

ATI SELF-ASSESSMENT QUESTIONNAIRE

Question		Answer/Point	
1.	Has the information holder appointed an FOI official?	YES (1)	NO (0)
2.	Has the FOI official participated in access to information training or learning courses in the past three years at least?	YES (1)	NO (0)
3.	Has the information holder listed and classified the information it is in possession of?	YES (1)	NO (0)
4	Does the information holder separate the written and verbal requests from other applications and inquiries?	YES (1)	NO (0)
5	Does the information holder register the written requests and their responses, as well as the verbal inquiries?	YES (1)	NO (0)
6	Does the information holder manage the request statistics and publish statistical and summary data on the inquiries received, including the grounds for refusal?	YES (1)	NO (0)
7	Is there a separate access to information section on the information holder's website?	YES (1)	NO (0)
	Is the information subject to mandatory publication published in a separate section on ATI on the information holder's website?	YES (1)	NO (0)
9	Is the information subject to mandatory publication complete, up-to-date, accessible, and systematic and does it comply with open data standards?	YES (1)	NO (0)
10	Were the responses (including intermediate responses or refusals) to all the requests received by the information holder provided within a maximum period of 5 days after receiving the requests? Were the responses to the requests requiring additional work provided within a maximum period of 30 days?	YES (1)	NO (0)
11	Do the responses to all the requests received by the information holder include all the answers to the questions posed by the requests in consecutive numbering?	YES (1)	NO (0)
12	Does the refusal to provide the requested information contain a reference to any of the grounds defined by Clause 1-5 of Part 1 of Article 8 of the Law "On Freedom of Information"?	YES (1)	NO (0)
13	Has there been an inquiry that was refused on the grounds of the information being personal data?	YES (0)	NO (1)
14	Did the refusal to provide the requested information contain a reference to the norm of the legal act according to which the requested information was classified as confidential?	YES (1)	NO (0)
15	In case only some part of the requested information is subject to refusal, has the remaining part of the information been provided to the inquirer, by making the information subject to refusal illegible (covering, blacking out or deleting it) without redacting the rest of the information (document)?	YES (1)	NO (0)

SUMMARY OF THE QUESTIONNAIRE

0-5 Points - Poor state of access to information: the responsibilities in the field of access to information are not fulfilled properly or not at all. In terms of access to information, the information holder usually violates the FOI law. It is necessary to implement the actions mentioned in Part 1 of the Toolkit as soon as possible.

6-10 points - Fair state of access to information: the responsibilities in the field of access to information are not fulfilled properly or are fulfilled with certain flaws. In terms of access to information, the information holder not always, but often violates the FOI law. It is necessary to review the actions carried out in the field of access to information, edit them in accordance with Part 1 of the Toolkit.

11-15 points - Good state of access to information: the responsibilities in the field of access to information are mostly fulfilled properly. In terms of access to information, the information holder generally does not violate the FOI law. The information holder can undertake a more comprehensive assessment/self-assessment of the ATI state to further improve its ATI actions.