

Right to Information Unit

No	Programme/ Project	Activities	Allocation (Rs. Mn)	Physical Target				Financial Target (Rs.Mn)				KPIs		Responsibility	Remarks
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Output	Outcome		
1	Programme 1 : Building Institutional Capacities of the RTI unit Project 1.1 : Establishment of the RTI unit within the Ministry	1.1.1 Set a telephone helpline to respond to queries from the Information Officers	2.75	75%	25%			0.5	0.25			Information RTI website Operational help desk	Number of queries solved by the help desk	Additional Secretary (Development and Planning) Director (Development) Assistant Secretary (RTI)	
		1.1.2 Establishment RTI resource center, and assign staff		25%	25%	25%	25%	0.25	0.25	0.25	0.25	Task list assigned to the resource center and a list of available resources	Number of visitors who comes to study and do research on RTI		
		1.1.3 Establishment a monitoring mechanism for reactive and proactive disclosure		20%	60%	20%		0.25	0.5	0.25		Monitoring reports Observations and follow up	Number of government institutions maintaining proper mechanism for reactive and proactive disclosure		
2	Programme 2 : Train Information officers and Public Officials Project 2.1 : Support to train Information officers and Public Officials.	2.1.1 Preparation of RTI trainers pool to conduct RTI awareness programs	7.25	30%	50%	20%		1	3	2		List of professional trainers to maintain RTI training arm	Number of training programs conducted by the trainers	Additional Secretary (Development and Planning), Director (Development) Assistant Secretary (RTI)	
		2.1.2. Preparation of annual program to train Information Officers		1	1	1	1	0.25	0.5	0.25	0.25	Number of annual training programs conducted	percentage of information officers who actively participate in trainings		

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				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Output	Outcome		
		2.1.3 Reprint of RTI Hand Book, Training Guide and Training Module	1.2	50%		50%		0.1		0.1		Number of books re-printed	availability of publications		
		2.1.4 Completion of networking sessions of information officers		1	4	5	2	0.25	0.25	0.25	0.25	Number of networking sessions conducted	percentage of information officers who actively participate in trainings		
3	Programme 3 : Main streaming RTI across the Public Service Project 3.1 : Introducing RTI friendly elements in the recruitment, promotional schemes and performance criteria	3.1.1 Include RTI as a subject to training modules and induction courses of government officers and efficiency by examinations	No	50%	50%			0	0			amended training modules and examination subjects	Number of participants who complete the trainings and pass the exams on RTI	Additional Secretary (Development and Planning) Director (Development) Assistant Secretary (RTI)	
		3.1.2 Amend the Scheme of Recruitment and Promotions (SORP) to include RTI knowledge as a compulsory requirement		50%	50%			0	0			amended Scheme of Recruitment and Promotions	Number of officers join to government service with proper knowledge on RTI		
		3.1.3 Introduce RTI mainstreaming in the programmes offered by the National Productivity Secretariat		50%	50%			0	0			Inclusion of proactive disclosure of RTI as a parameter of productivity assessments	Number of institutions who actively participate in proactive disclosing process		
		3.1.4 Negotiate with the National Institute of Education to introduce right to information literacy into school curricular			50%	50%			0	0		Inclusion of RTI as a subject of government school curriculum	Number of students who are knowledgeable with Right to Information		

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		3.1.5 Negotiate with relevant higher education institutions to include RTI into journalism and media education	No		50%	50%			0	0			Inclusion of RTI as a subject of media education	Percentage of students who actively follow and engage in research development on RTI	Additional Secretary (Development and Planning) Director (Development) Assistant Secretary (RTI)	
		3.1.6 Develop an on-line RTI certificate course		100%				0				Number of training programs conducted	Number of government officers certified with RTI course			

4	Programme 4 : Increased Citizen's Awareness														
	Project 4.1 Encouraging government and civil service organizations to educate rural and urban population	4.1.1 Enhance RTI website and Ministry of Mass Media website as an educational resource base for RTI	4.0	100%									Completed website for RTI and Ministry of Mass Media as model example for other institutes	Increased percentage of viewers	Additional Secretary (Dev & Pln) Director (Dev) Assistant Secretary (RTI)
		4.1.2 District basis one day awareness training for newly appointed local government members				8	9	8		0.5	0.5	0.5	Number of members who actively participate for the workshops	Percentage of local government authorities who follow the RTI rules and regulations	
4.1.3 Conduction of awareness programs for provincial journalist and leaders of community based organization		2		2	2	2	0.5	0.5	0.5	0.5	Number of provincial journalists and community leaders who aware on RTI	Number of applications received from citizens regarding the development of the country			

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				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Output	Outcome		
		4.1.4 Encouraging Civil Society Organizations (CSOs) to organise and conduct awareness raising programs in the rural areas including by holding RTI clinics	0.5	1	1	1	1	0	0	0.25	0.25	Number of CBOs engage in awareness raising programs	Number of applications received from citizens regarding the development of the country	Additional Secretary (Development and Planning) Director (Development) Assistant Secretary (RTI)	
	Project 4.2 Media and Propaganda Programme	4.2.1 Preparation of documentary and short films regarding the best practices of RTI	4.5	1	1	1	1	0.25	0.25	0.25	0.25	Number of videos produced	Number of best practices shared	Additional Secretary (Development and Planning) Director (Development) Assistant Secretary (RTI)	
4.2.2 Preparation of Trailers and Jingles		1		1	1	1	0.5	0.5	0.5	0.5	Number of times telecast	Publicity for RTI act			
4.2.3 Publication of RTI news Letters		1		2	1	2	0.05	0.3	0.05	0.3	Number of newsletters distributed	Publicity and best practice sharing			
4.2.4 Promotion materials (hand bills, posters)		50%			50%		0.1	0.1	0.1	0.1	Number of materials oriented	Availability of materials			
4.2.5 Maintaining RTI face book page and Boosting posters in Social Media		25%		25%	25%	25%	0.1	0.1	0.1	0.1	Number of viewers of the page and posters	Publicity for RTI act and best practice sharing			
5	Programme 5 : Increased Citizen's Awareness														
	Project 5.1 : Commemorate International RTI Day	5.1.1 Best practice networking forum	10.2			100%					2.2	Number of Participants attended	Number Organizations benchmarked the Best Practice	Additional Secretary (Development and Planning) Director (Development) Assistant Secretary (RTI)	
	Project 5.2: Training programs / workshops in collaboration with RTI Commissions of other Asian Countries	5.2.1 Workshops / Multi country Observational Study Mission		1	1	1	1	2	2	2	2	Number of Programs counted and Number of National and International Participants attended	International Network and Knowledge sharing with other countries		

Progress as at 31st December 2017

Activity	Estimated Allocation	Expenditure	KPI ' s		Remarks
			Output	Outcome	
1. Implementation of Right to Information Act					
1.1 One day awareness workshops for all provinces and independent commissions	Capital Budget - 10Mn Recurrent Budget - 25 Mn	Capital - 8.5 Mn Recurrent - 14.86 Mn (Approximate ly)	10 workshops covering executive staff of all provinces and Independent Commissions. 1825 officers were participated.	Implementing the RTI activities and RTI unit in each and every provincial Council	Completed
1.2 Conducting Training of Trainers (TOT) Programs			06 TOT programs to cover main public sectors of Sri Lanka. 150 RTI trainers were trained	Availability of the RTI trainer in provincial and district level	04 TOT programs were conducted (2 programs for Ministries, 01 program for Sri Lanka Police and the other one for provincial council and district secretariets)
1.3 Providing financial aid and resource materials for training programs conducted by the RTI trainers who came for the TOT programs.			97 workshops has been conducted covering central, provincial and district level institutes. 4950 officers has been trained by the Trainers (Please see annexe 01)	Availability of the officers who support to implement RTI act	Ministry of Finance and Mass Media has released Rs. 6,762,472.00 from 2017 budget allocation for those workshops

1.4 Preparation of RTI Hand Book, Training Guide and Training Module		300 copies of Training Guide, Training Module and 5000copies of RTI hand Book has been Printed	Availability of Publications	
1.5 Publish RTI News Letter		02 News Letters were published	Knowledge Dissemination on RTI	Ministries, Distrci Secretariets, RTI Commission, Journalists and Nepol RTI Commission have been shared there best practices
1.6 Commerate International RTI Day		350 participants joined to the International RTI Day event 2017.	Number of organizations Benchmarked the Best Practice	Most of Beneficiaries, Civil Societies and Governemnt organizations express their experience on Right to Informations
1.7 Net working sessions of Information Officers		Southern, North, Western and Central province networking sessions are completed.	Changing of attitudes on RTI act and the % support to implement RTI Act	More than 80% of participants were satisfied regarding the discussion forum

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