

**Capacity Building for Access to Information Project**  
**Project Brief, Work Plan & Guidelines**

**State Implementing Agencies (SIAs)**  
**and**  
**District Implementing Agencies (DIAs)**

## **Key Terms**

**RTI: Right to Information**

**CBAI Project: Capacity Building for Access to Information Project**

**NIA: National Implementing Agency**

**SIA: State Implementing Agency**

**DIA: District Implementing Agency**

**PMS: Project Monitoring System**

**CSO: Civil Society Organisation**

**NGO: Non-Governmental Organisation**

## **1. Key Objectives**

The **GoI-UNDP Project on Capacity Building for Access to Information (CBAI)** aims to take a comprehensive approach in pursuit of increased access to information for improved governance. It seeks to build on the earlier UNDP-supported initiatives in this area, bringing together the complementary elements of past efforts, and addressing the continuing challenges and capacity gaps. Specifically, the project aims to increase the awareness and enhance the capacities of government officials as information providers, and citizens as information seekers, and a range of actors to facilitate the sharing of information. The project will strengthen and institutionalize mechanisms for improved government-citizen interface, and smoothen the operationalisation of Right to Information by means of consultative processes for consensus building, and through documentation, research and advocacy efforts.

The main objectives of the project are:

- Building capacities of government officials to meet citizen's information needs for improved service delivery;
- Developing capacities of citizens and civil society to demand information and creating awareness;
- Establishing institutional mechanism at the national level for improved citizen-state interface; and
- Facilitating research, documentation, communications and advocacy, sharing global best practices and networking of practitioners.

## 2. Project Coverage

### Phase I

The Project commenced in December 2005 and initially covered 12 states and 24 Districts (2 in each State).

#### Project Coverage – Phase I

Sl. No.	Name of the State	Districts
1	Rajasthan	Udaipur, Jodhpur
2	Madhya Pradesh	Mandla, Khargone
3	Tamil Nadu	Cuddalore, Nagapattinam
4	Assam	North Lakhimpur, Karbi Anglong
5	Uttaranchal	Tehri Garhwal, Champawat
6	Karnataka	Chitradurga, Bidar
7	Kerala	Kasaragode, Wayanad
8	Gujarat	Narmada, Panchmahal
9	West Bengal	West Midnapore, Malda
10	Chattishgarh	Bilaspur, Rajnandgaon
11	Maharashtra	Chandrapur, Nandurbar
12	Andhra Pradesh	Anathapur, Rangareddy

### Phase II

From April 2007, the project would be extended to all states. Therefore, from Phase II onwards, a total of 28 States and 54 Districts (2 in each states) would be covered within the ambit of the project.

#### Additional States & Districts under Phase II

Sl. No.	Name of the State	Districts
13	Orissa	Cuttack, Ganjam
14	Jharkand	Singhbhoomi (E), Ranchi
15	Punjab	Patiala, Nawanshahar
16	Haryana	To be finalised
17	Uttar Pradesh	Bareilly, Banda
18	Bihar	Bhagalpur, Muzaffarpur
19	Himachal Pradesh	Hamirpur, Mandi
20	Sikkim	South & West District
21	Arunachal Pradesh	To be finalised
22	Meghalaya	To be finalised

23	Mizoram	Serchhip, Kolasib
24	Tripura	West Tripura, Dhalai
25	Nagaland	Dimapur, Mukokchung
26	Manipur	Imphal West & East
27	Delhi	To be finalised
28	Goa	To be finalised

For effective implementation of the project, states have been categorized into the following:

Categories	States
Original States (12 Nos.)	This includes the original 12 states selected as part of the project namely Rajasthan, Madhya Pradesh, Tamil Nadu, Assam, Uttaranchal, Karnataka, Kerala, Gujarat, West Bengal, Chattishgarh, Maharashtra, and Andhra Pradesh.
New Larger States (7 Nos.)	This comprises select states which would be covered under the project from Phase II onwards namely, Orissa, Jharkand, Punjab, Haryana, Uttar Pradesh, Bihar and Himachal Pradesh.
New Smaller States (9 Nos.)	This would comprise of the following relatively smaller states which would be covered under the project from Phase II onwards namely, Sikkim, Arunachal Pradesh, Meghalaya, Mizoram, Tripura, Nagaland, Manipur, Goa and Delhi.

### 3. Project Component

The project components are:

1. Training and Capacity Building: Create a cadre of National, State, District and Block resource persons and provide training to key stakeholders at both the supply and demand sides;
2. Research and Documentation: Undertake action research and documentation on implementation of Right to Information Act and for building a knowledge bank of case studies and best practices;
3. Mass Awareness Campaign: Generate immense public awareness on Right to Information, particularly at the grassroots level, through use of different media vehicles such as pamphlets/brochures, print and electronic media, road shows/kalajathas etc.
4. Clearing House: Networking among practitioners and project implementation agencies and dissemination of best practices and experiences on the Right to Information.
5. Dissemination and Advocacy: Sensitizing and disseminating information on RTI to key stakeholders through distribution of RTI Act, user guides and manuals in local languages, seminars, advocacy workshops etc.
6. Information Fairs/Information Audit: Information fairs or open houses for citizens to seek information from government agencies at State and District levels as well as audit of information requests and their disposal.
7. Multi-stakeholders workshops: Conducting workshops involving key stakeholders at National, State and District levels. Some key workshops planned include a Retreat of Information Commissioners, Media Conclave, Workshops with State Secretaries, ATI Directors, District Collectors, CSO representatives etc.

#### **4. Implementation Arrangements**

The implementation arrangements for the project involve different stakeholders at the National, State and sub-state level. It includes:

- The Government Aid Coordinating Agency (Department of Economic Affairs)
- National Executing Agency (Department of Personnel and Training)
- Funding Agency (UNDP Country Office)
- Programme Management Board (PMB) and Project Standing Committee (PSC) in line with the GoI NEX Guidelines
- A National Implementing Agency (NIA) at the National Level to oversee effective implementation of different project components (CGG-YASHADA)
- State-level Steering Committees and State Implementing Agencies (SIAs) to implement the project in their respective State (12 Nos) established at the State Administrative Training Institutes (ATIs)
- District Implementing Agencies (DIAs) to implement the project in each selected District (24 Nos)

## 5. Role of Key Stakeholders

Sl. No.	Component	National Implementing Agency - CGG	National Implementing Agency – Yashada	State Implementing Agencies	District Implementing Agencies
1.	Training and Capacity Building	Develop Manuals, Guides, Handbooks for various stakeholders	Develop other training material  Train State and Resource Persons from all States	Prepare training materials/ Local level translation of manuals including publication Train State/District Resource Persons, Undertake training of PIOs/ APIOs, appellate authorities, CSOs, Media etc at State level	Local level translation, Train District/Block level resource Persons, Undertake training of PIOs/ APIOs, appellate authorities, CSOs, Media etc at District level
2.	Research & Documentation	Undertake key activities viz. Audit of publications under Section 4 (1), Inter-state/inter-country study on best practices, RTI and Service Delivery Improvement, Information Audit	Support NIA (CGG) in Research activities	Undertaking state studies through data collation, research and networking	Undertaking district studies through data collation, research and networking
3.	Mass Awareness Campaign	Support NIA (Yashada) in preparing mass awareness campaign – Support SIAs & DIAs on mass awareness activities	Prepare mass awareness campaign strategy and provide support to SIAs & DIAs on mass awareness activities	Formulate and implement awareness campaign through use of different media vehicles at State level	Formulate and implement awareness campaign through use of different media vehicles at local level

Sl. No.	Component	National Implementing Agency - CGG	National Implementing Agency – Yashada	State Implementing Agencies	District Implementing Agencies
4.	Clearing House	Support NIA (CGG) in networking activities	Collation of information, knowledge sharing, networking and coordination	Networking & Best Practices Sharing, Project Coordination, Monitoring and Reporting (State & sub-State level)	Networking & Best Practices Sharing, Project Coordination, Monitoring and Reporting (District & sub-District level)
5.	Information Fair/Audits	Audit of Information Requests and Disposal – Methodology and Analysis		Collate Information at State level on Information Audit; Hold Information Fairs at State level	Collate Information at sub-State level on Information Audit; Hold Information Fairs at District level
6.	Dissemination and Advocacy	Distribution of RTI Act, User Guides; Seminars/Advocacy Workshops at National level		Distribution of RTI Act and User Guides in Local Language; Seminars/Advocacy Workshops at State level	Distribution of RTI Act and User Guides in Local Language; Seminars/Advocacy Workshops at District & Block level
7.	Multi-stakeholders consultation	Workshops with key stakeholders on strategy issues & workshops with researchers and trainers		Workshops with key stakeholders for effective implementation	Workshops with key stakeholders for effective implementation

## Project Planning, Implementation, Review & Monitoring: By NIA (CGG)

## 6. Financial Allocations

Allocation to various states would differ on the basis of the category that they fall under.

Categories	Financial Allocations
Original States (12 Nos.)	The Original States which are being covered under the project currently have been allocated Rs. 34.74 lakhs as per the original plan - Rs. 5 lakhs in Year 1 (Jan – Mar 2006), Rs. 17.25 lakhs in Year 2 (2006-07) already allocated; balance in Year 3
New Larger States (7 Nos.)	The larger states among the new states (7 Nos.) to be covered from year 2 (2006-07) would get Rs. 30 lakhs over the next three years.
New Smaller States (9 Nos.)	The smaller states among the new states (9 Nos.) to be covered from year 2 (2006-07) would get Rs. 20 lakhs over the next three years.

## 6.1 Budget for the Original 12 States

(Rajasthan, Madhya Pradesh, Tamil Nadu, Assam, Uttaranchal, Karnataka, Kerala, Gujarat, West Bengal, Chattisgarh, Maharashtra, and Andhra Pradesh)

Component	Per State Implementing Agency (SIA) (In Rs. Lakhs)				Per District Implementing Agency (DIA) (In Rs. Lakhs)			
	Total	Jan-Mar 2006	2006-07	2007-08	Total	Jan-Mar 2006	2006-07	2007-08
	Training and Capacity Building	<b>3.89</b>	1.14	1.97	0.78	<b>3.84</b>	0.50	1.97
Research and Documentation	<b>2.07</b>	0.45	0.72	0.90	<b>1.00</b>	-	0.50	0.50
Mass Awareness Campaign	<b>1.14</b>	0.24	0.45	0.45	<b>2.74</b>	0.73	1.14	0.87
Clearing House	<b>1.14</b>	0.24	0.45	0.45	<b>0.96</b>	0.24	0.36	0.36
Dissemination and Advocacy	<b>0.74</b>	0.09	0.27	0.38	<b>2.06</b>	0.45	0.92	0.69
Information/ Social Audit	<b>0.55</b>	0.09	0.17	0.29	<b>1.55</b>	0.18	0.68	0.69
Multi-Stakeholder Consultations	<b>0.55</b>	0.09	0.18	0.28	<b>0.18</b>	0.09	0.09	-
<b>Total (Per SIA)</b>	<b>10.08</b>	<b>2.34</b>	<b>4.21</b>	<b>3.53</b>	<b>12.33</b>	<b>2.19</b>	<b>5.66</b>	<b>4.48</b>

The budgets for various project components are indicative only. SIAs/DIAs can make minor adjustments in budgets across different project components, if required.

## 6.2 Budget for the New Larger States

(Orissa, Jharkand, Punjab, Haryana, Uttar Pradesh, Bihar and Himachal Pradesh)

Component	Per State Implementing Agency (SIA) (In Rs. Lakhs)				Per District Implementing Agency (DIA) (In Rs. Lakhs)			
	Total	2006-07	2007-08	2008-09	Total	2006-07	2007-08	2008-09
Training and Capacity Building	<b>3.20</b>	0.80	1.60	0.80	<b>3.65</b>	1.00	1.65	1.00
Research and Documentation	<b>1.20</b>	0.30	0.60	0.30	<b>0.90</b>	0.25	0.40	0.25
Mass Awareness Campaign	<b>1.60</b>	0.40	0.80	0.40	<b>2.20</b>	0.60	1.00	0.60
Clearing House	<b>0.80</b>	0.20	0.40	0.20	<b>0.75</b>	0.20	0.35	0.20
Dissemination and Advocacy	<b>0.40</b>	0.10	0.20	0.10	<b>1.80</b>	0.50	0.80	0.50
Information/ Social Audit	<b>0.40</b>	0.10	0.20	0.10	<b>1.30</b>	0.35	0.60	0.35
Multi-Stakeholder Consultations	<b>0.40</b>	0.10	0.20	0.10	<b>0.40</b>	0.10	0.20	0.10
<b>Total (Per SIA)</b>	<b>8.00</b>	<b>2.00</b>	<b>4.00</b>	<b>2.00</b>	<b>11.00</b>	<b>3.00</b>	<b>5.00</b>	<b>3.00</b>

The budgets for various project components are indicative only. SIAs/DIAs can make minor adjustments in budgets across different project components, if required.

### 6.3 Budget for the New Smaller States

(Sikkim, Arunachal Pradesh, Meghalaya, Mizoram, Tripura, Nagaland, Manipur, Goa and Delhi)

Component	Per State Implementing Agency (SIA) (In Rs. Lakhs)				Per District Implementing Agency (DIA) (In Rs. Lakhs)			
	Total	2006-07	2007-08	2008-09	Total	2006-07	2007-08	2008-09
Training and Capacity Building	<b>2.40</b>	0.40	1.20	0.80	<b>2.30</b>	0.50	1.00	0.80
Research and Documentation	<b>0.87</b>	0.20	0.42	0.25	<b>0.65</b>	0.20	0.25	0.20
Mass Awareness Campaign	<b>1.20</b>	0.20	0.60	0.40	<b>1.40</b>	0.30	0.60	0.50
Clearing House	<b>0.70</b>	0.20	0.30	0.20	<b>0.60</b>	0.20	0.20	0.20
Dissemination and Advocacy	<b>0.33</b>		0.18	0.15	<b>1.10</b>	0.20	0.50	0.40
Information/ Social Audit	<b>0.25</b>		0.15	0.10	<b>0.65</b>		0.35	0.30
Multi-Stakeholder Consultations	<b>0.25</b>		0.15	0.10	<b>0.30</b>	0.10	0.10	0.10
<b>Total (Per SIA)</b>	<b>6.00</b>	<b>1.00</b>	<b>3.00</b>	<b>2.00</b>	<b>7.00</b>	<b>1.50</b>	<b>3.00</b>	<b>2.50</b>

The budgets for various project components are indicative only. SIAs/DIAs can make minor adjustments in budgets across different project components, if required.

## 7. Activities undertaken by Different Implementing Agencies (as of February 2007)

### 7.1 National Implementing Agency (CGG)

The Centre for Good Governance as the National Implementing Agency has undertaken the following activities:

- Project Management, Coordination, Monitoring and Reporting
- Manuals, Guides and Handbooks prepared:
  - Manual for Public Authorities, PIOs & Appellate Authorities
  - Guide for CSOs
  - Guide for Media
  - Handbook of Trainers
  - Guide for Annual Report of Information Commissions
  - Citizen's Guide
- Clearing House, Networking & Dissemination Activities
  - Documentation of Case Laws, Best Practices
  - RTI Times – monthly newsletter commenced
  - Printing & distribution of Manuals, Guides and Handbooks among different stakeholders
  - Printing and distribution of RTI Act and user guides in large numbers
  - Mass Awareness Strategy preparation
- e-Governance Applications
  - [www.R2inet.org](http://www.R2inet.org) – a knowledge hub and networking portal on RTI
  - Project Monitoring System – a tracking tool to monitor the implementation of the project
  - RTITrack – a RTI tracking system that monitors applications and appeals (being implemented in AP)

## 7.2 National Implementing Agency (Yashada)

YASHADA as the National Implementing Agency has undertaken the following activities:

- Training of State Resource Persons – 593 Nos.
- Preparation of Training Material and Guides
- Conference of Information Commissioners
- Preparation of Mass Awareness Strategy
- Western Region meet on RTI and NREGA
- Dissemination of RTI material
- Review Workshops

## 7.3 State Level Training Activities

- Total No. of Resource Persons trained by SIAs/DIAs: 1115
- Other Stakeholders trained (PIOs/APIOs/Appellate Authorities/Reps from CSOs/NGOs/media: 14005

## 7.4 Other State Level Activities

State	Activities
Andhra Pradesh	<ul style="list-style-type: none"> <li>▪ Directory of PIOs / APIOs prepared at the district level</li> <li>▪ RTI Manuals of 33 Departments being reviewed at SIA</li> <li>▪ 3 Information fairs conducted</li> </ul>
Karnataka	<ul style="list-style-type: none"> <li>▪ Directory of PIOs / APIOs under preparation</li> <li>▪ Review of proactive disclosure conducted for some departments</li> <li>▪ SCIC decisions documented and circulated</li> <li>▪ Film on RTI purchased “BERU”</li> </ul>
Kerala	<ul style="list-style-type: none"> <li>▪ Directory of PIOs / APIOs prepared</li> <li>▪ Review of proactive disclosure conducted in 4 departments</li> <li>▪ Best Practices and Case studies being documented</li> </ul>
Maharashtra	<ul style="list-style-type: none"> <li>▪ Directory of PIOs / APIOs under preparation</li> <li>▪ Best Practices and Case studies are being documented</li> <li>▪ Radio programme of 52 episodes is ready</li> <li>▪ Training for 32 local artists is over</li> <li>▪ Audio CD on RTI launched</li> </ul>

Gujarat	<ul style="list-style-type: none"> <li>▪ Directory of PIOs / APIOs prepared (online version)</li> <li>▪ Best Practices and Case studies documented</li> <li>▪ Radio programmes ready</li> <li>▪ Information fair conducted – 2900 participants</li> <li>▪ 16 Seminars and Advocacy workshops conducted – 4267 participants</li> </ul>
Chattisgarh	<ul style="list-style-type: none"> <li>▪ Directory of PIOs / APIOs under preparation</li> <li>▪ More than 1.5 Lakh pamphlets and brochures on RTI distributed</li> <li>▪ 200 CDs on RTI distributed</li> </ul>
West Bengal	<ul style="list-style-type: none"> <li>▪ Directory of PIOs / APIOs under preparation</li> <li>▪ Best Practices and Case studies are being documented</li> <li>▪ Film on RTI developed</li> <li>▪ Radio programmes developed</li> <li>▪ Talking doll shows being conducted</li> <li>▪ Multi-stakeholder workshops conducted</li> <li>▪ Information fair conducted at SIA</li> </ul>
Assam	<ul style="list-style-type: none"> <li>▪ Directory of PIOs / APIOs under preparation</li> <li>▪ Best Practices and Case studies are being documented</li> <li>▪ Print Advertisements being given</li> </ul>
Rajasthan	<ul style="list-style-type: none"> <li>▪ Directory of PIOs / APIOs prepared</li> <li>▪ Best Practices and Case studies documented</li> <li>▪ Film on RTI developed along with pamphlets &amp; posters</li> <li>▪ Puppet shows conducted by DIAs</li> </ul>
Uttaranchal	<ul style="list-style-type: none"> <li>▪ Directory of PIOs / APIOs prepared</li> <li>▪ Best Practices and Case studies documented</li> </ul>

## 8. Activities to be undertaken by New States

The following activities need to be undertaken by all States.

### 8.1 Institutional arrangements

1. A State Level Steering Committee headed by the concerned Secretary has to be formed for the project. Getting the State Information Commission on board would be helpful in project execution.
2. A RTI Cell has to be formed at the SIA level. The RTI cell should manage the project and undertake all activities indicated. It would be helpful to have the Director/DG of the ATI head the RTI cell at SIA level.
3. Each selected district needs to have a RTI Cell. The RTI cell should manage the project and undertake all activities indicated. It would be helpful to have the respective District Collector head the RTI cell at DIA level.
4. Nodal officers need to be appointed at the SIA and DIA level. The same needs to be communicated to NIA (CGG) and DoPT.
5. The details regarding all project team members need to be updated on the Project Monitoring System (PMS).

### 8.2 Reporting Arrangements

1. Reporting on project related activities are required to be done every quarter within 15 days of the next quarter.
2. Reporting would be separately done for:
  - a. Physical progress
  - b. Financial progress
3. Reporting is to be done online through the following url:
  - [www.r2inet.org/pms.jsp](http://www.r2inet.org/pms.jsp)
4. Utilisation certificates need to be submitted to DoPT, the nodal executing agencies. A copy of the same may be marked to NIA (CGG).

### **8.3 Activities under various project components**

1. Training & Capacity Building
  - a. Training of Resource Persons
  - b. Training of PIOs/APIOs/Appl. Auth/Govt. officials
  - c. Training of representatives from CSOs/NGOs/Media
  
2. Research and Documentation
  - a. Preparation/Translation of training material and other documents
  - b. Preparation of Directory of PIOs, APIOs and Appellate Authorities
  - c. Documentation of best practices & case studies
  - d. Audit of pro-active disclosure under Section 4(1) b of RTI Act
  - e. Audit of RTI and Service Delivery & RTI – Collation and Documentation
  
3. Mass Awareness Campaign
  - a. Posters, pamphlets and brochures
  - b. TV advertisements
  - c. Radio programmes
  - d. Traditional media vehicles – kalajathas, puppet shows etc.
  
4. Clearing House
  - a. Project Coordination, Monitoring and Reporting
  - b. Networking with other States/NIA/Other stakeholders
  
5. Dissemination and Advocacy
  - a. Workshops and seminars
  - b. Printing & distribution of RTI Act, other documents
  - c. Dissemination of best practices
  
6. Information Fairs / Information Audit
  - a. Information Fairs
  - b. Information Audit
  
7. Multi-stakeholder workshops

### 8.3.1 Training & Capacity Building

Under the project, the following categories of stakeholders need to be trained

- Training of State/District Resource Persons: This is to build a cadre of trainers on RTI who in turn can train other stakeholders at the state and district levels.

**The resource persons would be trained by NIA (Yashada). A training plan needs to be prepared by the respective State Implementing Agencies in consultation with YASHADA.**

- PIOs/ APIOs/Appl. Auth/Govt. Officials: Trained resource persons need to train stakeholders at the supply end such as PIOs, APIOs, appellate authorities, government functionaries, elected representatives etc.
- CSOs/ NGOs/Media Reps/Others: Trained resource persons also need to train stakeholders at the demand side. This would include representatives from the civil society organizations (CSOs), non-government organizations (NGOs), media etc.

The minimum targets for different states are as given in the table below:

	12 Original States			7 New Larger States			9 New Smaller States		
	Per SIA	Per DIA	Per State (SIA + 2 DIAs)	Per SIA	Per DIA	Per State (SIA + 2 DIAs)	Per SIA	Per DIA	Per State (SIA + 2 DIAs)
State / District Resource Persons to be trained by NIA (Yashada)	60	20	100	60	20	100	40	20	80
PIOs, APIOs, Appl. Auth, Govt. Officials, Elected representatives	200	200	600	200	200	600	200	100	400
CSOs/ NGOs/Media Representatives /Others	200	100	400	200	100	400	100	100	300
	<b>460</b>	<b>320</b>	<b>1100</b>	<b>460</b>	<b>320</b>	<b>1100</b>	<b>340</b>	<b>220</b>	<b>780</b>

**The targets specified are minimum targets – states may train more stakeholders if financial allocations allow for more.**

### **8.3.2 Research and Documentation**

The key activities that need to be undertaken under this component are:

#### **i. Preparation/Translation of training material and other documents**

*SIAs and DIAs should make available the RTI Act, 2005 in local language to all stakeholders.*

Training material for trainers and for various stakeholders has also been prepared by NIA. The following guides and manuals have been prepared.

- Handbook for Trainers
- Manual for Public Authorities, Public Information officers and Appellate Authorities
- Guide for Civil Society Organisations
- Guide for Media
- User Guide

They are available at [www.r2inet.org](http://www.r2inet.org). In addition, NIA (Yashada) has also prepared additional documents and material for training.

Translated versions of all documents can be made available to trainers/resource persons and other stakeholders, as required. States are free to use their locally developed material as well.

#### **ii. Preparation of Directory of PIOs, APIOs and Appellate Authorities**

*The SIA must compile a directory of PIOs, APIOs and Appellate Authorities in the State. Likewise DIAs must compile a directory of PIOs, APIOs and Appellate Authorities in their respective districts.*

The basic details that the directory must capture pertain to the following:

- Name of PIO/APIO/Appl.Auth.
- Designation
- Department
- Address details
- Telephone
- Fax

A format for the directory of PIOs/APIOs/Appl. Auth. will be provided by NIA (CGG).

The directory must be made available in local language in published form as well as through the web.

**iii. Documentation of best practices & case studies**

SIAs and DIAs must compile best practices on RTI at both State and District level. The best practices must relate to both supply and demand side cases.

A format for the directory of PIOs/APIOs/Appl. Auth. will be provided by NIA (CGG).

**iv. Audit of pro-active disclosure under Section 4(1) b of RTI Act**

SIAs and DIAs need to undertake the audit of proactive disclosure of public authorities. Towards this end, they need to collate documents disclosed under Section 4(1)b of the RTI Act by various Departments, HoDs, District Collectorates, ULBs and PRIs and analyse them on an objective criteria.

The format for undertaking the audit can be sourced from NIA. This needs to be undertaken in 2007-08.

**v. Audit of RTI and Service Delivery & RTI – Collation and Documentation**

SIAs and DIAs need to undertake the audit of service delivery with a view to assess the impact on service delivery due to RTI provisions.

The format for undertaking the audit can be sourced from NIA. This needs to be undertaken in 2008-09.

**8.3.3 Mass Awareness Campaign**

This is an important component of the project. It is expected that SIAs and DIAs undertake campaigns to generate mass awareness on issues related to the RTI Act.

The various mass awareness vehicles that SIAs and DIAs are expected to use are:

- Pamphlets and Brochures
- Radio programmes
- TV Advertisements
- Print media
- Kalajathas/Dance Troupes/road shows etc.
- Any other

Many ATIs (SIAs) have already made use of different mass awareness vehicles. New states need to gather such experiences and see if they can undertake similar exercises.

### **8.3.4 Clearing House**

The following activities need to be undertaken under the clearing house component.

#### **i. Project Coordination, Monitoring and Reporting**

Every SIA needs to coordinate and monitor its own activities as well as that of the DIAs. Each DIA, in turn, needs to coordinate and monitor its own activities.

#### **ii. Networking with other States/NIA/Other stakeholders**

SIAs and DIAs also need to network with other states and with NIA with a view to share information and experiences. An indicative list of issues that could help networking could pertain to the following:

- RTI related information
- Sharing of information and experiences on the project
- Best practices
- Specific case studies etc.

### **8.3.5 Dissemination and Advocacy**

Under this project component, SIAs and DIAs are expected to print and distribute the RTI Act, Manuals and other publicity material.

Simultaneously, they may also hold advocacy workshops and seminars to effective implementation of the RTI Act at both the supply and demand ends.

SIAs and DIAs are also required to proactively disseminate best practices and other experiences across various stakeholders in different forums.

### **8.3.6 Information Fairs / Information Audit**

The following activities need to be undertaken under this component.

#### **i. Information Fairs**

SIAs and DIAs need to organize information fairs – as open houses where citizens and other stakeholders can come to enquire and get information that they desire. At least 2 information fairs are expected to be arranged by each implementing agency.

## **ii. Information Audit**

SIAs and DIAs need to undertake information audits at both state and district levels – such audits should highlight the use of the RTI Act in terms of no. of applications, their disposal, exemptions applied, type of information sought etc.

### **8.3.7 Multi-stakeholder workshops**

SIAs and DIAs need to organize multi-stakeholder workshops to deliberate on key issues pertaining to the RTI Act. The typical stakeholders that could be included in the workshops could be government functionaries at various levels, demand side representatives from NGOs/media etc.

### Detailed Guidelines for States

Project Component	Project Activities	Guidelines	Remarks
Training & Capacity Building	Training of Resource Persons	Yashada to undertake training - SIAs should get in touch with NIA (Yashada)  Select required number of resource persons (from State, two Districts, Media, Elected representative etc as per requirement) for TOT to be conducted by NIA (YASHADA)	New States should start this activity immediately  Original States need to complete the target specified
	Training of PIOs/APIOs/App. Auth/Govt. officials	Resource Persons trained by Yashada should train the supply side stakeholders	New States should start this activity after training of a cadre of resource persons  Original States need to continue their activities as usual
	Training of representatives from CSOs/NGOs/Media	Resource Persons trained by Yashada should train the demand side stakeholders	New States should start this activity after training of a cadre of resource persons  Original States need to continue their activities as usual
Research & Documentation	Preparation/Translation of training material and other documents	Please check available documents, manuals and guides	All States, particularly new states, should thoroughly go through the material developed and use them as per their requirements.  Check <a href="http://www.r2inet.org">www.r2inet.org</a>

	Preparation of Directory of PIOs, APIOs and Appellate Authorities	Obtain format for directory from NIA (CGG)	This directory must be regularly updated  The Directory must be printed and circulated widely.
	Documentation of best practices & case studies	Both supply side and demand side best practices need to be documented	Send best practices document to NIA
	Audit of pro-active disclosure under Section 4(1) b of RTI Act	Identify methodology and public authorities to be covered at various levels  Obtain guidelines from NIA (CGG)	Submit report to NIA (CGG) after its completion
	Audit of RTI and Service Delivery & RTI – Collation and Documentation	Identify methodology and public authorities to be covered at various levels  Obtain guidelines from NIA (CGG)	Submit report to NIA (CGG) after its completion.  Will be undertaken in 2008-09
Mass Awareness Campaign	Using different media vehicles like: <ul style="list-style-type: none"> <li>✦ Pamphlets and Brochures</li> <li>✦ Radio programmes</li> <li>✦ TV Advertisements</li> <li>✦ Print media</li> <li>✦ Kalajathas/Dance Troupes/road shows etc.</li> <li>✦ Any other</li> </ul>	Devise a mass awareness action plan at State and District levels. Coordinate with NIA (Yashada) in this regard.  Gather experiences and information from other SIAs on such activities. Mass awareness material from other states can also be used.	Send samples of all publicity/awareness material to NIA (CGG) and NIA (Yashada).

Clearing House	Project Coordination, Monitoring and Reporting	SIA's need to continuously coordinate, monitor and report activities at State and District level  DIA's need to regularly update SIA's on activities undertaken	SIA's must report regularly on activities undertaken at state and district level through the <i>project monitoring system</i>
	Networking with other States/NIA/Other stakeholders	SIA's (and DIA's) should network with each other and with those in other states to exchange information and experiences.	SIA's & DIA's can also network through the networking portal developed ( <a href="http://www.r2inet.org">www.r2inet.org</a> ) – they should also contribute articles, best practices and other information to the monthly newsletter.
Dissemination and Advocacy	Printing and distribution of RTI Act, User Guides, other documents	Customise documents as per the needs of various stakeholders	Pocket books for PIO's, Brochures for citizens etc. could be other innovative means of information dissemination
	Advocacy workshops & seminars	SIA's and DIA's can get key stakeholders and decision-makers to such workshops	
Multi-stakeholder workshops	Multi-stakeholder workshops	These could be arranged on any specific issue or on a broad range of issues	Effort should be directed to bring together representatives from both supply and demand sides

## **Key Instructions**

1. Constitute State Steering Committee headed by the concerned Secretary for monitoring the activities to be undertaken under the project.
2. Set up RTI cells to manage project activities at SIA and DIA level.
3. Work closely with the State Information Commission – provide them regular updates and feedback on project activities.
4. Involve other key stakeholders in the project – civil society organisations, non-governmental organisations, media etc.
5. All States should submit their utilization certificates to DoPT on time with a copy marked to NIA (CGG).
6. All States should report on the physical and financial progress made on the project every quarter within 15 days after its completion.
7. Physical and financial reporting is to be made online through the Project Monitoring System (PMS) on pre-designed formats at the following url:  
<http://www.r2inet.org/pms.jsp>
8. Input details of key personnel involved in the project at State and District levels (<http://www.r2inet.org/pms.jsp>)
9. Select required number of resource persons (from State, two Districts, Media, Elected representative etc as per requirement) for TOT to be conducted by NIA (YASHADA)
10. Review workshops are arranged regularly. The nodal officer at SIA must attend the review workshops organized by NIA (CGG) or NIA (Yashada). In his/her absence, a suitable person must be nominated to the workshop.
11. SIAs must make every effort to network with partner states and exchange information and experiences.
12. SIAs must regularly share information, best practices, news on RTI with NIA (CGG). They should contribute articles, papers, news feeds for the monthly newsletter of the project (RTI Times).

## Key Contact Persons

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