



The Access To Information Act, 2002

Director's Report On Implementation

**Reporting Period
(January– March, 2005)
Quarter 1**

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STATEMENT OF MANDATE

The Access to Information Unit falls under the Jamaica Archives and Records Department of the Office of the Prime Minister. The Director has the wide mandate of oversight of the implementation and monitoring of the Access to Information Act.

Unlike some jurisdictions having Freedom of Information Laws, the post of Director in the Jamaican context does not carry the power to sanction, as time progresses, flagrant breaches of the Act. The Unit's powers are largely persuasive, albeit in the context of the possibility of sanctions under the Act itself.

In evaluating the government's performance in meeting its obligation under the Act of making information readily available, this Report brings to the reader a report card of sorts in respect of the effectiveness of the activities of the Unit itself, and by extension, the government and also the Public Authorities involved in the first round of the administration of the Act.

Questions as to the adequacy of such activities and general methodologies may be raised, or on the other hand, quelled. Suffice to say that the programme continues to receive the support of the administration spearheaded by the office of the Minister of Information, Senator the Honourable Burchell Whiteman.

In any event, it is expected that this exercise will provide the basis upon which to build on the strengths of the ATI Programme as it currently exists, and to identify and correct the inevitable areas of weakness and deficiencies.



Aylair Livingstone
Director

THE ACCESS TO INFORMATION ACT

Phased Implementation – Ministry of Land & Environment

Plans are currently in progress to bring the **Ministry of Land & Environment**, the last remaining Ministry, under the ambit of the Act.

The Ministry had indicated its inability to accommodate the November 2004 deadline. Critical matters, such as staff complement, have since been addressed and further work is currently being done to bring this Ministry to an appreciable level for the administration of the Act. Mid 2005 has been indicated by that Ministry as a possible time when it will be ready.

With the addition of **seven (7)** Public Authorities in November 2004 (**Phase IV**), the ATI Act is now applicable to **twenty-seven (27)** Public Authorities.

RECENT ACTIVITIES

An Update

1. July 2005 Deadline – Application of Act to Agencies and Departments:

The Unit has requested that information be supplied, from the relevant authorities within each Ministry under the Act, indicating those Agencies/Departments that would be ready to administer the Act come July 5, 2005. This is the date on which the ATI Act will automatically apply to all government entities pursuant to S. 5.

The assistance of the relevant Responsible Officers in encouraging outstanding Agencies/Departments to forward their ATI Action Plans has also been requested and forthcoming.

A recommendation will be made to the Minister regarding the state of readiness of these Agencies so that it can be more clearly discerned whether there will be need for further amendments.

2. Ministerial Order under Section 5 (3):

Consideration is now being given to the extension of the Act to the following non-government entities:

- Privately operated Children's Homes;
- Privately operated schools;

Consideration will also given to the making of a S. 5 (3) Order bringing under the ambit of the Act Organisations that are not Public Authorities but which, in the terms of the Section, offer services of a public nature essential to the welfare of the Society.

3. Exclusion of Public Bodies under the ATI Act – Section 5:

The Attorney General's Department has been requested to provide guidance in establishing what **aspects of the operations** of the Jamaica Constabulary Force, the Island Special Constabulary Force, the Rural Police and the Jamaica Defence Force, are excluded from the operation of the Act pursuant to S. 5.

4. ATI Appeals:

The Unit currently acts as Secretariat to the ATI Appeal Tribunal and had initially received ten (10) appeals against three (3) Public Authorities, namely, **the Bank of Jamaica** (5 appeals), **the Ministry of Finance & Planning** (4 appeals) and **the Office of the Prime Minister** (1 appeal).

A Schedule of Hearings will be developed as soon as the drafting of the Appeal Tribunal Rules of Procedure are finalized.

5. ATI Appeal Tribunal Rules of Procedure:

The Appeal Tribunal members convened a meeting on Monday, January 10, 2005, to discuss the Chief Parliamentary Council's (CPC) recommendations regarding a draft of the ATI Appeal Tribunal Rules & Procedures, 2004, as well as a submission, in respect of those Rules, by the ATI Advisory Committee of Stakeholders.

A meeting was convened on Thursday, January 13, 2005, in the Breakfast Room, OPM. Sen. the Hon. Minister of Information, Dr. Carolyn Gomes, Chairperson –ATI Advisory Committee, of Stakeholders, representatives from the CPC and members of the Appeal Tribunal were in attendance. The purpose of the meeting was to air final concerns and recommendations regarding the Rules.

The Unit has subsequently submitted drafting instructions to the CPC outlining the agreed amendments emerging from the above mentioned meeting.

A second draft of these Rules has been received from the CPC and has been disseminated to all relevant parties for further discussion.

The finalization of these Rules is essential to the convening of hearings of the appeals currently before the Tribunal.

6. Return of Statements of Organisation & Functions:

Public Authorities which were brought under the Act during Phase I (January 5, 2005) of the Implementation Programme have been asked to complete the statutorily required Initial Statement of Organisation & Functions. This Statement describes the subject areas, departments and agencies, portfolio responsibilities and the documents held by Public Authorities.

Statements are required to be forwarded to the Unit upon completion, and before being gazetted, in order to ensure that the relevant forms are satisfactorily completed and the guidelines followed.

Statements have been received from the following Entities:

- Office of the Prime Minister;
- Ministry of Local Government;
- Planning Institute of Jamaica

Statements are outstanding from the following Entities:

- Ministry of Finance & Planning;
- Jamaica Information Service;
- Office of the Cabinet
- National Works Agency

7. Review of the ATI Act:

Consideration is now being given to the convening of a Parliamentary Committee, pursuant to S. 38 of the Act, for the purposes of its review. This review must take place not later than two years after the Appointed Day (Jan. 5, 2004).

8. Legal Reform Division - Analysis of Existing Legislative Framework:

The Legal Reform Division will be requested to conduct an analysis of the existing Laws of Jamaica to determine whether existing statutory provisions proscribing disclosure continue to be relevant.

9. Issues Arising since Implementation:

The following matters have been brought to the attention of the Honourable Minister of Information and other relevant persons for the necessary policy directives:

- *Fees: The retention of the fees collected for the reproduction of documents. Currently, these sums go towards the Consolidated Fund.*
- *Engagement of additional staff required to administer the Act within the context of the MOU between Civil Servants and the Government;*
- *A structured programme of Paralegal Training for ATI Responsible Officers;*

10. Access to Information Association of Administrators (ATIAA) General Meeting:

The Association has not convened since the start of the year. The next meeting is proposed for April, 2005.

11. Access to Information Advisory Committee of Stakeholders:

The ATI Advisory Committee of Stakeholders meets each month to air concerns regarding ATI and make its recommendations on the operation and administration of the Act. Concerns regarding the draft Appeal Tribunal Rules of Proceedings were aired at a meeting of March 16, 2005 at which the Director was present.

This body has also made formal submissions in this respect to the Minister and the Chairperson of the Tribunal.

12. Extending ATI: ATI in Rural Areas:

The Unit is now developing plans for the extended reach of ATI outside of the Kingston and St Andrew region. These plans will see Post Offices and other widely accessible institutions being utilized in order to facilitate applications/responses to rural applicants.

The Unit desires to have these plans finalized before embarking upon the Public Education programme projected for 2005.

13. Sensitisation Sessions:

Since the beginning of Quarter I, approximately **eighty-three (83)** persons have been sensitized at a wide cross section of Government Entities. (**Appendix**)

14. Values and Attitudes/ATI Forum:

The Unit continues to collaborate with the Values and Attitudes Secretariat in the Office of the Minister of Information, on sensitisation sessions.

15. Public Education Programme & Civil Society/Other Collaborations:

- Collaborations are still ongoing with members of Civil Society for the development of educational and promotional materials (pamphlets, posters and an ATI call center). A proposal for the accessing of funds from the Democracy and Governance Fund run by CIDA was finalized and submitted to that Body;
- The Unit is currently planning an extensive Public Education Programme. It is proposed that with approved funding, the Unit will engage in islandwide training, the engagement of services of additional staff and the utilization of media houses for the purposes of advertising ATI information in the media.
- PSAs in the form of three (3) ATI Scripts were sent to J.I.S. for possible airing. The Unit has also developed another PSA with voice and music added.

One of the scripts has since been aired on local radio stations during features broadcast by the J.I.S. Plans are now underway to have the PSA with voice and music aired.

Work with the CPTC is also being discussed.

16. A User's Guide:

This Guide is continuously being updated to include additional contact information in respect of all Public Authorities currently under the ambit of the ATI Act.

17. Road Map:

This directional guide on the location, names and other contact information for Responsible Officers and Ministries/Agencies has now been updated to include additional information in respect of all Public Authorities currently under the ATI Act.

18. Newsletters:

The fourth edition of the Unit's newsletter was completed in December 2004. It has not been disseminated as reproduction facilities were not available to the Unit

The newsletter will, however, be posted on the department's website and Responsible Officers advised of its availability for downloading purposes.

19. ATI Help Desk:

The Unit has been receiving increased requests for help from members of the public in directing their applications as well as general queries. A proposal has been made for the establishment of a Help Desk within Government in order to better facilitate these requests.

20. ATI Project Proposal:

Project Proposals outlining the resource requirements and the budgetary indications have been prepared and submitted to a number of funding agencies:

- **Canadian Agency for International Development (CIDA) :-**
This Agency has indicated a preliminary approval of funds to assist with the Programme requirements;
- **DFID/British Council:-**
The Unit's Director met with Mr. Albert Daley, Principal Director – Project Management, Office of the Cabinet on Wednesday, February 2, 2005, to discuss possible assistance from funds from these two Agencies. He has advised that this is now under consideration.

21. 3rd International Conference of Information Commissioners – Cancun, Mexico – February 20-23, 2005:

The Unit's Director attended the **3rd International Conference of Information Commissioners (ICIC)** in Cancun, Mexico. The main purpose of the Conference was to recognize and reinforce the power of the right of access to information and its impact on people's lives, public deliberations and the exercise of power.

The Unit wishes to thank the Carter Centre for assisting in making the trip possible.

22. Training Sessions on ATI Act, Copyright, the Regulations & Guidelines for Government Legal Officers:

Legal Officers employed with Ministries were invited by the Unit to participate in a two day training seminar held on **Wednesday, March 16 and 17, 2005**, at the Planning Institute of Jamaica (PIOJ). Approximately **twenty (20)** legal officers were in attendance.

The Solicitor General, Mr. B. St. Michael Hylton provided opening remarks. The Presenters included Ms. Aylair Livingstone, Unit Director, Mrs. Carol Excell, Field Representative, Carter Center and Mrs. Natalie Corthesy, Copyright Specialist.

The session was well received as a basic understanding of Copyright in general and a few pointers on Crown Copyright were given.

23. ATI Video Conference at the UWI:

The Director made presentations at a video conference held at the UWI on Monday, March 7, 2005. Links were made with Universities in Michigan and Toronto.

24. ATI Workshops for Journalist:

The MSI/CIV-JAM held the first of two workshops on Investigative Journalism, on Wednesday, February 16, 2005, at the Hilton Hotel. The Unit's Director presented on "**Understanding and Using Jamaica's ATI Act**".

25. Training Sessions on ATI Act – Departments/ Agencies:

The Unit is currently organizing further sensitisation sessions for select Agencies/Departments. Selected personnel for these sessions will include Agency Heads, Registry personnel, Responsible Officers and Legal Officers (if any).

26. Training Sessions on ATI Act, the Regulations, Guidelines & Copyright:

Further instructional sessions are being planned on the Act, Regulations and Guidelines and the law of Copyright with a select group of Principal Officers, Information Managers and other relevant personnel from Phases I-IV. This is proposed to be held by the end of the 2nd Quarter.

APPLICATIONS FOR ACCESS TO INFORMATION & GENERAL TREATMENT



POINTS TO NOTE

Applications Break - down:

- ⊕ **In Quarter 1, 2005**, a total of **135 applications** for Access to Information was handled by the 27 Entities now administering the Act. Of that number, Entities under **Phase I handled 30** (new and brought-forward applications) while those under **Phase II handled 73** (new and brought-forward applications). **Phase III Entities received 23 applications** (new and brought-forward applications). **Phase IV Entities received 9 applications**.
- ⊕ **Over the course of 2004, 429 applications** were handled.

Total No. of Applications

- ⊕ To date therefore (**2004 - March, 2005**), **564** applications for access to information have been received by the Government.

Performance

- ⊕ In this Quarter, the **Ministry of Education, Youth & Culture** received the most applications with a **total of 32** of the **135** applications received. The **Ministries of Finance & Planning and Agriculture** received the **second and third highest numbers of applications (23/22 respectively)**.
- ⊕ Applications continue to be received primarily from the Media, NGOs and other stakeholder groups.

Figure 1

GENERAL TREATMENT OF APPLICATIONS

PHASE I, II, III & IV ENTITIES

Quarter 1 (January – March, 2005)

* Ministry/ Entity	♣ No. of Requests	Full Grant of Access	Partial Grant of Access	Access denied (Exemptions)	Access de- ferred	Exemp- tion (s) Invoked	Trans- ferred	Doc cannot be found	Doc does not exist	Doc destroyed prior to application	Application treated informally	Application abandoned	Carried Forward	Fees Collected
1. Finance and Planning	23	8	0	1	4	S. 22	2	0	7	0	1	0	0	40.00
2. Jamaica Information Service	0	0	0	0	0		0	0	0	0	0	0	0	0
3. Local Gov't.	3	1	0	0	0		2	0	0	0	0	0	0	0
4. National Works Agency	2	1	0	0	0		1	0	0	0	0	0	0	0
5. Office of the Cabinet	1	1	0	0	0		0	0	0	0	0	0	0	1,610.00
6. Office of the Prime Minister	1	1	0	0	0		0	0	0	0	0	0	0	0
7. Planning Institute of Jamaica	0	0	0	0	0		0	0	0	0	0	0	0	\$1,650.00

SUB-TOTAL 30

These Public Authorities were brought under the Act in January 2004 ♣ This number represents applications received during the reporting period as well as those carried forward from the preceding Quarter

GENERAL TREATMENT OF APPLICATIONS (cont'd)

Quarter 1 (January – March, 2005)

* Ministry/ Entity	♣ No. of Requests	Full Grant of Access	Partial Grant of Access	Access denied (Exem ptions)	Access de- ferred	Exemp- tion (s) Invoked	Trans- ferred	Doc cannot be found	Doc does not exist	Doc destroyed prior to application	Application treated informally	Application abandoned	Carried Forward	Fees Collected
8.Accountant General's Department	0	0	0	0	0		0	0	0	0	0	0	0	0
9. Agriculture	22	19	1	0	0		1	0	0	0	0	1	0	\$480.00
10. Bank of Jamaica	0	0	0	0	0		0	0	0	0	0	0	0	4,753.00
11. Commerce, Science &Technology	5	2	0	0	0		1	0	1	0	0	1	0	0
12.Education, Youth & Culture	32	21	0	0	0		1	0	3	0	4	0	3	\$1,150.00
13. Health	4	4	0	0	0		0	0	0	0	0	0	0	250.00
14.Water & Housing	4	0	0	0	0		1	0	1	0	1	1	0	0
15. Urban Development Corporation	6	5	0	0	0		0	0	0	0	0	1	0	\$6,383.00

SUB-TOTAL 73

These Public Authorities were brought under the Act in May, 2004 ♣ This number represents applications received during the reporting period as well as those carried forward from the preceding Quarter

GENERAL TREATMENT OF APPLICATIONS (cont'd)

Quarter 1 (January – March, 2005)

* Ministry/ Entity	♣No. of Requests	Full Grant of Access	Partial Grant of Access	Access denied (Exem ptions)	Access de- ferred	Exemp- tion (s) Invoked	Trans- ferred	Doc cannot Be found	Doc does not exist	Doc destroyed prior to application	Application treated informally	Application abandoned	Carried Forward	Fees Collected
16. Foreign Affairs & Foreign Trade	2	2	0	0	0		0	0	0	0	0	0	0	\$70.00
17. Labour & Social Security	2	2	0	0	0		0	0	0	0	0	0	0	\$130.00
18. Justice	3	2	0	0	0		0	0	0	0	0	0	1	\$950.00
19. National Security	11	5	0	0	0		0	0	0	0	2	4	0	0
20. Transport & Works	5	1	0	0	0		1	0	0	0	3	0	0	\$160.00

SUB-TOTAL 23

These Public Authorities were brought under the Act in August 2004 ♣ This number represents applications received during the reporting period as well as those carried forward from the preceding Quarter

GENERAL TREATMENT OF APPLICATIONS (cont'd)

Quarter 1 (January – March, 2005)

* Ministry/ Entity	♣No. of Requests	Full Grant of Access	Partial Grant of Access	Access denied (Exem ptions)	Access de- ferred	Exemp- tion (s) Invoked	Trans- ferred	Doc cannot be found	Doc does not exist	Doc destroyed prior to application	Application treated informally	Application abandoned	Carried Forward	Fees Collected
21. Industry & Tourism	1	1	0	0	0		0	0	0	0	0	0	0	0
22. Administrator General's Department	0	0	0	0	0		0	0	0	0	0	0	0	0
23. National Housing Trust	8	0	0	0	0		0	0	0	0	7	0	1	0
24. Clarendon Parish Council	0	0	0	0	0		0	0	0	0	0	0	0	0
25. Hanover Parish Council	0	0	0	0	0		0	0	0	0	0	0	0	0
26. St. Catherine Parish Council	0	0	0	0	0		0	0	0	0	0	0	0	0
27. St. James Parish Council	0	0	0	0	0		0	0	0	0	0	0	0	0

SUB-TOTAL 9

TOTAL 135 75 2 1 4 10 0 12 0 18 8 5 **\$9593.00**

These Public Authorities were brought under the Act in November 2004 ♣ This number represents applications received during the reporting period as well as those carried forward from the preceding Quarter

Figure 2

RATES OF GRANT OF ACCESS, TRANSFER & COMPLIANCE
QUARTER 1 (January – March, 2005)

Ministry/ Entity	*Total No. of Applications received /handled	Trans- ferred	No. of Full Grants of Access	♠ % Rate of Grant	% Rate of Transfer	No. of Applications transferred/ satisfied within 14/30 day period	% Rate of Compliance with relevant time period
1. Cabinet Office	1	0	1	100%	0%	1	100%
2. Office of the Prime Minister	1	0	1	100%	0%	0	100%
3. Finance & Planning	23	2	8	38.09%	8.69%	20	86.95%
4 Local Govt.	3	2	0 (partial grant was made)	100%	66.6%	5	100%
5. Jamaica Information Service	0	0	0	0%	0%	0	0%
6. National Works Agency	2	1	1	100%	50%	1	50%
7. Planning Institute Jamaica	0	0	0	0%	0%	0	0%
8. Accountant General's Department	0	0	0	0%	0%	0	0%
9. Agriculture	22	1	19	90.47%	4.54%	20	90.90%
10. Bank of Jamaica	0	0	0	0%	0%	0	0%
11. Commerce, Science & Technology	5	1	2	50%	20%	4	80%

** This number represents applications received during the reporting period as well as those carried forward from the preceding Quarter*

♠ This percentage was calculated exclusive of the stated number of applications transferred.

RATES OF GRANT OF ACCESS, TRANSFER & COMPLIANCE (cont'd)

QUARTER 1 (January – March, 2005)

Entity	* Total No. of Applications received /handled	Trans- ferred	No. of Full Grants of Access	♠ % Rate of Grant	% Rate of Transfer	No. of Applications transferred/ satisfied within 14/30 day period	% Rate of Compliance with relevant time period
12. Education, Youth & Culture	32	1	21	67.74%	3.12%	24	75%
13. Health	4	0	4	100%	0%	4	100%
14. Water & Housing	4	1	0	0%	25%	0	0%
15. Urban Development Corporation	6	0	5	83.3%	0%	3	50%
16. National Security	11	0	5	45.45%	0%	11	100%
17. Justice	3	0	2	66.66%	0%	1	33.33%
18. Labour & Social Security	2	0	2	100%	0%	2	100%
19. Foreign Affairs & Foreign Trade	2	0	2	100%	0%	2	100%
20. Transport & Work	5	1	1	25%	20%	4	80%
21. Industry & Tourism	1	0	1	100%	0%	1	100%
22. Administrator General's Department	0	0	0	0%	0	0	0%
23. National Housing Trust	8	0	0 (7 applications treated informally)	87.5%	0%	8	100%

RATES OF GRANT OF ACCESS, TRANSFER & COMPLIANCE (cont'd)

QUARTER 1 (January – March, 2005)

Entity	* Total No. of Applications received/handled	Transferred	No. of Full Grants of Access	♠ % Rate of Grant	% Rate of Transfer	No. of Applications transferred/satisfied within 14/30 day period	% Rate of Compliance with relevant time period
24. Clarendon Parish Council	0	0	0	0%	0%	0	0%
25. Hanover Parish Council	0	0	0	0%	0%	0	0%
26. St. Catherine Parish Council	0	0	0	0%	0%	0	0%
27. St. James Parish Council	0	0	0	0%	0%	0	0%
TOTAL	135	10	75	56%	7.4%	113	83.7%

* This number represents applications received during the reporting period as well as those carried forward from the preceding Quarter2

♠ This percentage was calculated exclusive of the stated number of applications transferred

■ Phase I Entities - commenced January 2004

■ Phase II Entities - commenced May 2004

■ Phase III Entities - commenced August 2004

■ Phase IV Entities - commenced November 2004

⊕ Overall Percentage Rate of Transfer – 7.4%

⊕ Overall Percentage Rate of Grant – 56%

⊕ Overall Percentage Rate of Compliance – 84%

⊕ Entity (ies) with the Highest Percentage Rate of Transfer – **Ministry of Local Gov't (66%) NWA (50%)**

⊕ Entity (ies) with the Lowest Percentage Rate of Grant – **Ministry of Transport (25%) National Security (45%)**

⊕ Entity (ies) with the Lowest Percentage Rate of Compliance – **Ministry of Justice (33%)**

COMMENTS
ON THE PERFORMANCE OF PUBLIC AUTHORITIES
January-March, 2005

Applications

One Hundred and Thirty Five (135) ATI applications were received under Phase I

Rate of Grants of Access

Rate of Grant of Access in respect of all Entities for the Quarter was **56%**. In proportion to the number of applications received and the low transfer rates respectively, the percentage rates were particularly high for the Ministries of Agriculture and Education. This continues the trend consistently set by these two Ministries over the course of 2004. These entities must be commended and encouraged in this trend.

Rate of Transfers

The percentage rate of transfer is commendably low (7.4%)

Rate of Compliance - Observation of Time for Transferring &/or Granting Access

The rate of compliance with the statutory period for transfers and/or final processing of applications was 84%. This figure represents an increase

Fees Collected

In this Quarter, a total of **\$9,593.00** was collected for the reproduction of official documents. Since the commencement of the Act, a total of **approximately \$32,529.00** has been collected.

APPLICATIONS OF INTEREST

Samples

Ministry of Finance & Planning

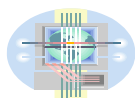
- Information requested on the Public Sector Modernisation Programme;
- Document showing the economic growth, employment and inflation in percentages for 1999-2003

Ministry Agriculture

- Statement to Parliament on the state of the agricultural sector after Hurricanes Ivan and Charlie;
- Documents on how the Ministry carries out soil testing and analysis;
- Maintenance and management of the Zoo and Gardens and the budgetary allocation to the Gardens.

Ministry of Education, Youth & Culture

- Independent schools Regulations and Panel Inspection.



WEBSITE UPDATE

Phases I, II, & III

(Information on the websites of Phase IV Entities will be provided in the Quarter II Report)

MINISTRIES/DEPTS. / AGENCIES	WEBSITE INFORMATION	UPDATE & REMARKS
1. Office of the Prime Minister	-----	Website still under construction.
2. Local Government, Community Development & Sport www.mlgcd.gov.jm	- General Information - ATI News Stories; - ATI Email Link; - ATI Toll Free Line;	- ATI content still to be improved by the addition of relevant legislation and forms.
3. National Works Agency www.nwa.gov.jm	-General Information	- Additional ATI material (relevant legislation & literature etc.) still to be added.
4. Planning Institute of Jamaica www.pioj.gov.jm	-General Information	- Still no ATI material posted.
5. Commerce, Science & Technology www.mct.gov.jm	General Information - ATI Materials: ATI Email Link; ATI FAQs; ATI Application Form ATI Act	- Commendable provision of an ATI Email Link - Information about the Phased Implementation Programme however needs to be updated.
6. Education, Youth & Culture www.moec.gov.jm	- General Information	- Reference only to “Information Act” under the general heading “Resources”. This is clearly inadequate assuming this to be in reference to the ATI Act; - Attempts to use the recommended link failed.
7. Water & Housing	-----	Website under construction.
8. Bank of Jamaica www.boj.org.jm	General Information	Still no information posted on ATI.

Phase I Entities - Commenced administration of the Act in January, 2004

Phase II Entities - Commenced administration of the Act in May, 2004

MINISTRIES/DEPTS. /AGENCIES	WEBSITE INFORMATION	UPDATE & REMARKS
9. Urban Development Corporation www.udcja.com	General Information Linked to the JIS website which carries information on ATI	No ATI material found on main web page Information on ATI needs to be represented on the main page and in a prominent way Existing Link does not work
10. Health www.moh.gov.jm	General Information AT Link on main page	- Recommendations made were effected; - Commendable improvement
11. Foreign Affairs & Foreign Trade www.mfaft.gov.jm	-General Information - Linked to the JIS website which carries information on ATI.	- This ministry needs to include a brief narrative on ATI, its objectives and benefits and information on its Responsible Officer.
12. Justice www.moj.gov.jm	-General Information; -ATI Application Form; -ATI Gazette Supplement	Site under construction but accessible.
13. Labour & Social Security	-----	Website under construction.
14. National Security www.mns.gov.jm	General Information	- No ATI material found.
15. Transport & Works www.mtw.gov.jm	- General Information - ATI Material: Cost of Reproduction of Official Documents Regulations; - Link to the JIS website for downloadable ATI documents.	- ATI material found. A very commendable range of materials through links to the JIS website and also carries the name of the Responsible Officer for ATI; - It would be useful if visitors to the website are prompted by a brief narrative on ATI, its objectives and benefits.

Phase II Entities - Commenced administration of the Act in May, 2004

Phase III Entities - Commenced administration of the Act in August, 2004

Commentary

It will be observed that since the last Report, the following Ministries and Agencies continue to post inadequate (from last report) or, have more recently (some Phase III Entities), failed to include, **information on Access to Information on their websites:**

- Education;
 - Justice
 - National Security
 - Bank of Jamaica
 - PIOJ.
- The following Entities do carry website information on ATI, however there is still a need to improve on the content, or to display, or to **more prominently** display ATI on their websites' main pages:
- UDC;
 - NWA.
- ✓ The Ministries of **Transport & Works, Foreign Affairs** and the **UDC**, have all linked to the JIS website for their ATI content. There needs, however to be a narrative of sorts, on ATI, its objectives and benefits so that visitors to the website and potential applicants are clear on the meaning and relevance of the Act.
 - ✓ The Ministries of **Water & Housing, the Office of the Prime Minister** and **Labour & Social Security** are still in the process of constructing their websites.
 - ✓ The **Ministry of Commerce** has included sufficient information on ATI on its website. Attention now needs to be paid to **updating** the information currently on the website in respect of the Phased Implementation Schedule.

NOTE: All Entities should continue to bear the following in mind if ATI is to have the meaning that it was intended to:

- a) Information on ATI, where possible, should be featured as a **main item** on their websites' main pages;
- b) The Act should be explained in as brief and simple a manner as possible so that its purpose is made clear to visitors and potential applicants alike. This applies even when an Entity has linked to the JIS website for its ATI content;
- c) The name and other contact information for Responsible Officers should be clearly stated;
- d) Attention should be paid to the currency of the information available and attempts made to update it as time passes;
- e) Liaise with the ATI Unit for guidance on content.

Advisories have been issued bringing matters of concern regarding ATI content on websites to the attention of relevant Entities.

- **The Unit's website (www.jard.gov.jm/ati) has now been constructed and has received over Six Thousand, Two Hundred and Sixty-Five (6, 2065) hits to date.**

APPENDIX

ACCESS TO INFORMATION UNIT
REPORT ON SENSITISATION SESSIONS
JANUARY - MARCH 2005
(Quarter I, 2005)

DATE	MINISTRIES/DEPTS/AGENCIES	NUMBER IN ATTENDANCE
March 7, 2005	UNIVERSITY OF THE WEST INDIES <i>(Ministry of Education)</i>	25
March 21, 2005	MINISTRY OF LAND & ENVIRONMENT	25
March 22, 2005	PORTMORE MUNICIPALITY <i>(Ministry of Local Government)</i>	15
March 30, 2005	BUREAU OF WOMEN'S AFFAIRS <i>(Office of the Cabinet)</i>	8
March 31, 2005	BAUXITE ALUMINUM TRADING COMPANY <i>(Office of the Cabinet)</i>	10
	TOTAL	83