

Promoting transparency and accountability in public administration

METHODOLOGY

FOR THE IMPLEMENTATION OF THE MONITORING FOR

PROACTIVE PUBLISHING OF PUBLIC INFORMATION

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The following method is intended to demonstrate in brief the procedures that should be taken when the Agency for the protection of the right to free access to public information undertakes monitoring on the web pages of the holders of public information.

I. Subject of monitoring

Monitoring is focused on checking the categories of information that should be reviewed and updated regularly. Everything is published on the pages of the holders of public information under the provisions of Member 9 and Article 10 of The Law for Free Access to Public Public Information (LFAPI).

II. Purpose of the monitoring

The purpose of monitoring is to detect the circumstances in the implementation of the requirement of holders of public information to publish proactive information on their web pages in 22 categories. This contributes to the Agency's competence in implementing LFAPI regulations and strengthens the capacities of public information holders in terms of increased transparency and openness. Similarly, monitoring will help to better identify the need for training for authorities who possess information.

III. The importance of proactive publishing

The proactive publication of information is significant because it allows citizens to be informed about the operations of public information holders without having to file requests for access to information from public entities. Proactive publication fosters the overall culture of openness and transparency in public organizations. Third, but not least, she enhances people's knowledge of their right to access information owned by public entities, as well as their responsibility to allow such access.

IV. Who are the holders of public information according to LFAPI?

According to the law, if you have the information on the following:

- the organs of state authority, as well as additional organs and organizations formed by legislation

- the municipal organs, the city of Skopje, and the municipalities within the city of Skopje,
- Install the public services.
- legal and physical individuals who fulfil public powers specified by law and actions for the public good.
- Political parties under the section on revenue and costs.

The definition of information holders is supplied in Article 3, point 1 of LFAPI, and it is defined in the guide for delegation of jurisdiction (page 3) and the manual for applicants (page 1).

Scope of Monitoring

Significantly, the large number of information you have vs. the restricted capacity on which the Agency imposes monitoring yes, everything performs on a specific category of information that you have. Aside from that, no explicit legal responsibility exists for the Agency to conduct monitoring. Everything is done voluntarily, with no specific resources designated for this one activity, within the framework of the Agency's overall authority, and everything is concerned with enforcing the terms of the law governing open access to public information.

On the other hand, distinct groups of information holders signify and differ in terms of their functions, profile, and significance to a larger group of residents. For example, the importance of transparency in a Ministry, Agency, or municipality in terms of its effect on society and people's rights is not equivalent to sports associations, federations, or theatres. As a result, frequent monitoring is worthwhile. Everything concentrates on the more prominent institutions, rather than the latter groupings.

WE. Groups of information holders

Both of the most important groups on information have a wide range of functions that have a significant impact on citizens' lives, and they receive adequate funding from the public budget to support proactive publishing, including all state administration organs and local self-government units. The third group consists of the greatest public firms, which have a significant influence on residents and how their users interact with public services.

VII. The frequency of the monitoring

Monitoring can be done once a year, annually, or over a longer length of time. To provide comparability of outcomes and whatever they utilize for problem detection, the need for strategy training and development, is worth it, and everything is implemented regularly.

For the priority group, all of the state administration's organs conduct yearly monitoring cycles.

Municipal monitoring can take place once a year or every two years.

Monitoring of public entities can take place either annually or every two years.

Following on from the previous categories, courts, schools and universities, hospitals and other medical entities, and so on, can only do so with unique tasks, allocated financial funds, and/or in collaboration with the civil service. Monitoring can include everything implemented and how thematically following the parties the holders on the web (for example, publication on procedures for public purchases, budget, employment, animal environment, and other contents) and doing so with provided financial funds and/or in collaboration with the civil sector.

VIII. Reference Frame

The reference frame for monitoring should be a questionnaire designed specifically for the purpose based on the categories provided in LFAPI article 10. The questionnaire separates pertinent items for the groups based on the state organs and the group's municipality. The questionnaire will be divided into many sections in the section on assignment concessions and publicly-private partnerships because the majority of the holders do not have such legal duties. These concerns will continue to be addressed under the area for municipalities, with input from state administrative agencies.

IX Method For Monitoring

Monitoring will be conducted in two steps:

- 1) Self-assessment of public institutions;

2) An evaluation of the Agency's self-assessment implementation.

In circumstances when the monitoring subjects fail to complete the self-assessment, the Agency will do so without further verification.

H. Monitoring on an individual basis

Monitoring should take about a month and a half. In specific situations, the Agency may opt for a shorter or longer time based on the number of information holders, the amount of the questionnaire used, the number of employed personnel, and other relevant conditions.

XI. Start with particular monitoring

Monitoring begins with the distribution of the letter to all eligible parties; that hold public information. The letter is to be addressed to every official for mediation of public information.

The mail will be accompanied by a questionnaire. The letter will indicate that the information holder is expected to do a self-assessment on their websites and, in brief, will outline the methods for monitoring implementation.

The questionnaire will be in Word format, with choices to answer "yes" or "not." The request should be written and directed to every official person for mediation with public information to offer a suitable relationship/link to the web page of the relevant information holder to the location where everything publishes the data provided.

XII. Closing deadline for self-assessment

The return deadline for surveys with replies should be clearly stated and indicated in the letter. The self-assessment sessions will last around ten working days.

XIII. A method of assessment

The evaluation will be conducted with everyone submitting estimations for a question. The ratings will be allocated using 0, 0.5, and 1. If the holder does not have any published documents from the above inquiry, an evaluation of zero (0) will be assigned. If the document is

just partially published, it receives 0,5. Assessment #1 is for the entire published document.

The evaluation and exclusions will all be related to the concerns raised in the documentation for the public-private partnership and concessions. In these circumstances, it is attributed to the intended paperwork. If the institution does not hold the aforementioned papers and has no legal responsibility, the official person there did not provide self-assessment in the questionnaire but should have said that there is no legal requirement.

XIV. Reviewing the self-assessment findings

Employees in the Agency in charge of monitoring will then review the self-assessment data. This will be accomplished by cross-checking everyone's questionnaire responses with the relevant element on the supplied web page on the information holder.

XVI. Sending confirmed findings of the self-assessment for returnable information

After everything is checked on the self-assessment, the Agency will send the results to all holders of information (the official persons for mediation with public information), as well as the option to provide returnable information within 5 working days.

XVI. Responding to the Agency upon returnable information

In situations when returnable information is provided, the administrative official on The Agency for Protection of the Right to Free Access to Public Information responsible for checking on the web page on the specified holder of information will determine whether or not to modify the record and will act accordingly.

XVII. Action in circumstances where self-assessment is not done

If a public body subject to monitoring does not respond to the questionnaire by the expected deadline of 10 working days, the assessment on the page will be performed by the Agency's employee administrative official and the fact that the appropriate official person for mediating with the public information has not acted will be properly recorded.

In such circumstances, verifying the questionnaire answers yields no responses.

XVIII. Format of the questionnaire

The questionnaire will be supplied in Excel format. I will include a specific column for assessment by the Agency's administrative officer, who will then review the responses provided by the holder on the material. When an administrative official in the Agency fills the form alone, he or she will fill out the same last column.

XIX. Agency assessment period

Employees in the Agency will conduct inspections and assessments as needed and will provide a report for implemented monitoring at the end of the month.

XX. Availability of monitoring results

The monitoring report will be delivered to the information holders who possess any information that is being monitored, and it will also be published on the Agency's website.

Simultaneously, the monitoring report will be submitted to the Macedonian National Informative Agency so that the public may learn about the Agency's meetings and actions.

The monitoring report, together with the results, will be given to the officials via email for their meeting.

The evaluation tables will be published on the website where everyone in the public will have the possibility to confirm their accuracy.

The assessment tables contain public information, and everything should be regarded as open upon request for information given under LFAPI.

XXI. Archive and IT Tools

The results of everyone's monitoring (as well as the table for assessment and report) will be stored specifically based on data from the Agency and made available at the information portal.

They will make further efforts to incorporate the questionnaire in the portal for do you have on information, allowing them to adapt the goals on each survey for monitoring based on the features of the covered group of public information.