

	The minimum list of public information which will be subjected to the proactive disclosure at the official web-site of public authorities (PA)
General Information about PA	<ul style="list-style-type: none"> ➤ Information about (full names, photos, complete biographies, description of competencies, contact information - authorized e-mails, Reception Office (or Assistant Director's) telephones and fax numbers) Directors of a PA, deputy directors, directors of structural and territorial units, officers in foreign missions, Heads of Sub-Agencies and/or private legal entities (if any) founded by a PA; ➤ PA system structure (structural tree) and its description; ➤ PA's email and postal address, phone and fax numbers of public relations' office of a PA; ➤ Texts of PA's (including structural units, Sub-Agencies and public/private legal entities) activity regulatory legal acts (statute/rules, regulations and/or other legal acts); ➤ Annual report of activities of a PA (activity description of a administrative unit);
Separate section related to the freedom of information on the PA's web-page www./ / .gov.ge/foi	<ul style="list-style-type: none"> ➤ PA's Annual report in which plans and reports, related to the openness of a PA will be disclosed; ➤ Identity of the public servant, responsible for ensuring a free access to public information (Name, Surname), position, contact information, authorized e-mail, phone and fax numbers; ➤ Legal acts consisted of request, access, provide, refusal, secrecy of public information and other freedom of information-related issues; ➤ Download forms/samples for administrative complaints and freedom of information request on a PA website; ➤ Annual report submitted to the President and the Parliament of Georgia in accordance with Clause 49 of the General Administrative Code of Georgia and the archives of those reports; ➤ Registry of the statements entered in PA in accordance with Clauses 40 and 37 of the General Administrative Code of Georgia (comprised of content, date, number of pages of information given, the content (refusal, partial, complete) of the responses); ➤ Updated Registry on proactive publication of information (date, description, link, amendments), issued by a PA. ➤ Statements issued by a PA in compliance with the Clause 40 and 37 of the General Administrative Code of Georgia;

	<ul style="list-style-type: none"> ➤ Accessibility of request on public information in electronic form, similar to the Court of Georgia module web-page: service.court.ge/public/index.php; ➤ Full list of information classified as “non-public” on a quarterly basis. The abovementioned list should contain information about all the cases of requests on public information that were not satisfied, proof of refusal, as well as full list of information why the request, classified as “commercial secret”.
PA’s public Information Systems, list of limited usage systems, description and terms and conditions	<ul style="list-style-type: none"> ➤ Databases, registries and others; ➤ Electronic database of public information; ➤ Electronic public registry;
information on collected and processed statistics by a PA	<ul style="list-style-type: none"> ➤ Data on major indicators, related to the current situation with regard to main activities (including gender statistics) of a PA field and other dynamics of developments;
Information about human resources of a PA	<ul style="list-style-type: none"> ➤ List of available vacancies of a PA; ➤ List of qualification requirements of candidates for vacancies of a PA and rules of competitions; ➤ Results of the competition for occupying public positions; ➤ Description of procedures for filing complaints against the rules and outcomes of the contests for a PA’s vacancies, the description of the appeal procedure by means of administrative proceedings;
Information concerning a PA state procurement, (Tenders, competitions and other types of purchases) state property privatization (E / public auctions,	<ul style="list-style-type: none"> ➤ Annual plan; ➤ Quarterly report; ➤ Annual report; ➤ Copies of the contracts signed by a PA;

direct deal, or the other way)	
Information related to the funding and cost breakdown of PA	<ul style="list-style-type: none"> ➤ Approved budget of a PA; ➤ The balance of the budget, information of budget appropriations, quarterly/annual reports of the budget execution; ➤ Financial rates determined / approved on the basis of legal acts of public authority officials and staff of a PA; ➤ Quarterly information on extra reimbursements (pay-offs), to the Public Administration officers of the structure including structural unit, territorial and other sub-units); ➤ Information on public officers international and in country business trips allowances; ➤ Information on public administration high officers' cars (model of the car), costs of consuming petrol, monthly limits, (including petrol type) as well as budget costs spent of the car's repair, depreciation. ➤ A list of public property owned by the institution; ➤ A list of and funds spent on events of the public institution (advertisements, cultural, educational, scientific, social, etc). ➤ Communication funds spent on the phone calls of the officials (international and local calls); ➤ The list of the projects and programs (social, goal-oriented, research, scientific, educational, certain areas on the development of directed and other.) implemented on the basis of the appropriate legal act and/or on its own initiative, customer of which, performer or the any part of the sales operation a PA represents; ➤ Total estimate of financial assistance for a PA allocated by foreign governments, international organizations and other government units ➤ Overall expenditures of the financial assistance allocated by foreign governments, international organizations or units of other levels to the administrative organs in the forms of grants; ➤ Expenditures along with relevant legal acts of the allocated funds from the Reserve Funds of the President, the Government, Self-Governing Units to the administrative organs ➤ Information on disposal of other costs, if any
Legal acts	<ul style="list-style-type: none"> ➤ Normative acts; ➤ Individual acts, including registry database of verbal acts; ➤ registry database of contracts ➤ individual acts of limited use of information (date of receipt, the motive of concealment, date of concealment, identity of the person responsible for concealment) ➤ Short overview of the court cases (court decisions, judgments, resolutions,

	<p>texts of commands, information about their legal force, etc), where a PA or its officials are represented as one side.</p> <ul style="list-style-type: none"> ➤ Inter Audit Findings ➤ State Audit findings
Technical Requirements	
Web - Content Availabilities	<ul style="list-style-type: none"> ● Databases of documents, legal acts, plans and others are to be posted on the administrative body web- sides in machine-readable format (XML. JSON or other sources) ● Information on budgetary docs, purchasing receipts, statistics are to be posted in XL or other formats, which can be filtered and sorted

In case the request on public information is sufficient in electronic form and required information is available on the administrative body's web- side, the response to the request of the information the administrative body is to indicate exact place on the web-side or the full link (e.g www.ministry.gov.ge/budget2012) and not just the address of the web- side www.ministry.gov.ge).