

INFORMATION DISCLOSURE POLICY (IDP)
OF
Research evaluation and development initiative-READI

Ronny House, 153 Motijheel Commercial Area, Dhaka-1000

1. Preliminary:

READI is one of the pioneers in the development sector working since 1976 in the country to upgrade the condition and position of the targeted destitute and downtrodden women. READI believes in equal rights and has been struggling for ensuring the equal rights for her target participants. READI always intends to be the transparent and accountable duty/service provider that services have been publicly generated and obtained. Basis on this belief, READI has written out the vision and mission. Information closure policy was one of the major constraints of on the journey to ensuring the people's right. Enactment of **Right to Information Act-2009 (RTIA)** is a milestone in the country that will give the people opportunity for demanding their rights. Despite some limitations and exemptions, this act will bring under jurisdiction not only the government but also the non-government organizations, which work with public capitals, for information disclosure.

2. Mandate:

2.1. This policy has developed for implementing the objectives mentioned in the in Section 5.

2.1. According to the section 2(2) (5) of RTIA-2009, it is a must for READI to disclose all the interventions related information with public resources. As a human rights promoter, READI has a mandate to disclose and ensure its information as well as it will work for the information seeker for getting information from other institutions that are bound to under this act.

2.3. In the journey of implementing this policy, READI intends to work in collaboration with Information Commission (IC), government bodies, like-minded non-government organizations.

3. Interpretation:

3.1. '**READI**' (learn how to survive) means the organization registered with social welfare department, NGO affairs bureau and under society registration act.

3.2. '**Information**' means the hard and soft materials that will produce the knowledge and wisdom about READI's resources, performances, outputs and outcomes.

3.3. '**Daittaprapto Karmokarta-DK**' means a person who shall be appointed as per HR policy of READI and shall be responsible to implement IDP and shall work as it is stated in section 16 of this IDP.

3.4. '**Information Seeker**' means the person who is a citizen in Bangladesh.

3.5. '**Information Disclosure Unit-IDU**' means the cell/place of READI where the 'Daittaprapta Karmokarta' shall perform her/his roles and responsibilities under the guidance of Director.

3.6. '**Appeal Authority**' means the Executive Director or his/her designates of READI who will act as appeal authority.

3.7. **‘Working Committee’** means a body that will facilitate or monitor the implementation process of IDP.

3.8. **‘Senior Management Team’** means a management committee formed by the governing body of READI.

3.9. **‘Governing Body’** means the member consisting of seven (7) persons elected by the general body of READI mentioned in memorandum of association.

3.10. **‘Application Form (AF)’** means a prescribed format, attached with the policy, developed by READI as per guideline provided in article 8 of RTIA-2009 for seeking a particular information.

3.11. **‘Appeal Application Form’** means a prescribed format, attached with the policy, developed by READI as per guideline provided in article 8 of RTIA-2009 for seeking remedy of a grievance under this IDP.

3.12. **‘Information Commission’** means the independent body which is established by section 11 of RTIA-2003.

3.13. **‘RTIA-2003’** means Right to Information Act approved in the parliament and enacted from 1 July, 2009.

4. Policies inconsistent to void:

Memorandum will be treated as the highest policy of the READI. All the existing policies of READI inconsistent with this IDP except memorandum, to the extent of such inconsistency, become void on the commencement of this IDP.

5. Objectives of this policy:

- To uphold the organization as participatory, transparent and accountable.
- To make the organization more responsive and dedicated to it’s target participants
- To make the organization more effective and efficient
- To increase the capacity of the organization regarding documentation
- To adapt, honor and abide by the government policy

6. Categories of Information:

6.1. The information generated by READI will be classified according to the following chart:

	Proactively disclosed information (Category-1)		Information to be provided on request (Category-2)				Information to be kept undisclosed until further notification (Category-3)
	Get copy		See and take copy		Get copy		
	Priced	Free	Priced	Free	Priced	Free	
Web							
Print							

CD							
Other							

6.2. Information for each category will be disclosed and published under Information disclosure unit in assistance of all the divisions and cell of READI

6.3. List of information that will be proactively disclosed (category-1), will be identified and determined by working committee in IDP, reviewed by the Senior Management Team and approved by the governing body of READI. The list will be updated by every six months separately on the weREADIite.

6.4. List of information that will be provided on request (category-2), will be identified and determined by working committee in IDP, reviewed by the Senior Management Team and approved by the governing body of READI. The list will be updated by every six months separately on the weREADIite.

6.5. List of information that will kept undisclosed under further notification (category-3), will be identified and determined by working committee in IDP, reviewed by the Senior Management Team and approved by the governing body of READI. The list will be kept undisclosed.

7. Place and Person for getting Information:

8.1. There will be a separate linked on the weREADIite of READI ([www. Banchteshekha.org](http://www.Banchteshekha.org)) titled 'Your Right to Information' where the following sub links will be mentioned-

- Right to Information Act (RTIA)-2009
- Brief on Right to Information
- Information Disclosure Policy
- Information available under Pro-active Disclosure Policy (without cost)
- Information available under Pro-active Disclosure Policy (with cost)
- Information available on Request (with and without cost)
- Appeal process

7.2. If the required information is not available on READI website, an information seeker may contact to the Daittaprapto Karmakarta who will be addressed at head office and project offices.

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7.3. Information seeker may also get the services by on line application submission (application will be available on the web)

7.4. After filling the on line application and sending it to the Daittaprapto Karmakarta.

8. Language and Form of Information:

8.1. READI officially used two languages Bengali and English. So, the documents related to READI, developed both in Bengali and English as per need. The information mentioned in point 06, will be available either in Bengali or in English depending on the working language of the respective programme. READI will provide or disclose the information as it is published, printed or stored in soft form.

8.2. READI shall not be responsible to translate or convert the requested information from one language to another. Any kind of translation or conversion, if possible, will be done subject to additional price.

9. Confidential Information:

9.1. READI believes that any kind of information may be confidential for a certain period and place if there is any scope of occurring losses, damage, security. But when all kind of dangers is scale out, all the information should disclose.

9.2. Under section 7 of RTIA 2009, the following categories of information that are directly linked or likely to be linked are deemed confidential and that were not available to the public:

a) That information disclosure is to be or likely to be endangered the safety and security of any individuals, violates their rights, or evades their security (Article 7, ja (জ) and jha (ঝ), RTIA, 2009).

b) That information disclosure is to be or likely to be lost or harm the financial interests of READI or those of other parties involved (Article 7, uma (উ), RTIA, 2009).

c) That information disclosure is to be or likely to be endanger any kind of properties or resources and may occur financial or commercial lose (Article 7, gha (গ), RTIA-2009).

d) That information related to incomplete or undone procurement and procurement procedures of READI (Article 7, ta (ট) RTIA-2009).

e) That information related to recruitment process, question paper and result of READI (Article 7 dha (ধ) RTIA-2009).

f) That information related to Governing Body and General Body meeting decision of READI is to be or likely to be endanger the organization interests to some context.

g) That information related to staff evaluation result is to be or likely to be endanger any staffs or READI be confidential for a certain period.

h) That information subject to READI's internal investigation for a certain period (Article 7, tha (থ), RTIA-2009).

i) That information received from and sent to the third party under the expectation of confidentiality (Article 7, na (ন) RTIA-2009).

K) That information of READI deemed subject to any other sub-article of RTIA- 2009, which are not mentioned above.

10. How to apply for seeking Information:

10.1. For the Information Seeker, this policy will have two forms 1) Application Form (attached annex-1), 2) Appeal Application Form (attached annex-2).

10.2. The application forms will be available at the website with free of cost as well as at the Information Disclosure Unit or designated bodies or units for a nominal price (tk. 2.00 or may be changed by working committee in consultation with SMT and GB).

10.3. After fill up the application form, the information seeker will submit it to the DK or designates on the working day of READI. If otherwise, DK or designates shall not be responsible to accept the application of information seeker.

10.4. The information seekers will reserve the right to get a receipt of application forms which will have a date of providing requested information, subject to provision under section 9 of the policy and Article 7 of the RTIA- 2009.

10.5. The information seekers will reserve the right to get response from the DK or designates within 10 working days of submitting the application about their requisite information.

10.6. All the application requested for information will be treated basis on the provision of the article 9 of RTIA.

11. Price and payment procedure:

11.1. The price of the each information shall be settled by the working committee under the close no. 15 of this IDP.

11.2. The price shall be mentioned in the pie chart in the categories of information mentioned in the close no. 6 in this IDP. In such kind of information, the DK shall provide the price information to the Information Seekers (IS) for providing the price on or before five (5) working days of the request. Otherwise or unless the request of IS shall be treated invalid.

11.3. If the price is not mentioned in the close no. 6 in the IDP, the DK, in consultation of his/her authority, shall respond the IS on or before five (5) working days for providing the price of the information. In that case, the IS must be paid the price of requisite information within the next five (5) working days so that the IS get the information on or before 20th of the request. Otherwise or unless, the request of IS shall be treated invalid.

11.4. Payment should be made in cash. No partial payment or due payment would be allowed for any information. No bank draft, pay order and demand draft is not allowed for payment.

12. Time bound of providing information:

12.1. READI related information will be given on or before 20 working days after receiving the application from the Information Seeker.

12.2. Third party related information will be given on or before 30 working days after receiving the application from the Information Seeker.

12.3. If the information is related to life or death, arrest and free from imprisonment of any individual, the IS will get the information within 24 hours.

12.4. If the information is related to the third party or parties, the DK will communicate with the required third party or parties within next 5 working days after receiving the application and the DK will get another 5 working days to communicate with IS whether the information would be given or not.

13. Refusal of providing Information:

13.1. DK or designates of READI can not refuse Information Seeker to provide the information without prior permission of Information Commission by providing proper cause.

13.2. If the refusal of providing information is caused due to confidentiality of the information, as it is mentioned in section 09 of this IDP, DK will contact with Information Commission to get proper authorization of refusal. Then DK will provide the cause of refusal to the IS.

14. Appeal Authority (AA) and procedure of appeal:

14.1. If any Information Seeker (IS) is not satisfied with the reason of refusal with the information provided by DK, the IS could appeal to the Assistant Executive Director (AED) of READI (READI).

14.2. AED will act as Appeal Authority of READI in consultation with Executive Director who will be responsible to answer appeal application within or before 15 working days.

14.3. Appeal application form has been attached with this IDP as annexure 2.

14.4. Appeal Application form will be available at the website of READI free of cost as well as to the Information Disclosure Unit or to the DK with a nominal price tk. 2.00.

14.5. Information Seeker will submit the properly fill up appeal application to the AA on the working day within working hours of READI. If otherwise, AA will not be responsible to accept the application of IS on that day.

14.6. Each IS will be given a receipt of appeal application form which will affix a date of reply on the appeal subject to provision under section 9 of this IDP and Article 2 and 7 of RTIA-2009.

14.7. Each IS will be responded from AA within 20 working days of submitting application about the status of appeal.

14.8. In the context of implementing of this IDP, AED or Appeal Authority shall have following responsibilities-

- i) To provide necessary assistance Working Committee, DK and related designates or bodies
- ii) To mitigate the dispute among WC, DK, IC, related body or bodies

14.9. If there is any further queries or aggrieves of IS, he/she has the full right to go with the complain to Information Commission. In that case, the DK will inform the address and person whom to complain.

15. Working Committee (WC):

15.1. The Working Committee of READI will consist of 05 members comprising of one from Governing Body (GB), one from SMT and 3 from general staffs of READI. This WC will be approved by the Governing Body of READI. The chair of the WC shall be the member of GB who will be elected by GB.

15.2. A Working Committee shall be formed on or before 30 working days by the Governing Body after approving this IDP.

15.3. The mandate of the WC is to observe the implementation of the IDP and to provide suggestions to the DK and designates relating to information disclosure. It shall also rectify any inconsistency between this IDP other policies of READI and RTIA-2009 and shall be approved by the Governing Body of READI.

15.4. The WC will be primarily responsible to observe or determine whether the IDP of READI has been properly applied or not.

15.5. The WC may also develop, as appropriate, more details mechanism and procedures for the review of implementation of the policy and provide recommendation to the Governing Body on changes which should be made, as well as re-examine the policy every six months in the light of operational and other changes of READI in connection with provision of IC and RTIA, 2009.

15.6. The WC will prepare a half yearly report to the Governing Body reviewed by AED, thereafter GB will consider the report finally submit to the General Body of READI.

15.7. A WC will be valid for two years. A member may continue for two consecutive terms. Appointments will be made at the expiry of the term of a member any time during the course of the year or when a vacancy arises.

15.8. Members of the WC shall be selected on the basis of the following criteria-

- i) Have sound knowledge and understanding of RTIA-2009
- ii) Have sound knowledge and understanding of READI's policies, structure, programmes and operation at all level.
- iii) Through knowledge of and familiarity with IDP and access to information policies and contemporary changes

15.9. The WC will meet minimum once in every quarter or when and where necessary. Two third presences shall form the quorum of the meeting. Two third majority opinions of the presences shall

take the decision. If any crisis, the AED will be chaired at the meeting and given the vote for final decision.

15.10. The WC shall develop the job description of DK.

15.11. The WC shall be accountable to the GB through the AED and ED.

16. Daittaprato Karmokarta (DK):

16.1. READI will recruit a staffs positioned ‘**Diattaprato Karmokarta-DK**’ and will be available only to enjoy the roles and responsibilities of this position as a regular staff of READI. He/she will be recruited basis on the organization’s HR policy and capability of READI.

16.2. A job description shall be developed after approving this policy. The working committee will be responsible to develop this policy and it will be reviewed by AED and approved by ED.

16.3. An ‘Officer- in –Charge’ played the roles and responsibilities of DK during the interim period up to recruiting the DK and this charge will be imposed by ED.

16.4. The DK (Officer-in-Charge) shall be recruited within 30 working days after the approval of this IDP

16.5. DK shall be accountable to the position level to Director of READI

17. Pro-active information available (free of cost):

17.1. WC and DK shall be responsible to list down the information that will be disclosed pro-actively with free of cost.

17.2. After drafting the list, WC and DK will consult with DED and ED.

17.3. With the comments of DED and ED the draft copy shall be presented to Governing Body meeting and approved there.

17.4. After approval by Governing Body, it will be available for the Information Seekers.

18. Pro-active information available (with cost):

18.1. WC and DK shall be responsible to list down the information that will be disclosed pro-actively with cost.

18.2. After drafting the list, WC and DK will consult with DED and ED.

18.3. With the comments of DED and ED the draft copy shall be presented to Governing Body meeting and approved there.

18.4. After approval by Governing Body, it will be available for the Information Seekers.

19. Information available on request:

19.1. WC and DK shall be responsible to list down the information that will be disclosed on request.

19.2. After drafting the list, WC and DK will consult with DED and ED.

19.3. With the comments of DED and ED the draft copy shall be presented to Governing Body meeting and approved there.

19.4. After approval by Governing Body, it will be available for the Information Seekers.

20. Non-disclosed information:

19.1. WC and DK shall be responsible to list down the information that will not be disclosed.

19.2. After drafting the list, WC and DK will consult with DED and ED.

19.3. With the comments of DED and ED the draft copy shall be presented to Governing Body meeting and approved there.

19.4. After approval by Governing Body, it will be available for the Information Seekers.

21. Accountability:

21.1. The 'Daityaprato Karmarkarta' will be accountable to the head of Information Disclosure Unit (IDU) of READI.

21.2. The Information Disclosure Unit shall be accountable to the ED of READI through DED.

21.3. The WC shall be accountable to the Governing Body while the Governing Body will be accountable to the General Body of READI.

22. Amendment:

Any section or sub-section of this Information Disclosure Policy may be amend/modifies, situated and altered by a two third majority of the members of the Governing Body.