

# **Decree Approving the Rule of Proactive Disclosure of Public Information and Standards for Requesting Public Information in Electronic Form**

According to Part 2 of Article 28 and Part 4 of Article 37 of the General Administrative Code of Georgia, it is hereby ordered:

1. To implement approved rule of proactive disclosure of public information defined Attachment #1 to this document.
2. To implement approved standards for requesting public information in electronic form as defined in Attachment #2 to this document.
3. This Decree shall become effective upon its signing.

**The Secretary of  
the National Security Council of Georgia**

Irine Imerlishvili

## The Rule of Proactive Disclosure of Public Information

1. The Rule of Proactive Disclosure of Public Information (hereafter – the Rule) sets out the legal basis for the National Security Council Office (hereafter – the Office) to disclose information of public interest through the electronic resource (the website) of the Office.

2. Information that can be disclosed according to the Rule is defined in the first part of Article 28 of the General Administrative Code of Georgia.

3. The electronic address of the Office is [www.nsc.gov.ge](http://www.nsc.gov.ge).

4. Within the scope of their authority, heads of the structural units of the Office ensure timely processing and provision of the information requested by the person responsible for the proactive disclosure of the public information in order to ensure proactive disclosure.

5. Information published on the web site should be in such form, that prevents any loss and/or damage of the information during the processes of its downloading, printing and processing.

6. Public information for proactive disclosure concerns the following:

6.1 General information about the Office:

a) the NSC Office structure, its functions, Office regulations and regulations of subdivisions of the Office (subject to update);

b) the structure of the staff of the Office (subject to update);

c) the address, the e-mail, the telephone number, the FAX number of the Office (subject to update);

d) the name, the surname, the photograph, biography, work number and the work e-mail of the Heads of Departments, Deputy Secretaries and Secretary of the NSC of Georgia (subject to update);

e) the e-mail, the telephone number and the FAX number of the Public Relation Service (subject to update);

f) the President of Georgia's Decree #114 of March 25, 2014 on the NSC Office structure, its functions, Office regulations and regulations of subdivisions of the Office (subject to update);

g) normative acts, that are directly related to the activities of the National Security Council of Georgia (published within 10 days after the effective date of the Act);

h) strategies, concepts, action plans and reports prepared by the Office (subject to update);

i) individual legal acts assessed by the NSC as having public interest.

6.2 Public Information Page

- a) the name, surname, position, FAX number, work number and the work e-mail of the person responsible for public information disclosure (subject to update);
- b) legal acts concerning disclosure of public information (subject to update);
- c) administrative complaint forms / samples (subject to update);
- d) annual report on the activity of the Office (published annually);
- e) general statistics on personal financial statement submission according to Article 37 and Article 40 of the General Administrative Code (published quarterly).

### 6.3 Information about the Office Staff

Information about Office Staff, indicating number, categories and gender of employees.

### 6.4 Information about funding, state procurement and spending, including:

- a) approved and amended budgets of the Office (published quarterly);
- b) implementation of the budget (cumulative) (published quarterly and annually);
- c) annual state procurement plan (published quarterly);
- d) state procurements of the Office performed in accordance with the annual state procurement plan indicating supplier, subject of procurement, means of procurement and cost of the agreement on procurement (published annually);
- e) alienation and transfer of assets on the budget sheet of the Office (published quarterly);
- f) vehicles on the budget sheet of the Office indicating the model and the date of manufacture (published annually);
- g) fuel consumption expenses of single Office authorities and gross fuel consumption expenses of the Office (published annually);
- h) gross expenses on maintenance of the vehicles (published annually);
- i) salaries, premiums and bonuses of Office authorities (indicating the name and the surname) (published quarterly);
- j) statements of personal property of the authorities;
- k) gross quarterly salaries, premiums and bonuses of Office employees (published quarterly);
- l) expenses of official work visits of Office authorities (separately indicating expenses on local work visits and work visits to other countries) (indicating the name and the surname) (published quarterly);
- m) expenses of official work visits of Office employees (gross expenses) (separately indicating expenses on local work visits and work visits to other countries) (published quarterly);
- n) communication expenses for phone calls of Office authorities (international and local calls) (indicating the name and the surname) (published annually);
- o) communication expenses for phone calls of Office employees (international and local calls) (gross expenses) (published annually);

p) hospitality expenditures according to purposes (detailed) (published quarterly).

**NOTES:**

1. For the purpose of the current list, the term “authorities” refers to the persons defined in Article 2 of Law of Georgia on Conflict of Interests and Corruption in Public Service.
2. Information, which is subject to quarterly disclosure, shall be published within a month after the end of the previous quarter; information, which is subject to annually disclosure, shall be published within 3 months after the end of the previous year; in the case of changes to the relevant legislative acts, information shall be updated within 10 days after the effective date of the renewed act.
3. The Rule of Proactive Disclosure is not applicable to information, which, according to Georgia National Security Council estimations, is related to or might be related to the State security and/or national defence.
4. The Rule of Proactive Disclosure is applicable to information listed in the previous document since January 1, 2014.

### **Standards for Requesting Public Information in Electronic Form**

1. The Standards for Proactive Disclosure of Public Information sets the rules and conditions for the National Security Council Office (hereafter – the Office) to ensure public information disclosure on the basis of an electronic request.

2. A request on public information disclosure is submitted in a written form by an interested person using the electronic resources of the Office (the Office's web site). Confirmation of receipt of an electronic request is issued no later than the second business day.

3. The electronic address of the Office is [www.nsc.gov.ge](http://www.nsc.gov.ge) .

4. The requested public information is sent to the e-mail address indicated by the interested person.

5. In cases when it is impossible to send the requested information via e-mail due to its size, the Office, after receiving the consent from an interested person, distributes the requested information after recording it on a compact disk in accordance with the Law of Georgia on Fees for Copying Public Information.

6. The deadline for Public Information Disclosure in electronic form is defined by Article 40 of the General Administrative Code of Georgia.