

Every citizen has the right to be informed, and to know how local and central public institutions function level. To know how the public money, which is theirs, is spent rights and how he can use them. Use your right of access to public information!

**Public information is public, not secret.
You have the right to be informed.**

You have the right to know!

www.aspi.mk

WHAT INFORMATION IS PUBLIC?

-Any information created by or with which the holder of the information disposes in accordance with their competencies is public.

WHO HAS THE RIGHT TO REQUEST PUBLIC INFORMATION?

-Any domestic or foreign natural and legal person.

DO THE INFORMATION REQUESTERS NEED TO ELABORATE ON WHY THEY ARE REQUESTING PUBLIC INFORMATION?

- **No.** No one may ask you to justify your request for access to information.

WHO IS OBLIGED TO PROVIDE ACCESS TO INFORMATION?

According to the Law, holders of information are:

- *The state authorities and other authorities and organizations established by law, the municipalities, the City of Skopje and the municipalities in the city of Skopje, as well as the courts;*
- *Institutions, public services, public enterprises, legal and natural persons exercising public powers determined by law and activities of public interest (schools, hospitals, theatres, cultural centres, sports associations, etc.);*
- *Political parties in terms of their income and expenditure.*

You can check who is the holder of the information on the website of the Agency: LIST OF HOLDERS OF INFORMATION | AGENCY FOR THE PROTECTION OF THE RIGHT OF FREE ACCESS TO PUBLIC INFORMATION (www.aspi.mk)

HOW TO REQUEST ACCESS TO INFORMATION?

You can submit a request for access to public information to the holder of the information:

- *Orally,*
- *In written form, or*
- *Electronically (by mail or through the e-portal for applicants which you can find on the Agency's website: www.aspi.mk).*

Visit, register and submit an electronic access to information request to all information holders. If you are not satisfied

with the answer, you can submit an appeal to the Agency electronically.

A form of the Request for Free Access to Information can be found on the Agency's website. The form is not mandatory, but it may help you. If you do not use the form, state in your request that it is a request for access to public information.

IS THE PUBLIC ADMINISTRATION OBLIGED TO HELP THE REQUESTER?

Yes. The information holder must help the applicant.

WHEN TO EXPECT A RESPONSE TO THE REQUEST?

You should receive the answer immediately, but not later than the legally determined period of 20 days. In case of a verbal request, you should receive the information immediately, but no later than 5 days after the request. In exceptional cases, the request could be answered in a longer period, but not more than 30 days.

The deadline can be extended in case:

- when the information is of a larger scale;
- when partial access is provided.

IN WHAT FORM CAN THE INFORMATION BE GIVEN TO YOU?

You can get access to the requested information in several ways:

- You can perform on-the-spot *insight* into the information you are looking for,
- To get a *photocopy, transcript* or
- To be delivered to you *by mail* or *electronically* in your email inbox.

The applicant has the right to choose the form of access by stating it in the application.

WHAT TO EXPECT AFTER YOU SUBMIT YOUR WRITTEN REQUEST?

The holder of the information can:

- provide the requested information (in full or in part) by making a reasoned decision; Forward the request to another information holder;
- refuse access to the information with a reasoned decision.

WHAT CAN BE DONE IF THE ANSWER IS NOT SATISFACTORY?

If you do not receive an answer within the legally prescribed period or if you are not satisfied with the answer, you have the right to appeal to the Agency for the Protection of the Right to Free Access to Public Information. The appeal form can be found on the Agency's website.

WHAT SHOULD THE COMPLAINT CONTAIN?

In the appeal, you should state:

- name of the holder of the information who made or failed to make a decision and;
- the reasons for which you are not satisfied with the solution or not adopting

the same.

Attach the request that you submitted and the decision that you dispute, if it was made. The complaint, signed by the applicant/complainant, is submitted in writing to the Agency for the Protection of the Right to Free Access to Information, i.e. information of a public nature, within 15 days from the day of receipt of the contested decision or after the expiration of 20 - that day in case of failure to adopt a decision.

Visit the Agency's website:

www.aspi.mk

Use your right to free access to public information!