



2020 annual business plan

RIGHT TO INFORMATION UNIT

Right To Information Unit

2020 Business Plan

VISION

To provide open, accountable and participatory government for all the people of Vanuatu.

MISSION

It is our mission to promote the recognition of the right to information as a universal right in Vanuatu, guide public officials, the media, civil society and the public by providing a clear framework for accessing and disseminating information and provide an opportunity for a structured, comprehensive approach to the development of an improved and sustainable information management system across the public sector.

Objective 5

To coordinate implementation of the right to access information for all and voluntary disclose of information by government agency or relevant private entity

The objective of the Right to Information Unit (ACNU) mirrors the Vanuatu 2030 National Sustainable Development Plan policy objective SOC: 6.7 from the 'Strong and Effective Institutions' goal.

The work of this unit is to oversee the implementation of the legislation and ensuring that the legislation achieves its purpose as stipulated in the RTI Act. This includes the following:

- a) To provide secretariat support to the Right to Information Steering Committee; and*
- b) To serve as a central resource for the Right to Information Officers and officers; and*
- c) To develop and monitor National RTI Implementation Plan; and*
- d) To train Right to Information Officers; and*
- e) To engage with civil society to promote the use and understanding of the Act by the public; and*
- f) To develop educational materials for officers and the general public; and*
- g) To develop and execute public education activities suited to Vanuatu socio-economic context; and*
- h) To develop a National Code of Practice on information and records management; and*
- i) To establish and refine reporting and monitoring mechanisms between itself, Agencies, Entities and the office of the Information Commissioner.*

RTI UNIT Objective 5.1

To ensure that targeted, relevant, timely, and comprehensible information about public bodies is actively and increasingly made available in the public domain, in accessible formats for the use and information of the general public.

Outputs	Activities	Responsibility	Service Targets
5.1.1 <i>Information about public bodies is made available for the use and information of the general public.</i>	<p>Disseminate Guide to all Government Agencies and Relevant Private Entities</p> <p>Issue administrative circular to instruct all government agencies and relevant private entities to release initial statement of their functions as required by the RTI Act</p> <p>Prepare proactive publication training schedule and deliver training and support on proactive publication across all agencies</p> <p>Collect data and report on development and implementation of proactive publication plan, and uptake by agencies of proactive publication</p>	PUB Officer	<p>Proactive Publication Guide is Disseminated.</p> <p>Circular released.</p> <p>Number of trainings provided per quarter.</p> <p>Data collection and reporting provided on proactive publication trainings.</p> <p>Public bodies begin to release official information proactively and in a consistent, understandable, timely and accessible manner.</p>
5.1.2 <i>Raise awareness to the public on their right to access information.</i>	<p>Update RTI Unit website monthly.</p> <p>Develop RTI educational materials for both public officials and the general public.</p> <p>Curriculum Development Unit to include RTI in school curriculum.</p> <p>Collaborate with the media to advance awareness of RTI regime / legislation and promotion of RTI rights.</p> <p>Engage with civil society.</p> <p>Partner with stakeholders to organise International Right to Information Day 28 September.</p> <p>Partner with stakeholders to organise National Right to Know Day 2nd December.</p>	<p>Manager</p> <p>RM Officer</p> <p>PUB Officer</p> <p>EDU Officer</p>	<p>Website updated monthly</p> <p>RTI education materials developed</p> <p>Curriculum Development Unit includes RTI in school curriculum</p> <p>Media collaboration established</p> <p>Successful RTI Day held on 28 September 2020.</p> <p>Successful Right to Know Day held on 2nd December 2020</p>

RTI UNIT Objective 5.2

To ensure the protection, promotion and enforcement of the right to information for the people of Vanuatu by enacting a legally enforceable right to information, establishing a regime where maximum disclosure of information as a principle is observed, enabling the provision of timely and accurate information to all, and establishing a cohesive legislative and policy framework that facilitates the right to information.

Outputs	Activities	Responsibility	Service Targets
5.2 <i>Establish a cohesive legislative and policy framework that facilitates the right to information.</i>	<p>Prepare drafting instructions for matters to be addressed under RTI regulations.</p> <p>Obtain comments on proposed regulations.</p> <p>Prepare draft regulations.</p> <p>Gazette regulations.</p> <p>Review laws, policies & regulations which may be inconsistent with RTI.</p> <p>Amendments done by State Law Office and passed by Parliament.</p> <p>Amendments gazetted.</p>	Manager	<p>Regulations drafted, COM approval & regulations gazetted.</p> <p>Laws reviewed and amended.</p>

RTI UNIT Objective 5.3

- To ensure the creation of an effective and improved system for the creation, management, storage, archiving and disposal of records held in any form by public bodies.
- To ensure the continued training of public official and records officers in proper records management principles and techniques.

Outputs	Activities	Responsibility	Service Targets
5.3 <i>Creation of an effective and improved records management system for public bodies.</i>	<p>Provide records management workshop across all agencies.</p> <p>Report on progress of Training and any other issues pertaining to records management.</p> <p>Review & amend RIM Training Modules.</p>	5.3 <i>Creation of an effective and improved records management system for public bodies.</i>	<p>Provide records management workshop across all agencies.</p> <p>Report on progress of Training and any other issues pertaining to records management.</p> <p>Review & amend RIM Training Modules.</p>

RTI UNIT Objective 5.4

To ensure that public sector officers are appropriately trained and provided with professional development opportunities in the value and application of RTI Law and proper records management procedures proper incentives are in place.

Outputs	Activities	Responsibility	Service Targets
5.4.1 <i>Provide a structure that facilitates RTI Implementation.</i>	Recruitment of Education Officer	Manager	Publication Officer and Education Officer recruited
	PSC to approve Job Description for RTI Officers		RTI Officers remuneration determined and appointed
	Determine remuneration levels for RTI Officers		COM Paper drafted and approved by DCO and COM
	PSC and Relevant Private Entities to appoints RTI Officers		Resources allocated for establishment of Information Commissioners Office
	Research and draft COM Paper for the establishment of the Information Commissioner's Officer		
	Allocate resources for the establishment of the Information Commissioners Office		
5.4.2 <i>Public sector officers are appropriately trained in RTI Law and Proper Records Management procedures.</i>	Encourage VIPAM to undertake more RTI trainings Continue to deliver RTI workshop across all agencies	RM Officer PUB Officer	VIPAM provides RTI training for public officials
	Provide report on progress of RTI workshops	EDU Officer	Number of trainings per quarter
	Review RTI Training manual		Report provided on RTI workshops
			RTI Training manual reviewed

RTI UNIT Objective 5.5

- To review and evaluate the overall progress of implementation activities under the national implementation plan.
- To review and evaluate the performance of public bodies in the discharge of their RTI obligations.
- To distil best practices and promote their replications.
- To identify areas for improvement.
- To make recommendations for review and reform.

Outputs	Activities	Responsibility	Service Targets
5.5 Review and monitor overall progress of RTI implementation	All Government Agencies and Relevant Entities establish monitoring systems, whether paper or computer based to collect information about the processing of RTI applications	Manager PUB Officer	Public bodies develop monitoring systems and collect data on information requests
	RTI Unit receives monthly status reports from all Government Agencies and Relevant Private Entities	RM Officer	Reporting relationships established between, Government Agencies, Relevant Private Entities, RTI Unit, DSPPAC, RTISC & PMO
	RTI Unit provides monthly report to DSPPAC, RTISC RTI Unit prepares annual report to RTISC and PMO		

RTI UNIT Objective 5.6

To ensure that the National ICT Policy and ICT infrastructure facilitate and support:

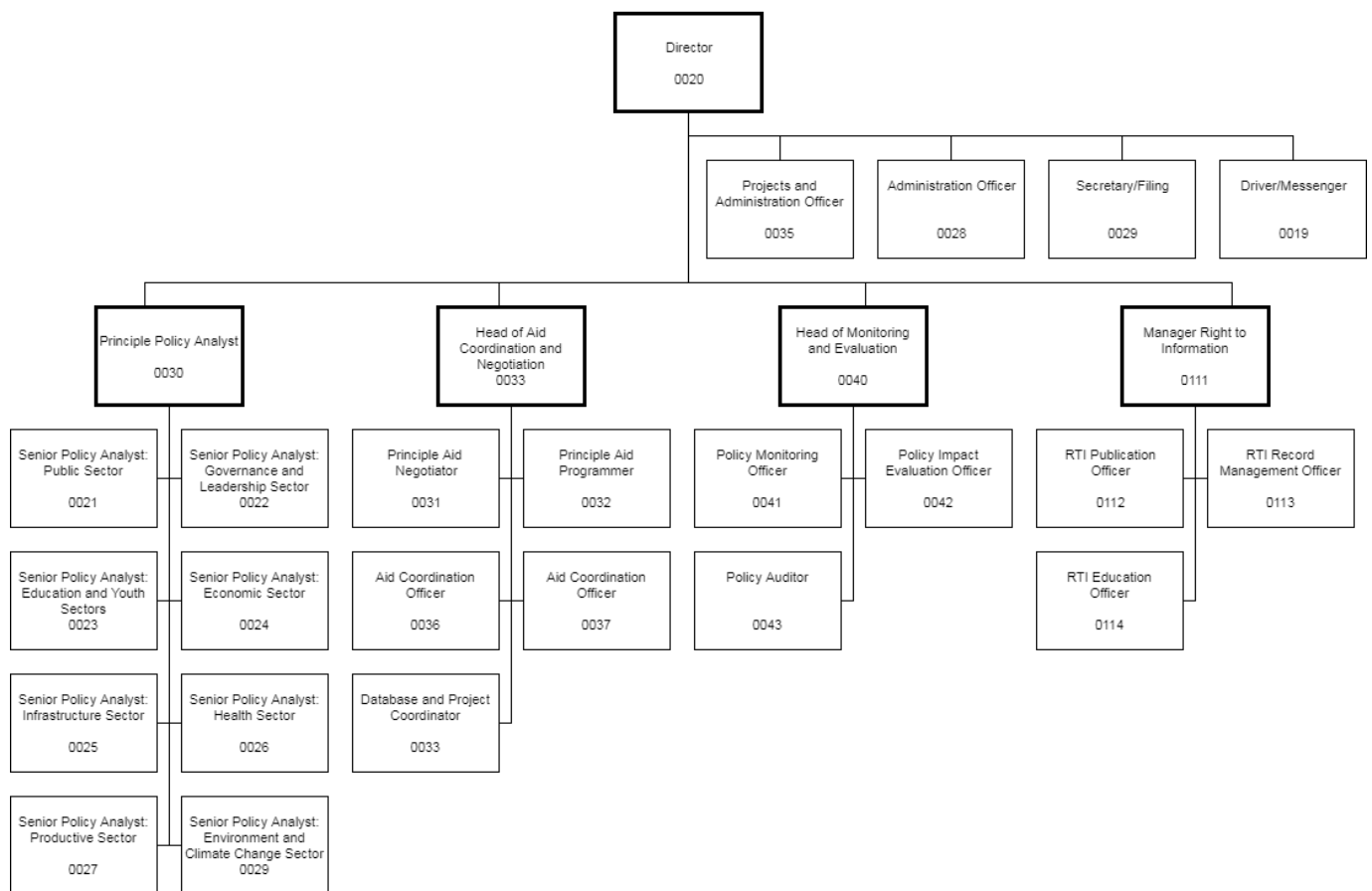
- The proactive disclosure of information by public bodies through application and management of appropriate technologies.
- The ability of public bodies to information requests through speedy intra-government communications.
- The dissemination of information through electronic formats.
- The digitizing of records; and
- The information needs of the people of Vanuatu.

Outputs	Activities	Responsibility	Service Targets
5.6 National ICT policies and the ICT infrastructure support RTI implementation.	Develop / Acquire RTI Application or system for tracking and monitoring RTI requests	Manager	RTI Tracking application or system developed, trialled and rolled out
	Run pilot trial of the tracking system		Training provided on the tracking system
	Refine tracking application or system		Report provided
	Implement RTI requests tracking system		
	Deliver training on tracking system		
	Progress report on development of a RTI tracking system		

There is only three staff under the RTI Unit whose aims are to ensure implementation of the RTI Act:

- **GIVE** effect to the right to freedom of expression under the Constitution;
- **PROMOTE** transparency, accountability, and national development by empowering and educating the public to understand and act upon their rights to information;
- **PROVIDE** access to information held by Government agencies, relevant private entities and private entities, subject to exceptions;
- **ESTABLISH** voluntary and mandatory mechanisms to give the public the right to access to information;
- **INCREASE** public participation in governance

Department of Strategic Policy, Planning and Aid Coordination





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