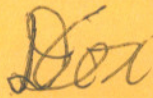


**ACCESS TO INFORMATION ADVISORY (NO. 1 of 2012)**

**TO: ALL RESPONSIBLE OFFICERS**

**FROM: MR. DAMIAN COX**   
**DIRECTOR**

**RE: SUBMISSION OF ATI QUARTERLY & MONTHLY REPORTS- S.36 OF  
THE ACCESS TO INFORMATION ACT, 2002**

**DATE: July 10, 2012**

The Access to Information Unit wishes to remind all public authorities that pursuant to **Section 36** of the Access to Information Act (2002) each public authority shall submit reports to the Minister with responsibility for Information. The ATI Unit is the designated body to process and manage this requirement on behalf of the Minister with responsibility for Information and is also charged with monitoring implementation of and compliance with the Act.

ATI Monthly Reports should be submitted to the ATI Unit within **eight (8)** days of the end of the month and ATI Quarterly Reports should be submitted to the ATI Unit within **fifteen (15)** days of the end of each Quarter. Please be advised that these reports should be signed by the Principal Officer (Permanent Secretary, CEO, Managing Director or designated Responsible Officer (ATI Access Officer) within your public authority.

The Access to Information Unit will begin issuing Annual Public Authority Access to Information Report Cards in 2013. Compliance with the statutory reporting requirements will be a key component of the assessment of public authority compliance.

Please note that public authorities that do not file Access to Information Monthly Reports (FORM **ATIMR1**) will be required to Quarterly Reporting Form **ATIQRB** (and not **FORM ATIQRA**) with effect from **January 1, 2013**. Public Authorities that file Quarterly Reporting Form **ATIQRB** will be placed in the **Tier 1(High Risk)** monitoring category. The Access to Information Unit has three (3) Tiers of compliance risk monitoring **Tier 1(High Risk)**, **Tier 2 (Medium Risk)** and **Tier 3 (Low Risk)**.

All public authorities that do not file Access to Information Monthly Reports (**Form ATIMR1**) and Quarterly Reporting Form **ATIQRB** are currently in the **Tier 1 (High Risk)** Category.

Public Authorities that elect to remain in the Tier 1 (High Risk) category will be provided with Quarterly Reporting **Form ATIQRB** and additional guidance on the requirements in **September 2012**.

Please see attached Access to Information Monthly (**Form ATIMR1**) and Quarterly Reporting Form (**Form ATIQRB**), **Statistical Reporting Notice No. 1 of 2012** (July 2012) and the ATI Reporting Schedules for 2012 and 2013.

Reports may be submitted electronically to: [ati@cwjamaica.com](mailto:ati@cwjamaica.com); [teenamcfarlane-gray@opm.gov.jm](mailto:teenamcfarlane-gray@opm.gov.jm); and [davina.skyers@opm.gov.jm](mailto:davina.skyers@opm.gov.jm).

Regards