedures of employees,
 - Annual work reports,
 - Reports on completed inspection supervision,
 - Motivational letters and biographies of officials,
 - Number of state exams that the Inspection Council has conducted,
 - Number of inspectorates in the Republic of North Macedonia inspectorates over a period of time,
 - Data on the number of candidates for the inspector exam and the number of passed candidates who obtained a license (for each type of inspector separately),
 - Number of appeals submitted to the Commission of the Agency for Administration and the basis of the appeals,
 - Statistical data regarding the disciplinary procedures decided by the Agency for Administration,
 - Recordings of taking exams of administrative officers,
 - Data on decision-making procedures in the second degree in the field of inspection supervision and misdemeanor procedure,
 - Survey sheets (in case of election, change of property status or termination of office/employment),
 - Number of reports submitted to the SCCC by citizens with suspicion of corrupt behavior, abuse of public office, existence of conflict of interest, number of cases initiated based on reports, number of cases initiated on their own initiative and number of misdemeanor proceedings initiated,
 - Number and type of appeals regarding violation of the right to protection of personal data, and
 - Number and type of appeals regarding the violation of the right to protection of personal data of children.

In the direction of consistent implementation of the law, in the area of administration, in addition to the data that is the legal minimum and that must be

published on the website, at least the following information should be published:

○ **Assembly of the Republic of North Macedonia**

- Data on the number of proposed laws in urgent and abbreviated procedure,
- Data on the number of laws proposed by MPs,
- Data on the number of laws proposed by the Government,
- Data on the number of laws proposed by other proposers,
- Reports on conducted supervisory hearings,
- Report on elections and appointments of public office holders by the Assembly with a brief biography of the registered and elected candidates and
- Other information and data arising from the competences and work of the institution.

○ **Ministry of Information Society and Administration:**

- National strategy for public administration reform,
- Reports on the implementation of the national strategy for public administration reform,
 - Report on spent funds for the implementation of the National Strategy for Public Administration Reform,
 - Report on the number of employees in the public sector,
 - Report on fixed-term contracts in the public sector,
 - Report on copyright contracts, work contracts and other contracts with which persons are engaged in the public sector,
 - Statistical data on the number of submitted requests of citizens for the exercise of rights and legal interests before state institutions, the number of resolved cases, the deadline for resolution and the number of backlogged cases,
- Data on the number of reports prepared for the assessment of the impact of the regulation,
- Data on the number of proposed and adopted laws,
- Data on financial resources to support civil society organizations,
- List of civil society organizations with the amount of financial support received from the Government, ministries, other institutions, and
- Other information and data arising from the competences and work of the institution.