

**GOVERNMENT OF VANUATU/UNDP (PACIFIC)**  
**RIGHT TO INFORMATION TRAINING**

**ROLE OF THE RTI OFFICER**

**Obligations Under  
RTI Law**

**P**romote best practices on records management, archiving and disposal of records

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- serve as the central contact for receiving applications for information;
- assist persons seeking information;
- receive complaints under this Act;
- carry out any other functions as set out in the Act.
- promote best practices on the right to information

**Daily Activities**

**I**nterview applicants to clarify their requests

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- inform applicants if a record is already published /provide help on where the information can be accessed;
- ensure that applicants are fully informed of the status of their applications;
- transfer applications to other public entities as needed;
- examine records requested for exempt material, determine grant, deferral or denial of access

**Daily Activities**

**A**ssist persons with reading, writing, hearing disabilities

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- monitor the inspection of records by applicants;
- make a record of all applications for access and maintain a disclosure log of all applications granted;
- keep up to date on the Law, IC Codes of Practice/laws and practices on records and information management;
- coordinate and update throughout the organization the information required for the publication scheme