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## **Council of Europe Access Info Group (AIG)**

**Report submitted by Bosnia and Herzegovina  
on legislative and other measures taken in Bosnia and  
Herzegovina to give effect to the provisions of the Council of  
Europe Convention on Access to Official Documents**

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## **I – GENERAL INFORMATION**

The right of access to information in Bosnia and Herzegovina is regulated as it follows:

- At the level of institutions of Bosnia and Herzegovina, the right of free access to information is regulated by the Law on Freedom of Access to Information at the Level of Institutions of Bosnia and Herzegovina (Official Gazette of BiH, 61/23), which entered into force on 15 September 2023;
- At the Entity level, the Law on Freedom of Access to Information of the Federation of Bosnia and Herzegovina and the Law on Freedom of Access to Information of the Republika Srpska from 2001 are in force;
- Brčko District of Bosnia and Herzegovina applies the Instruction on implementation of the Law on Freedom of Access to Information in Bosnia and Herzegovina governing the matters that should contribute to more effective implementation of the Law on Freedom of Access to Information in Bosnia and Herzegovina in the Brčko District of Bosnia and Herzegovina and addressing the matters that provide proper implementation of the Law and determination of the costs of duplication services.

The Law on Freedom of Access to Information of the Federation of Bosnia and Herzegovina was amended once in the part related to the obligation to issue a decision upon the request for access to information and in the part related to the second-instance body deciding on appeals against the decisions.

The Law on Freedom of Access to Information of the Republika Srpska has not been amended so far.

The Council of Europe Convention on Access to Official Documents (CETS 205) (hereinafter: the Convention) was ratified by the Presidency of Bosnia and Herzegovina at its 13<sup>th</sup> regular session, held on 10 October 2011. Decision on ratification was published in the Official Gazette of BiH – International Treaties, 10/11.

Sector for Administration of the Ministry of Justice of Bosnia and Herzegovina is responsible for monitoring the implementation of the Law on Freedom of Access to Information in Bosnia and Herzegovina. The Minister of Justice of Bosnia and Herzegovina tasked the head of the section in the Sector for Strategic Planning, Aid Coordination and European Integration, performing the duties of the Assistant Minister in the Sector for Administration of the Ministry of Justice of Bosnia and Herzegovina under the Minister's authorisation, to prepare this report.

A large number of non-governmental organisations, civil society organisations and individuals are involved in monitoring the implementation of the Law on Freedom of Access to Information at the Level of Institutions of Bosnia and Herzegovina.

## II - LEGISLATIVE AND OTHER MEASURES GIVING EFFECT TO THE PROVISIONS OF THE CONVENTION

### 1. General provisions

1.1 Article 5 paragraph (1) point b) of the Law on Freedom of Access to Information at the Level of Institutions of Bosnia and Herzegovina (Official Gazette of BiH, 61/23) (hereinafter: the Law), stipulates that for the purpose of this Law the “**institution of BiH**” means a body of legislative, judicial or executive authority established by law, entrusted with the exercise of public authority, which is financed from the public revenues, and which is designated by virtue of a special law to carry out administrative affairs at the level of Bosnia and Herzegovina. The institution of BiH is also a legal person established by the institutions of Bosnia and Herzegovina in accordance with the provisions of the Law on Registration of Legal Persons Established by the Institutions of Bosnia and Herzegovina and other entities of Bosnia and Herzegovina established by a special law.

It is evident from the definition itself that public authorities include: legislative, executive and judicial authorities, as well as other bodies entrusted by virtue of a special law to carry out administrative affairs at the level of Bosnia and Herzegovina. The institution of BiH is also a legal person established by the institutions of Bosnia and Herzegovina in accordance with the provisions of the Law on Registration of Legal Persons Established by the Institutions of Bosnia and Herzegovina and other entities of Bosnia and Herzegovina established by a special law.

Article 5 paragraph (1) point i) of the Law stipulates that the “**information owner**” is the institution of BiH within the purview of which the information was generated, i.e. a body of another state or international organisation within the purview of which the international information was generated.

1.2 According to Article 5 paragraph (1) point d) of the Law “**document**” means any content regardless of the medium (paper or electronic form or as a sound, visual or audio-visual recording) or any part of such content. The law also defines the term “information” in Article 5 paragraph (1) point c), so “**information**” means any content in the possession of the institutions of BiH, recorded in any form of representation, which the institution of BiH developed, applied or received regardless of the time of its emergence or categorisation, while the same Article point e) defines the term “**international information**”, so that the “international information” is any information provided to Bosnia and Herzegovina by a foreign country or an international organisation with which Bosnia and Herzegovina cooperates or holds membership in.

The mentioned provision covers information stored electronically or in databases.

Article 5 paragraph (1) point t) of the Law stipulates the following: “**personal data**” means data defined in accordance with the legislation on the personal data protection.

1.3 Use of public archival material is prescribed by Articles 14 to 20 of the Law on Archival Material and the Archives of Bosnia and Herzegovina (Official Gazette of BiH, 16/01).

All users have the right to use public archival materials under equal conditions (Article 14).

Public archival material in the archives may be used in: official, legal, educational and publishing purposes, for the purpose of scientific research, as well as to meet the needs of citizens in resolving their constitutional and legal rights (Article 15).

Public archival materials are, in principle, accessible 30 years after their creation, if there are no special requests by their creator in the record of handover (Article 16).

Public archival materials related to individual persons (criminal cases, court files, medical documentation, personal files) may be used minimum 10 years after the death of the person, or earlier if it is approved by the spouse, children or parents of the deceased person. If, for scientific or other justified reasons, it is necessary to use archival material from the previous paragraph, that material may be used, provided that the interests of the individual person are protected, so that the data is stated anonymously or in another appropriate way (Article 17).

The use of public archival material is restricted or prohibited if it:

- a) harms the interests of Bosnia and Herzegovina;
- b) harms the interests of the Entities of Bosnia and Herzegovina;
- c) causes damage to legal and natural persons;
- d) is used contrary to the request of the previous owner and creator;
- e) if there are indications of misuse of the material;
- f) if the material is being processed.

The act on prohibition, i.e. the act on earlier use, is issued by the director of the competent archive in accordance with law and by-law regulations (Article 18).

A special rulebook governs the manner, conditions and procedure of using the public archival materials, keeping records of users, making copies and transcripts (Article 19).

Original public archival material can be taken outside Bosnia and Herzegovina for the purpose of exhibition, expertise or implementation of protection measures, with the approval of the competent authority and the authorisation of the Archives of Bosnia and Herzegovina. The approval specifies the conditions and the deadline in which the archival material must be returned to the country. Before taking it out of the country, it is mandatory to record the material for the protection purposes (Article 20).

The Law on Archival Material and the Archives of Bosnia and Herzegovina contains special provisions on private archival material (Articles 21 to 29).

## **2. Right of access to official documents**

**2.1** The right of access to information in Bosnia and Herzegovina is regulated as it follows:

- At the level of institutions of Bosnia and Herzegovina, the right of free access to information is regulated by the Law on Freedom of Access to Information at the Level of Institutions of Bosnia and Herzegovina (Official Gazette of BiH, 61/23) (hereinafter: the Law), which entered into force on 15 September 2023;
- At the Entity level, the Law on Freedom of Access to Information of the Federation of Bosnia and Herzegovina and the Law on Freedom of Access to Information of the Republika Srpska from 2001 are in force;
- Brčko District of Bosnia and Herzegovina applies the Instruction on implementation of the Law on Freedom of Access to Information in Bosnia and Herzegovina governing the matters that should contribute to more effective implementation of the Law on Freedom of Access to Information in Bosnia and Herzegovina in the Brčko District of Bosnia and Herzegovina and addressing the matters that provide proper implementation of the Law and determination of the costs of duplication services.

**2.2** Article 5 paragraph (1) point f) of the Law prescribes that the “**right of access to information**” includes the right to request and receive information, as well as the obligation of the institutions of BiH to provide access to the requested information, i.e. to disclose such information regardless of the request made, when such disclosure arises from an obligation prescribed by law or other regulation, while point a) of this Article stipulates that the “**user of the right of access to information and re-use of information**” (hereinafter: the user) is any domestic or foreign natural or legal person.

**2.3** Article 2 of the Law stipulates that the provisions of this Law will not be applicable to parties in judicial, administrative and other law-based procedures, where the availability of information from these procedures is determined by a special regulation and to information that is subject to

confidentiality requirement in line with the special regulations governing the area of confidential information.

### **Possible limitations to access to official documents**

**3.1** Limitations and their duration are set out in Article 19 of the Law.

#### **Article 19 stipulates as it follows:**

(1) The information owned by the institution of BiH is public, whereas the right of access to information is exercised by using the method and procedures prescribed by this Law.

(2) Access to information may be restricted in order to protect the privacy of natural persons, protect the user and third party personal data, in line with the law governing the matters related to the personal data protection.

(3) The limitations under paragraph (2) of this Article are not applicable to information about the names of employed managerial officers and other persons participating in public affairs, about their salaries, other sources of revenue disbursed from the budget, the expenditures related to the public activities of the concerned person, the existence of conflicts of interest, including also their professional qualifications.

(4) Access to information may be limited if it can reasonably be expected that providing access to information would cause serious damage to the following interests:

- a) national security and international relations in the event that information is classified as confidential, in line with a law or a general act adopted on the basis of the law prescribing the data confidentiality requirement;
- b) public order in the event that the information is classified as confidential, in accordance with the law or a general act adopted on the basis of the law prescribing the data confidentiality requirement;
- c) during the inspection, control and supervision carried out by the institution of BiH, in the event that the information disclosure would make impossible the operation of the authority in charge of conducting administrative supervision, inspection supervision, or supervision conducted to check the legality of operations and acts;
- d) commercial and other economic interests, and economic, monetary and currency exchange rate policies, and
- e) environment.

(5) The institution of BiH will restrict access to information of relevance for the equal treatment of parties in judicial procedures and the efficiency of the judiciary, procedures conducted by competent authorities in the preliminary criminal or disciplinary procedures for the duration of those procedures, unless otherwise prescribed by a special law and in the event that the disclosure of information would make the effective, independent and impartial enforcement of the decision or sanction of the institution of BiH impossible.

(6) The institution of BiH may restrict access to information in the event that such access involves information that is still in the process of drafting within a single institution of BiH or across several institutions of BiH, working groups or commissions, and is still subject to the exchange of views and opinions, where the disclosure of such information – before any complete and final information is developed – could seriously damage the process of its generation.

(7) The institution of BiH may limit access to information:

- a) in the event that information constitutes a tax-related secret, in accordance with the law;

- b) in the event of re-use of information by the applicant, provided that the information is protected by the regulations that govern the matters of relevance for intellectual property rights.

(8) The information under paragraphs (4) and (7) of this Article will become available to the public once the reasons on account of which the right of access to information was restricted by the institution of BiH have ceased to exist.

**Article 20 stipulates as it follows:**

(1) The institution of BiH may disclose the requested information, regardless of an exemption established under this Law, only when such disclosure is justifiable by the existence of a public interest, by taking into account any benefit and any damage that may arise from it.

(2) When deciding whether the disclosure of the information is justifiable by a public interest, the respective institution of BiH will take into account considerations such as, including but not limited to: any breach of legal obligations; existence of any misconduct; miscarriage of justice; abuse of authority or negligence in the performance of official duties; unauthorised use of public funds, or; danger to the health or safety of an individual, the public or the environment.

(3) If the institution of BiH determined the information as an exemption in the public interest, it will notify the applicant with a decision, while **Article 21** stipulates that if it is determined that a part of the requested information has been exempted, the competent institution of BiH will disaggregate that part of information and share the remaining quantity of information, while specifying what kind(s) of exception has been applied and to which parts of the document(s) the exception is applicable.

**3.2** As can be observed from the mentioned legal provisions, access to official information is limited only to the matters listed in Article 3 paragraph 1 of the Convention.

**3.3** Limitations to the right of access to official information prescribed by the Law are necessary and proportionate to the aims listed in Article 3 paragraph 1 of the Convention.

**3.4** Article 20 paragraph (1) of the Law stipulates that the institution of BiH may disclose the requested information, regardless of an exemption established under this Law, only when such disclosure is justifiable by the existence of a public interest, by taking into account any benefit and any damage that may arise from it, if their disclosure could jeopardize any of the interests mentioned in Article 3 paragraph 1 of the Convention, unless there is some public interest in the disclosure of information.

**3.5** Article 20 paragraph (2) of the Law stipulates that when deciding whether disclosure of information is justifiable by the public interest, the respective institution of BiH will take into account considerations such as, including but not limited to: any breach of legal obligations; existence of any misconduct; miscarriage of justice; abuse of authority or negligence in the performance of official duties; unauthorised use of public funds, or; danger to the health or safety of an individual, the public or the environment.

**4. Requests for access to official documents**

**4.1** Article 23 paragraph (5) of the Law stipulates that the applicant is not obliged to indicate the reasons for which the access to information is requested.

**4.2** The Law does not provide for the possibility of submitting an anonymous request for access to information.

**4.3** Article 23 paragraph (2) stipulates that the applicant acquires the right of access to information by submitting a written request to the competent institution of BiH in one of the languages and alphabets in the official use in BiH. Furthermore, paragraph (3) stipulates that the

written request contains: the name and address of the institution of BiH, the data relevant for recognising the requested information, the first and last name and the address of the natural person who is the information user, i.e. the name and head office address of the legal person, while paragraph (4) leaves the possibility of submitting the request by electronic mail, provided that it contains all elements specified in paragraph (3) of this Article.

## **5. Processing of requests for access to official documents**

**5.1** Article 23 paragraph (1) of the Law stipulates that the request for access to information is decided by the institution of BiH that owns the requested information.

Article 23 paragraph (7), (8) and (9) of the Law prescribes as it follows:

- paragraph (7) In the event that the institution of BiH that has received the request is not the actual owner of the requested information, it is required to forward the request to the institution of BiH that owns such information within the scope of its competence, within eight days following the receipt of the request, and inform the applicant thereof, in which case the deadline for deciding on the request runs from the day when the non-owner institution of BiH has received the original request.

(8) In the event that, in spite of making reasonable efforts, the non-owner institution of BiH is still unable to identify the actual institution of BiH that owns the information, the non-owner institution is required to issue a conclusion, within the period of eight days, rejecting the request on grounds of the lack of competence, which [conclusion] will be accompanied with the instructions about the right to file an appeal to the Board of Appeals.

(9) In the event that the requested information is classified as confidential pursuant to the law governing the data confidentiality, the institution of BiH is required to assign the request to the institution of BiH that owns the information.

**5.2** Upon receipt of a request for access to information, in accordance with Article 26 paragraph (1) of the Law, the institution of BiH deciding on the request is obliged to undertake all necessary actions to collect the requested information, and when running a public interest test it will consider all facts and circumstances of relevance for the request by the deadline prescribed under Article 25 of this Law.

**5.3** Requests for access to official information are dealt with in such a way that no distinction is made on the basis of nature of the request or the status of the applicant.

**5.4** Decisions granting or rejecting the requests for access to information are sent to the applicant as soon as possible, and no later than 15 days following the date of submission of a timely and complete request. In the event of an incomplete or incomprehensible request, the institution of BiH will invite the applicant to make corrections in the request within five days following the date of receipt of the request for correction. In the event that the applicant has failed to make an adequate correction in the request, while on the basis of the submitted request it is not possible to identify with certainty what specific kind of information is requested, the institution of BiH will issue a conclusion to reject the request as incomplete. The deadline referred to in paragraph (1) of this Article may be extended for another five working days, counting from the day when the institution of BiH was supposed to decide on the request for access to information, in the event that a single request is filed in order to request a large quantity of different kinds of information, about which the institution of BiH is required to inform the applicant without delay and indicate the reasons on account of which the deadline has been extended. In the event that the institution

of BiH has failed to decide on the request for access to information by the deadlines prescribed under this Article, the applicant is entitled to file a complaint on account of the administrative silence.

Article 26 paragraph (2) enumerates the following situations when the institution does not issue a decision:

- a) when informing the applicant of the fact that he has already received the requested information earlier and that the period of 90 days has not passed counting from the date when the prior request was submitted;
- b) when informing the applicant that the information has been disclosed to the public;
- c) when informing the applicant that, as a party to the proceedings, the availability of information from judicial, administrative and other legally grounded proceedings is determined by virtue of a special regulation,
- d) when informing the applicant that the information is subject to confidentiality requirement pursuant to Article 2 paragraphs (2) and (3) of this Law.
- e) when informing the applicant that his submission is not regarded as a request within the meaning of Article 23 of this Law, in which case the institution of BiH is required to instruct the applicant about the ways of how to proceed with enabling the fulfilment of his request.

**5.5** The institution is obliged to give reasons *ex officio* in case of refusal of access to official information in the explanation of the decision, which is always made in written form.

## **6. Forms of access to official documents**

**6.1** If access to the information is granted, either in whole or in part, the institution will notify the applicant thereof by the decision.

**6.2** Article 21 of the Law stipulates that if it is determined that a part of the requested information has been exempted, the competent institution of BiH will disaggregate that part of information and share the remaining quantity of information, while specifying what kind(s) of exception has been applied and to which parts of the document(s) the exception is applicable.

## **7. Charges for access to official documents**

**7.1** Article 24 paragraph (1) of the Law stipulates that no administrative fee will be paid in order to file the request for access to information in the procedures before the institutions of BiH.

**7.2** Article 24 paragraphs (2) to (5) of the Law stipulates that the institution of BiH is entitled to demand a reimbursement of actual costs from the applicant, such as the costs of duplication, scanning, or data carrier costs, including a reimbursement of the costs of delivery of the requested information, and that the institution of BiH is obliged to provide the applicant with information about the method of calculating the costs. Furthermore, the amount of the reimbursement and the method of collection of the reimbursement, in accordance with market prices, will be prescribed by a decision of the Council of Ministers of Bosnia and Herzegovina within six months following the date of entry into force of this Law, at the proposal of the Ministry of Finance and Treasury of Bosnia and Herzegovina, and the revenue generated from the fees that have been collected shall be regarded as the revenue of the Budget of the Institutions of Bosnia and Herzegovina.

**7.3** Article 19 of the Law on Archival Material and the Archives of Bosnia and Herzegovina stipulates that a special rulebook will set out the manner, conditions and procedure of using public archival materials, keeping records of users, making copies and transcripts, for which the costs of their making will be paid.



## **8. Review procedure**

**8.1** The party whose request for access to information was denied may initiate an administrative dispute against the final administrative act before the Administrative Division of the Court of Bosnia and Herzegovina.

**8.2** Article 37 of the Law on Administrative Disputes of Bosnia and Herzegovina stipulates that the Administrative Division of the Court of Bosnia and Herzegovina resolves disputes by judgements.

The judgement accepts or rejects the action as unfounded. If the action is approved, the Court will annul the disputed final administrative act.

The judgement will annul the final administrative act and remand the case to the competent institution in cases stipulated in Article 34 paragraph (2) of this Law and other cases stipulated by this Law.

The final administrative act will be annulled by the judgement and administrative matter will be settled in cases referred to in Article 34 paragraph (3) of this Law and other cases stipulated by this Law. Such judgement completely replaces the annulled final administrative act.

By the judgement annulling the final administrative act, the Court will also decide on the request of the plaintiff on repossession of objects or compensation of damages if the data on the procedure give sound grounds. Otherwise, if the issue involves more complex procedure (presentation of evidence, evaluation of documentation etc.), the Court will decide according to the provisions of the Law on Civil Procedure.

When the action was lodged based on Article 21 of this Law and if the Court finds it justified, it will approve the action by the judgement, annul the disputed final administrative act and give the guidelines to the authorised institution as to a new decision or it will settle the administrative matter by the judgement.

In cases when the Court does not decide by judgement, it will issue a decision.

**8.3** Law on Administrative Disputes of Bosnia and Herzegovina does not specify a deadline for rendering judgements in administrative disputes. The practice has shown that administrative disputes are resolved within a reasonable time and that there are no backlogs in resolving the cases by the Administrative Division of the Court of Bosnia and Herzegovina.

Article 61 of the Law on Administrative Disputes of Bosnia and Herzegovina stipulates that the costs of administrative disputes procedure are the expenses incurred in connection with administrative dispute from the time it is instituted until it is completed. In every decision terminating administrative dispute procedure, the Court decides as to who will pay the costs of procedure and as to the amount of those costs. The Court will decide that the costs will be paid in full by any party who initiated or maintained the procedure in bad faith or through recklessness.

## **9. Complementary measures**

**9.1** Articles 36-47 of the Law govern the supervision over the implementation of the Law, so Article 36 stipulates that the Board of Appeals performs the tasks of a second-instance authority in deciding on the appeals on the exercise of the right of access to information and the right to re-use documents in accordance with this Law. The Board of Appeals, as the second-instance authority, proposes to the institutions of BiH to take the measures to improve the exercise of the rights of access to information and re-use of documents prescribed by this Law. Furthermore, the Board of Appeals initiates the adoption of or amendments to the regulations in order to implement and improve the right of access to information and re-use of documents.

Article 37 of the Law stipulates that the inspection supervision over the enforcement of this Law is carried out by the Ministry of Justice through the Administrative Inspectorate. The inspection supervision is carried out once an application has been received for access to information and

re-use of documents, at the proposal of a third party or *ex officio*. The inspectors are independent in their work. No one may, by using his or her official position or otherwise, prevent or obstruct the inspectors in the performance of supervision and in undertaking measures or actions he or she is authorised to take. Article 38 stipulates that in the course of inspection supervision over the implementation and enforcement of this Law, the inspectors check out as it follows:

- a) whether the institution of BiH has disclosed the information pursuant to Article 14 of this Law;
- b) whether the institution of BiH has ensured the transparency of work in line with Article 16 paragraph (1) point a) of this Law;
- c) whether the institution of BiH has designated an Information Officer and whether the Information Officer acts in compliance with the authorisations prescribed by this Law;
- d) whether the institution of BiH keeps a special register of the requests, procedures and decisions about the exercise of the rights of access to information and re-use of documents;
- e) whether the provisions of this Law have been enforced properly once the requests for access to information and the requests for re-use of documents have been received;
- f) whether the institution of BiH has published the information about the costs of the access and re-use, and the conditions for the re-use of documents.

During the course of inspection supervision, the inspectors are entitled to request and receive from the institutions of BiH all information that is the subject matter of the procedure conducted in accordance with this Law.

**9.2** The Information Officer and other civil servants responsible for access to information have initial and continuous training organised by the Agency for Civil Service in the institutions of Bosnia and Herzegovina, as well as specialist training organised through donor projects.

**9.3** Document management in the institutions of BiH is carried out by specially organised units or working positions within the registry offices, established in all institutions of Bosnia and Herzegovina.

Management and storage of documents of the institutions of BiH is set out by the Instruction on office operations in the institutions of BiH, issued by the Minister of Justice of BiH on the basis of the decision of the Council of Ministers of BiH on the office operations in the institutions of BiH. Most of the institutions of BiH keep various case records in electronic form.

Article 18 of the Law stipulates that the information officers in the institutions of BiH keep a special register of requests for access to information, which contain the entries about the procedural steps taken, about the decision taken with regard to the request filed, including also the data about the appellate or judicial procedures. The institution of BiH posts the data from the register of requests on its official website, by complying with the personal data protection requirement for the users and third parties, in accordance with the law governing the matters of personal data protection, while the contents and method of keeping the register referred to in paragraph (1) of this Article will be prescribed by a Rulebook issued by the Minister of Justice of Bosnia and Herzegovina within 90 days following the date of entry into force of this Law.

**9.4** Case management system, document archiving, destruction of worthless material and archiving of valuable material created in the work of the institution of BiH is governed by law and by-laws, which is a decades-long practice and mostly functions well.

## **10. Documents made public at the initiative of the public authorities**

**10.1** Through their communication plans, the institutions of BiH provide different ways of communication, both internally and externally. This includes various and numerous activities.

**10.2** Public authorities in Bosnia and Herzegovina, on their own initiative and when possible, publish information on websites, and provide in the policy-making process the participation of civil society and NGOs, as well as the wider public, including inter-institutional (horizontal and vertical consultations) and public consultations for all regulations and public policies through various channels, including the eConsultation web platform.

Article 14 of the Law stipulates the proactive disclosure of information in such a way that it is prescribed that the institution of BiH is obligated to regularly disclose and update information within the scope of its operations on its website or through another convenient method by making it easily accessible, and disclosing it in a machine-readable format whenever possible and appropriate, within 15 days from the date the information is generated. This obligation includes specifically the following types of information:

- a) Information about the institution of BiH, such as: the legal basis prescribed by law and other legal frameworks, scope of operation, a list of key assignments and documents issued by the institution of BiH, internal acts, functions, competences, and authorities of the institution of BiH;
- b) Information about the organisation of the institution of BiH, such as: organisational structure, information about its employees (first and last name, position, educational qualification, salary amount, and contact information), including statistical data and work report;
- c) Information about the work, such as strategies, work plans, policies, activities and action plans;
- d) Decisions and acts, such as: regulations, general acts and documents adopted by the institution of BiH, which affect the user interests;
- e) Information about the decision-making method and opportunities for public participation, including information about public consultations and other forms of participation, information about the sessions, agenda, conclusions and minutes of the sessions, including about enabling public attendance at the sessions, specifying the method and deadlines for submission of application forms, as well as the number of participants;
- f) Information about the sources of funding, such as: the planned budget, revenue and expenditure reports, audits and evaluations, including other financial information;
- g) Information about the grants awarded by the institution of BiH, such as: subsidies, donations, aids, project funds with details of the recipient, amount, and period for which the funds are awarded;
- h) Information about public procurements, including information about the public procurement process, criteria, results, and contracts, including the reports about the completed contracts;
- i) Information about the advertised open competitions, including the text of the competition, documentation required for participation in the competition (if any), stages in the competition process, and about the final outcome of the competition process;
- j) Information about the services provided by the institution of BiH to users, such as name and legal grounds, instructions, deadlines, forms, information about fees, charges and other payments;

- k) Information about registers, databases and catalogues kept by the institution of BiH, method of access (internet or otherwise), with links to those that can be accessed online;
- l) Information about the right of access to information, including the information concerning the method chosen to ensure that the rights are exercised, legal framework, procedures followed in order to exercise the rights, contact information of the information officer, the right to file an appeal and application, format and layout of the application form, annual reports, the register of requests and other details of relevance for the users of the right to gain access to information;
- m) Other information with regard to which the disclosure requirement is established under a special law or other regulation.

In addition to the mentioned information, the institution of BiH will disclose all other information of relevance for the work, organisation, decision-making and financing, which includes the information disclosure in the form of guides, summaries and other comprehensible forms that are accessible to users, displaying important information on the bulletin boards of the institutions of BiH, as well as providing a certain number of copies of important documents.