



# Right to Information Act 2005: Designing & Implementing Monitoring Systems

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# Session Objectives

- ◆ To identify systems and procedures for public authorities and the State Information Commission to monitor implementation of the law in order to meet reporting obligations



# Legal requirements

## ◆ Section 25:

- Info Comms produce annual reports
- Ministries must supply info in support
- Annual report includes
  - statistical info – eg. no. of requests, appeals, outcomes, disciplinary action, fees collected
  - Qualitative info – incl. reform recommendations



# Practical issues - monitoring

- ◆ Collection of statistics - each PIO and AA will need to collect and forward
- ◆ But:
  - Forward to whom?
  - Collect in what format?
  - Using what systems?
  - How often?
  - Who will monitor?



# Ideas

- ◆ Fully paper-based system?
- ◆ Computer at nodal agency + paper systems at local offices?
- ◆ Computerised system?
  - Eg. UK database – downloadable at:  
[http://faculty.maxwell.syr.edu/asroberts/foi/software/FOI\\_Monitor.zip](http://faculty.maxwell.syr.edu/asroberts/foi/software/FOI_Monitor.zip)

# Ideas

The screenshot shows a web browser window titled "FOI Monitor - [FREEDOM OF INFORMATION REQUESTS]". The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help), a toolbar with various icons, and a search bar. The main content area features the GAD logo (Government Actuary's Department) and the heading "Freedom of Information Request". A prominent button labeled "Add a new request" is centered below the heading. The form below is divided into several sections: "Received" (with a date field set to 7/20/2005), "Type of request" (set to FOI), "Received by", "Query" (a large text area), "First response sent" (7/20/2005), and "Currently with". To the right, there are fields for "Requestor" (with a dropdown), "Street", "Suburb", "City", "Country" (set to UK), "Postcode", "Email", "Organisation", and "Status". Further right, there are fields for "Client keyword", "File reference", "Photocopying cos" (£0.00), "Postage costs" (£0.00), "Labour costs" (£0.00), "Compiled", "Verified", "Signed off", and "Date completed". Below these fields are three buttons: "First response template", "Information release template", and "Information withheld template". At the bottom of the form are three large buttons: "Find a Request", "Monitor FOI requests", and "Go back to the FOI Monitor". The bottom section of the form includes five "Exemption" fields, each with a dropdown menu and a "Public interest test" button. To the right of these is a "Notes:" section with a "Precedent" checkbox and an "Appealed!" button. The status bar at the bottom shows "Record: 1 of 1" and a message: "This is when the request is received. It defaults to today's, but change if necessary." The Windows taskbar at the very bottom shows the start button, several open applications, and the system clock at 3:06 PM.



# Ideas

## ◆ Canada

- All Departments submit their monitoring statistics into a central database
- Produce monthly reports on what applications are received – on what topic, submitted to what agency, when
  - Reports are regularly accessed and published by academic Prof Alisdair Roberts
  - <http://faculty.maxwell.syr.edu/asroberts/track/index.html>



# Ideas

http://faculty.maxwell.syr.edu/asroberts/track/trackdata/CAIR\_05\_05.txt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss

Address [http://faculty.maxwell.syr.edu/asroberts/track/trackdata/CAIR\\_05\\_05.txt](http://faculty.maxwell.syr.edu/asroberts/track/trackdata/CAIR_05_05.txt) Go Links >>

Google  Search Web 239 blocked AutoFill Options freedom of info >>

ambassade (Paris) concernant [ ]

CIC2004008112 Citizenship and Immigration Canada Business 2005-02-24 00:00:00  
the Kingston Jamaica Visa, CPC-Vegreville and CIC Scarborough files for [ ]

CIC2004008113 Citizenship and Immigration Canada Business 2005-02-24 00:00:00  
the Singapore CAIPS notes, Visa file, FOSS notes and CPC Mississauga files concerning [ ]

CIC2004008119 Citizenship and Immigration Canada Public 2005-02-23 00:00:00  
the naturalization records of [ ]

CIC2004008129 Citizenship and Immigration Canada Unknown 2005-02-24 00:00:00  
information for the purpose of administering the estate concerning [ ]

CIC2004008154 Citizenship and Immigration Canada Business 2005-02-28 00:00:00  
the Manila Visa file and CAIPS notes concerning [ ]

CIC2004008182 Citizenship and Immigration Canada Media 2005-02-22 00:00:00  
all the emails, attachments, email subject headers, and records including all records in the immigration program IM account of Dave Barton, and all downloaded records stored as textfiles

CIC2004008184 Citizenship and Immigration Canada Media 2005-02-22 00:00:00

Opening page [http://faculty.maxwell.syr.edu/asroberts/track/trackdata/CAIR\\_05\\_05.txt](http://faculty.maxwell.syr.edu/asroberts/track/trackdata/CAIR_05_05.txt) Internet

Start 3:09 PM





# Practical issues - reporting

## ◆ Consider:

- Regular publication of statistics, at a minimum on the nodal agency website – ie. Delhi Govt – [http://ar.delhigovt.nic.in/index\\_old.html](http://ar.delhigovt.nic.in/index_old.html)
- States should annually report in a consistent manner so that implementation activities can be compared
  - request Central Govt to produce guidelines on annual reports???

# Thank you

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