

# Proactive Publication

Proactive publication is in accordance to section 71 of the Right to Information Act.

## What is Proactive Publication?

Publishing a wide variety of agency-produced documents without any request from the public.

*(e.g. Annual Reports, Statements of Intent, Research Reports, Briefings, Circulars, Activity Reports and etc.)*

It also includes publishing the same (or edited) information that has previously been released to an individual under the RTI Act.

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*To Provide Open,  
Accountable &  
Participatory  
Government for all the  
People of Vanuatu*

## Right To Information Unit

Ministry of the Prime Minister  
PMB 9053  
+ 678 23150 (VOIP: 2680)

## More Information

[rti@vanuatu.gov.vu](mailto:rti@vanuatu.gov.vu)  
[facebook.com/raetblongsav](https://facebook.com/raetblongsav)

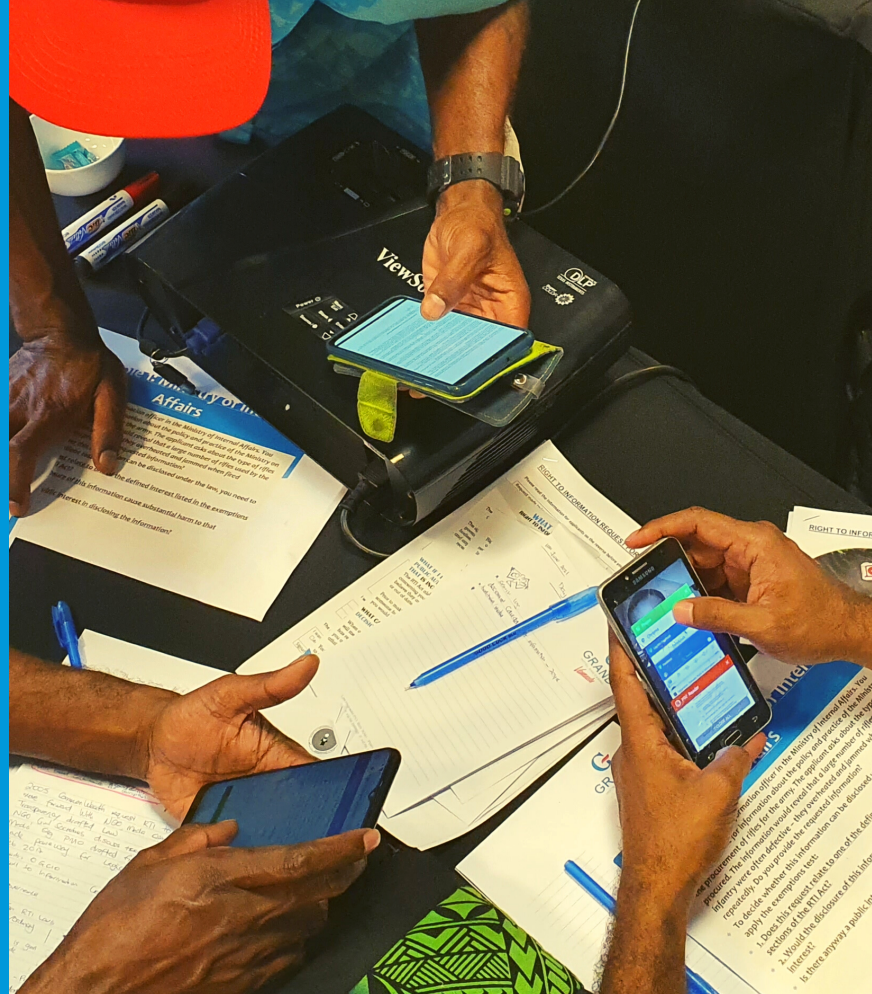
RIGHT TO INFORMATION UNIT



INFORMATION  
PROACTIVE  
PUBLICATION

## THE 15 CATEGORIES OF INFORMATION THAT MUST BE PUBLISHED BY GOVERNMENT AGENCIES

- a. A description of its structure and functions.
- b. A list of the entities falling under it including their location, opening hours, and subjects handled.
- c. The title, business address and contact details of the Principal Administrative Officer,
- d. The particulars of its finances.
- e. A directory of its officers and employees and a brief description of the functions and powers of its officers and employees.
- f. The procedure followed in the decision making process, including channels of supervision and accountability
- g. A simple guide to its information-keeping systems.
- h. A statement of the types and forms of information and categories of documents that are held by it or used by its officers and employees in the discharge of its functions.
- i. Relevant details concerning any services it provides directly to members of the public.
- j. The content of all decisions or policies it has adopted which affect the public, along with the reasons for them, any authoritative interpretations of them and any important background material.
- k. The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation of its policies.
- l. The procedure to be followed in making an application for information, the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.



## TO ESTABLISH VOLUNTARY AND MANDATORY MECHANISMS TO GIVE THE PUBLIC THE RIGHT TO ACCESS TO INFORMATION

RTI ACT

- m. Any direct application or complaints mechanisms available to members of the public regarding acts or a failure to act by that Government agency or relevant private entity, along with a summary of any applications, complaints or other direct actions by members of the public and that Government agency or relevant private entity's response.
- n. The names, designations, contact details and other particulars of its Right to Information Officers.
- o. Such other information deemed necessary in the public interest or as may be prescribed by this Act or any other Act.

## THE RTI ACT

### Part 2 Section 6

*A Government agency or a relevant private entity must publish and disseminate an initial statement of its organization in each official language.*