



The Access To Information Act, 2002

Director's Report On Implementation

Reporting Period (October-December, 2004) Quarter 4

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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

COMMENCEMENT OF PHASE IV OF THE ACCESS TO INFORMATION ACT
NOVEMBER 30, 2004

On **Tuesday, November 30, 2004**, the **Access to Information (Amendment)(No.3) Order, 2004** came into force, bringing **Phase IV** of the Implementation Programme into effect and making the Act applicable to the following Ministries, Departments/Agencies of government:

- The Ministry of Industry & Tourism;
- The Administrator General's Department;
- The National Housing Trust;
- The Clarendon Parish Council;
- The Hanover Parish Council;
- The St. Catherine Parish Council;
- The St. James Parish Council.

This brings to **twenty-seven (27)** the number of Entities currently administering the Act. Earlier in the year (**August, 2004**), the following Entities were brought under **Phase III** of the implementation of the Act:

- Ministry of Foreign Affairs & Foreign Trade;
- Ministry of Justice;
- Ministry of Labour & Social Security;
- Ministry of National Security;
- Ministry of National Security;
- Ministry of Transport & Works.

RECENT ACTIVITIES

An Update

1. Phased Implementation – Ministry of Land & Environment:

It is expected that the **Ministry of Land & Environment**, the last remaining Ministry, will be brought under the ambit of the Act by the first quarter of calendar year 2005. The Ministry had indicated its inability to accommodate the November 2004 deadline for Phase IV. Critical matters such as staff complement have since been addressed and further preparatory work continues.

2. Phasing of Agencies and Departments:

Plans are currently in progress for the phasing of some Government Departments/Agencies for the year 2005. The Unit is still in the process of receiving Action Plans in respect of certain entities under Phases I and II. It is proposed that when this exercise is satisfactorily completed, another scheduled phased implementation will begin with the making of (proposed) two Ministerial Orders before the Act is slated to apply automatically in July, 2005. These Orders are further proposed to apply to those Agencies/Departments under each Ministry which, among other considerations, enjoy a high profile based primarily on subject matter portfolio.

3. Review of the ATI Act:

The Act, at S.38, requires that a Parliamentary Committee be appointed for the purposes of reviewing the Act not later than two years after the Appointed Day (Jan.5, 2004). The implementation of the Act now approaches its first anniversary and so the necessary approaches have been made by the Unit to the relevant authorities to spearhead the convening of this Committee in early 2005.

4. ATI Appeals:

The Unit currently acts as Secretariat to the ATI Appeal Tribunal. There are now **ten (10)** appeals against **three (3)** Public Authorities, namely, **the Bank of Jamaica (5)**, **the Ministry of Finance & Planning (4)** and **the Office of the Prime Minister (1)**. 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 Rules of Procedure are now with the Chief Parliamentary Council (CPC) for final drafting.

6. Return of Statements of Organisation & Functions:

The Chief Parliamentary Council has approved the Forms on which a return of Statements of Organisation & Functions will be completed by all entities. The forms have been disseminated to the Phase I entities which will have to perform this function by January 5 2005. Upon completion, the information carried in the form is required to be gazetted and notice of the gazette published in a daily newspaper (**Regulation 6**)

7. 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 fees collected for the reproduction of documents by the respective entities. Currently these sums go toward the Consolidated Funds;*
- *Engagement by entities of additional staff required to administer the Act within the context of the MOU between Civil Servants and the Government;*
- *Structured programme of Paralegal Training for ATI Responsible Officers;*
- *Signing of Response letters and implications for Internal Review*

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

The Association convened a meeting at the Planning Institute of Jamaica (PIOJ) on Tuesday, October 12, 2004. Responsible Officers for Government Bodies currently under the ATI Act, as well as members of staff of the ATI Unit, were in attendance. The Association made recommendations for a revised fee structure which has been forwarded to the Government Archivist for his attention and action.

There was no meeting for the month of November 2004. An extraordinary meeting, was, however, held on Tuesday, November 23, 2004 in the Conference Room at the Unit (5 South Odeon Avenue) where the Unit's Director briefed Responsible Officers representing Entities which would fall under Phase IV of the Phased Implementation Programme.

9. Access to Information Advisory Committee of Stakeholders:

The Unit and representatives of ATIAA continue to meet with this Body as it continues to make valuable recommendations for the improvement and strengthening of the Programme.

10. Extending ATI to Rural Areas:

It is recognized that the ATI Programme needs to be more systematically extended beyond the metropolitan area. Activities geared at facilitating applications/responses to rural applicants will see collaboration with civil society groups, and the use of the existing services of government agencies that are normally engaged in general public education and information dissemination

11. Sensitisation Sessions:

Since the beginning of this Quarter, the Unit has sensitised over **four hundred and fifty-seven (432) (Appendix)**

12. ATI Exhibitions/ATI Library Displays:

ATI Displays, lasting for one week at each of 16 Ministries, were mounted for most of the year. The exercise ended with a Display at the Office of the Prime Minister (Monday, October 25 – Friday, October 29, 2004)

The Unit assisted the Ministry of Local Government, Community Development & Sport with the launch of its Citizens Charter on Friday, November 26, 2004, by setting up an ATI Exhibition where approximately 150 guests viewed and sought information surrounding the materials on show.

Dialogue is currently in progress with the Director General of the Jamaica Library Service regarding the proposed launch of an island-wide continuing ATI exhibition at parish libraries.

13. 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 is currently being drafted;
- Joint activities between the Carter Center and the ATI Unit continue with one of the more critical ones being the Principal Officers' Retreat which began in 2003 and is expected to be staged each year;
- The Unit has developed and forwarded an ATI PSA for radio and television to the Jamaica Information Service (J.IS.). It is proposed to be produced and aired in 2005.

14. Proposal of the Advisory Committee of Stakeholders – ATI Open Days:

Four (4) **ATI Open Days** were scheduled for this Quarter, with the first being conducted at the Ministry of Transport & Works on Wednesday, October 27, 2004. The final one for the year was held on Friday, December 10, 2004 at the Ministry of Labour & Social Development.

The aim of the ATI Open Days was to heighten public awareness of the legislation while encouraging further acceptance, on the part of Public Officers, of the new dispensation.

Remaining Ministries and Agencies will be similarly scheduled in the New Year.

15. A User's Guide:

This Guide is currently being updated to include additional contact information in respect of **Phase IV** Entities.

16. ATI 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 **Phase IV**. This updated information has been disseminated to all public authorities under the Act.

17. Newsletters:

The fourth volume of the Unit's publication, "*The Access Quarterly*", has now been completed and preparations now being made for dissemination from all access points.

18. ATI Help Desk:

A proposal has been made for the establishment of a Help Desk within government and that this could be located/facilitated by the PSRU of the Cabinet Office.

This proposal was based on the increased requests received by the Unit for help from members of the public in directing their applications.

19. Civil Service Week – November 21-27, 2004:

The week of **November 21-27, 2004**, was marked as "**Civil Service Week**". Partners for the successful launch and activities organized for Civil Service Week were the Jamaica Civil Service Association, Office of the Cabinet and the Ministry of Finance & Planning. The theme for 2004, was "**Civil Servants, Putting Country Above Self**".

An ATI Open Day held at the Ministry of Health on Wednesday, November 24, 2004, was included as part of the activities scheduled to commemorate Civil Service Week.

Mr. Dwight Dixon, Office Attendant of the Audiovisual Archives, Jamaica Archives & Records Department, OPM and Ms. Althea Scott, Responsible Officer for ATI at the Ministry of Local Government were among the civil servants recognized for Civil Service Week.



POINTS TO NOTE

Applications Break - down:

- ⊕ **In Quarter 4**, a total of **149 applications** for Access to Information was handled by the 27 Entities now administering the Act. Of that number, Entities under **Phase I handled 37** (new and brought-forward applications) while those under **Phase II handled 83** (new and brought-forward applications). **Phase III Entities** received **28 applications** (new and brought-forward applications) while **Phase IV Entities** received only **1 application**.
- ⊕ **In Quarter 3**, **82 applications** were handled.
- ⊕ **In Quarter 2**, **113 applications** were handled.
- ⊕ **In Quarter 1**, **84 applications** had been received.

Total No. of Applications

- ⊕ To date therefore, **428 applications** for access to information have been received by the Government (**January – December, 2004**).

Performance

- ⊕ The number of applications in respect of **Phase I Entities** during this reporting period has increased from **27 (Quarter 3)** to **37 (Quarter 4)**.
- ⊕ Total applications for **Phase II Entities** has increased significantly from **45 (Quarter 3)** to **83 (Quarter 4)**
- ⊕ Total applications for **Phase III Entities** also increased significantly from **10 (Quarter 3)** to **28 (Quarter 4)**.
- ⊕ In this Quarter, the **Ministry of Education, Youth & Culture** received the most applications with a **total of 36** of the **149 applications** received. The **Ministry of Water & Housing** and the **Ministry of National Security** received the **second and third highest numbers of applications (21/16 respectively)**.
- ⊕ Applications continue to be received primarily from the Media, NGOs and, increasingly, the public.

Figure 1

GENERAL TREATMENT OF APPLICATIONS

PHASES I, II, III & IV ENTITIES

Quarter 4 (October – December, 2004)

* 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
1. Finance and Planning	15	12	0	0	0		1	0	2	0	0	0	0	0
2. Jamaica Information Service	1	1	0	0	0		0	0	0	0	0	0	0	0
3. Local Gov't .	13	3	0	0	0		8	0	0	0	0	2	0	0
4. National Works Agency	1	1	0	0	0		0	0	0	0	0	0	0	0
5. Office of the Cabinet	3	0	0	0	0		1	0	1	0	1	0	0	0
6. Office of the Prime Minister	4	2	0	0	0		1	0	0	0	0	0	1	0
7. Planning Institute of Jamaica	0	0	0	0	0		0	0	0	0	0	0	0	0

SUB-TOTAL 37

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 4 (October – December, 2004)

* 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	15	12	0	0	0		1	0	0	0	1	1	0	\$200.00
10. Bank of Jamaica	0	0	0	0	0		0	0	0	0	0	0	0	0
11. Commerce, Science & Technology	2	0	0	0	0		1	0	1	0	0	0	0	0
12. Education, Youth & Culture	36	24	2	0	0		1	0	1	0	3	0	5	\$1,150.00
13. Health	7	1	0	0	0		6	0	0	0	0	0	0	0
14. Water & Housing	21	1	0	0	0		20	0	0	0	0	0	0	0
15. Urban Development Corporation	2	1	0	0	0		1	0	0	0	0	0	0	0

SUB-TOTAL 83

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 4 (October – December, 2004)

* 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	5	2	0	0	0		0	0	0	0	2	1	0	\$290.00
17. Labour & Social Security	1	1	0	0	0		0	0	0	0	0	0	0	\$6.00
18. Justice	5	1	0	0	0		0	0	3	0	0	1	0	\$900.00
19. National Security	16	1	0	3	5	S.22 S.16 (a) S. 22	0	0	2	0	1	4	0	\$20.00
20. Transport & Works	1	0	0	0	0		1	0	0	0	0	0	0	0

SUB-TOTAL 28

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 4 (October – December, 2004)

* 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	0	0	0	0	0		0	0	0	0	0	0	0	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 1

TOTAL 149 64 2 3 5 42 0 10 0 8 9 6 \$2566.00

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 4 (October – December, 2004)

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	3	1	0 doc did not exist	0%	33.3%	3	100%
2. Office of the Prime Minister	4	1	2	66.66%	25%	2	50%
3. Finance & Planning	15	1	12	85.71%	6.66%	14	93.3%
4 Local Govt.	13	8	3	60%	61.53%	13	100%
5. Jamaica Information Service	1	0	1	100%	0%	1	100%
6. National Works Agency	1	0	1	100%	0%	1	100%
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	15	1	12	86%	7%	14	93.3%
10. Bank of Jamaica	0	0	0	0%	0%	0	0%
11. Commerce, Science & Technology	2	1	0 doc did not exist	0%	50%	1	50%

** 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 4 (October – December, 2004)

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	36	1	24	68.57%	2.8%	23	63.9%
13. Health	7	6	1	16.66%	85.71%	7	100%
14. Water & Housing	21	20	1	100%	95.23%	21	100%
15. Urban Development Corporation	2	1	1	100%	50%	2	100%
16. National Security	16	0	1	6.26%	0%	2	12.5%
17. Justice	5	0	1	20%	0%	4	80%
18. Labour & Social Security	1	0	1	100%	0%	1	100%
19. Foreign Affairs & Foreign Trade	5	0	2	40%	0%	5	100%
20. Transport & Work	1	1	0	0%	100%	1	100%
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	0	0	0	0%	0%	0	0%

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

QUARTER 4 (October – December, 2004)

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	149	42	64	43%	28%	116	78%

* 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 – 28 %
- ⊕ Overall Percentage Rate of Grant – 43%
- ⊕ Overall Percentage Rate of Compliance – 78%

- ⊕ Entity (ies) with the Highest Percentage Rate of Transfer – **Ministries of Water & Housing, Health, Local Government**
- ⊕ Entity (ies) with the Lowest Percentage Rate of Grant – **Ministry of National Security**
- ⊕ Entity (ies) with the Lowest Percentage Rate of Compliance - **Ministry of National Security**

COMMENTS
ON THE PERFORMANCE OF PUBLIC AUTHORITIES
October – December, 2004

Exemptions

The Ministry of National Security invoked exempting sections under the Act (**S. 16 (a) - Law Enforcement**) (**S. 22 Personal Privacy**).

Rate of Grants of Access

Rate of Grant of Access in respect of all Entities was 43%. The following Ministries must be commended for the high rates of grant in proportion to the above average number of applications received and the low transfer activity:

THE TOP PERFORMERS FOR 2004!!

Ministries of:

- **Finance 86%**
- **Agriculture 86%**
- **Education 69%**
- **Office of the Prime Minister 66%**

The Ministries of Finance, Agriculture and Education continue to consistently perform above average for the entire year. The performance of the Office of the Prime Minister is also highly commendable and is to be encouraged.

Rate of Transfers

The percentage rate of transfers appears to have been relatively low (**28%**)

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 **78%**.

Fees Collected

The sum of **\$2566.00** was collected for the reproduction of official documents in this Quarter. Since the commencement of the Act, and for year 2004, a total of **approximately \$22,936.00** has been collected by the Entities for the reproduction of official documents.

GENERAL APPLICATIONS OF INTEREST

Samples

Ministry of Agriculture

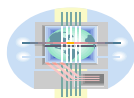
- Documents on mad cow disease and Jamaica's response and reasons for the decision to reinstate importation of beef from the U.S.A.;
- Information on Trade Agreements and research on the impact globalization has had on agriculture;

Ministry Foreign Affairs & Foreign Trade

- Letters or other correspondence between the Ministry of Foreign Affairs and Foreign Trade and the Permanent Mission of Jamaica to the United Nations regarding derogations from articles of the ICCRP during and after the State of Emergency- September –November 2004;
- Copies of correspondence detailing the negotiations between Cuba and Jamaica for trade;

Ministry of Industry & Tourism

- The extent to which visitor harassment impacts cruise ship arrivals in Ocho Rios during the four year period 2000-2004.



WEBSITE UPDATE

Phases I, II, & III

(Information on the websites of Phase IV Entities will be provided in 2005)

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	- User must download Acrobat Reader in order to access ATI Forms. - 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 Entity

-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;
 - Local Government, Community Development & Sport;
 - 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 main pages of their websites;
- 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 ATI Web pages, hosted by the JIS at www.jis.gov.jm, have received **over sixteen thousand and forty-eight (16,048) hits** to date.
- The Unit's website has now been developed and will become available to the public in the New Year.

APPENDIX

ACCESS TO INFORMATION UNIT
REPORT ON SENSITISATION SESSIONS
OCTOBER – DECEMBER 2004
Quarter IV

DATE	MINISTRIES/DEPTS/AGENCIES	NUMBER IN ATTENDANCE
October 5, 2004	NATIONAL LIBRARY OF JAMAICA (Ministry of Education, Youth & Culture)	25
October 6, 2004	NATIONAL LIBRARY OF JAMAICA (Ministry of Education, Youth & Culture)	35
October 7, 2004	JAMAICA CULTURAL DEVELOPMENT COMMISSION (Ministry of Education, Youth & Culture)	25
October 8, 2004	ABILITIES FOUNDATION OF JAMAICA (Ministry of Labour & Social Security)	16
October 13, 2004	NUTRITION PRODUCTS LIMITED (Ministry of Education, Youth & Culture)	15
October 21, 2004	JAMAICA TOURIST BOARD (Ministry of Industry & Tourism)	50
October 22, 2004	NATIONAL COUNCIL FOR SENIOR CITIZENS (Ministry of Labour & Social Security)	22
October 26, 2004	BREEZES RUNAWAY BAY (Ministry of Education, Youth & Culture)	48
October 28, 2004	JAMAICA TOURIST BOARD/TOURISM PRODUCT DEVELOPMENT COMPANY (TPD Co.) (Ministry of Industry & Tourism)	19
October 29, 2004	WESTERN REGIONAL HEALTH AUTHORITY (Ministry of Health)	30
November 2, 2004	TRADE BOARD (Ministry of Industry & Tourism)	15

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REPORT ON SENSITISATION SESSIONS (cont'd)

OCTOBER- DECEMBER 2004

Quarter IV

DATE	MINISTRIES/DEPTS/AGENCIES	NUMBER IN ATTENDANCE
November 11, 2004	CLARENDON PARISH COUNCIL <i>(Ministry of Local Government)</i>	64
November 17, 2004	RURAL AGRICULTURAL DEVELOPMENT AUTHORITY <i>(Ministry of Agriculture)</i>	15
November 18, 2004	AEROTEL <i>(Ministry of Transport & Works)</i>	17
November 26, 2004	MINISTRY OF INDUSTRY & TOURISM/TPD Co.	18
December 8, 2004	RURAL PHYSICAL PLANNING DIVISION <i>(Ministry of Agriculture)</i>	18
	TOTAL	432