

(“Official Gazette” of Bosnia and Herzegovina, 28/00)

Pursuant to Article IV 4. a) of the Constitution of Bosnia and Herzegovina, the Parliamentary Assembly of Bosnia and Herzegovina, in the session of the House of Representatives held on 18 October 2000 and in the session of the House of Peoples held on 23 October 2000, adopted the

LAW ON FREEDOM OF INFORMATION

SECTION I - PRELIMINARY PROVISIONS

**Article 1
Purposes**

The purposes of this Law are:

- (a) to acknowledge that information under the responsibility of public authorities is a valuable public resource and that public access to such information promotes greater transparency and accountability of those authorities, and is essential to the democratic process;
- (b) to establish that every person has a right to access this information to the greatest extent possible consistent with the public interest, and that public authorities have a corresponding obligation to disclose information; and
- (c) to enable every natural person to request the amendment of, and to comment on, his or her personal information under the responsibility of a public authority.

**Article 2
Interpretation**

This Law shall be interpreted so as to facilitate and encourage the maximum and prompt disclosure of information in the control of public authorities at the lowest reasonable cost.

**Article 3
Definitions**

For the purpose of this Law :

“information” means any material which communicates facts, opinions, data or any other matter, including any copy or portion thereof, regardless of physical form, charlaw eristics, when it was created, or how it is classified.

(2) “public authority” means any of the following in Bosnia and Herzegovina:

- (a) an executive authority;
- (b) a legislative authority;
- (c) a judicial authority;

(d) a body appointed or established by law to carry out a public function;

(e) any other administrative authority;

(f) a body that is either owned or controlled by a public authority.

(3) “control” means either possession of, or access to information.

(4) “personal information” means any information relating to a natural person who can be directly or indirectly identified by reference to factors such as but not limited to, an identification number or that person’s physical, mental, economic, ethnic, religious, cultural, or social identity.

(5) “competent authority” means a public authority that has control of the requested information and is the authority by whom or for whom the information was brought into existence. If the latter cannot be determined, the competent authority shall be the public authority whose function most closely relates to the requested information.

SECTION II - ACCESS TO INFORMATION

Article 4 Right of Access

Every natural and legal person has the right to access information in the control of a public authority and each public authority has a corresponding obligation to disclose such information. This right of access may only be subject to such formalities and restrictions as prescribed by this Law .

Article 5 Determination of an Exemption

Requested information shall be determined to be exempt from disclosure only if a competent authority:

(a) claims an exemption under Articles 6, 7 or 8 for all or part of the information; and

(b) determines, upon applying the public interest test provided for in Article 9, that the disclosure is not justified in the public interest.

Article 6 Exemptions for Functions of Public Authorities

A competent authority may claim an exemption where disclosure would reasonably be expected to cause substantial harm to the legitimate aim of the following in Bosnia and Herzegovina:

(a) the foreign policy, defense and security interests, and the protection of public safety;

(b) the monetary policy interests;

(c) crime prevention and any preliminary criminal investigation; and

- (d) the protection of the deliberative process of a public authority insofar as it involves the expressing of opinion, advice or recommendation by a public authority, employee thereof, or any person law ing for or on behalf of a public authority and does not involve flaw ual, statistical, scientific, or technical information.

Article 7
Exemption for Confidential Commercial Information

Where a competent authority reasonably determines that a request for access to information involves the confidential commercial interests of a third party, the competent authority shall forthwith notify the third party in writing of the specifics of the request. The notice shall inform the third party that the disclosure of the information is imminent unless the third party, within 15 days of receipt of the notice, responds in writing that it considers the information to be confidential and gives reasons as to why harm would result from disclosure. Upon receipt of such a response the competent authority shall claim an exemption.

Article 8
Exemption for the Protection of Personal Privacy

A competent authority shall claim an exemption where it reasonably determines that the requested information involves the personal privacy interests of a third person.

Article 9
Public Interest Test

(1) A competent authority shall disclose the requested information notwithstanding that it has claimed an exemption under Articles 6, 7 or 8, where to do so is justified in the public interest having regard to both any benefit and harm that may accrue from doing so.

(2) In determining whether disclosure is justified in the public interest a competent authority shall have regard to considerations such as but not limited to, any failure to comply with a legal obligation, the existence of any offence, miscarriage of justice, abuse of authority or neglect in the performance of an official duty, unauthorized use of public funds, or danger to the health or safety of an individual, the public or the environment.

(3) If disclosure of the requested information for which a competent authority has claimed an exemption under Articles 7 or 8 is determined to be in the public interest, the competent authority shall notify the third party in writing that the information shall be disclosed upon the expiry of 15 days of receipt of the notice. The notice shall inform the third party of the availability of appeal, the specific body to whom the appeal should be addressed including the necessary contlaw information, and the deadline for and cost of filing an appeal. The notice shall also inform the third party of his or her right to apply to the Information Ombudsman and shall include the necessary contlaw information.

Article 10
Severance

If part of the requested information is determined to be exempt, the competent authority shall sever that part and shall disclose the remainder of the information unless the severance has rendered it incomprehensible.

SECTION III – ACCESS PROCEDURE

Article 11

Submission of a Request

- (1) Requests for access to information may be submitted to the public authority the requester believes is the competent authority.
- (2) A public authority shall neither require nor ask for any reason or justification for the request. A request for access to information shall only be required to:
 - (a) be in writing in any of the official languages in Bosnia and Herzegovina;
 - (b) provide sufficient detail as to the nature and/or contents of the information sought so as to enable the public authority exercising a reasonable effort to identify the requested information; and
 - (c) include the requester's name and contact information.
- (3) If a request relates to personal information, the request shall, in addition to satisfying the requirements provided for in subsection (2), only be made by the natural person to whom it relates, or by the requester's legal representative or someone authorized in writing by the requester to access the information. If the request is made by the person to whom it relates, he or she shall sign the request and produce legal photo-identification. If the request is made by the requester's legal representative or by someone authorized to access the information, that person shall sign the request, produce his or her legal photo-identification, proof of legal representation or authorization, and a copy of the requester's legal identification.

Article 12

Determination of Competent Authority

- (1) Should the respondent authority not be the competent authority, it shall, within 8 days of receipt, transfer the request to the competent authority and notify the requester in writing thereof. Transfer need not be effected if, within the same time period, the requested information is determined to be in the control of the respondent authority and the competent authority, upon being notified of the specifics of the request, has no objections to the respondent authority processing the request. The respondent authority shall thus be deemed to be the competent authority and shall process the request in accordance with Article 13.
- (2) Should the competent authority not be locatable and the respondent authority have control of the requested information, the respondent authority shall be deemed to be the competent authority. Should the competent authority not be locatable and the respondent authority not have control of the requested information, the respondent authority shall, within the time period provided for in subsection (1), provide the requester with written notice that the request cannot be processed for this reason.

Article 13

Procedure Upon Receipt of a Request by the Competent Authority

- (1) Upon receiving a request for access to information, the competent authority shall take all reasonable measures to collect the requested information and shall consider all flaws and circumstances pertinent to the processing of the request.

(2) If access to the information is granted, either in whole or in part, the competent authority shall notify the requester in writing thereof. This notice shall:

(a) inform the requester that the information is available for access in person at the premises of the competent authority; and

(b) inform the requester whether duplication is possible, the cost of the duplication, and that the duplication shall be provided to the requester upon payment. Where the duplication of the information is unusually complex or time-consuming, the duplication shall be provided to the requester at a time mutually agreeable to the requester and the competent authority; or

(c) include duplication of the requested information where it can be supplied at no cost as provided for under Article 16.

(3) If access to the information is denied, either in whole or in part, the competent authority shall notify the requester in writing thereof. This notice shall:

include the legal grounds for the exempt status of the information including the Articles of the Law being relied upon and all material issues relevant to the decision including public interest factors taken into account; and

inform the requester of the availability of appeal, the specific body to whom the appeal should be addressed including the necessary contact information, and the deadline for and cost of filing an appeal. The notice shall also inform the requester of his or her right to apply to the Information Ombudsman, and shall include the necessary contact information.

(4) The notices referred to in subsection (2) and (3) shall be sent out within 15 days of receipt of the request. For requests that necessitate processing under Article 7 and/or Article 9(3), this 15 day time period shall be correspondingly extended by the time periods provided for in those Articles. The requester shall immediately be notified in writing of all extensions including the reasons for the extensions.

Article 14 Inability to Comply with a Request

Should either the respondent authority or the competent authority receive a request that does not conform to Article 11, it shall nevertheless make every effort to comply with the request insofar as it is reasonable and possible to do so. If it is not possible to comply with the request owing to incomprehensibility or lack of detail, the authority shall, within 8 days of receipt, notify the requester in writing thereof. This notice shall include any specific clarification questions, a copy of the guide provided for under Article 20(a), and shall inform the requester that he or she may submit a reformulated request which shall be treated as a new request.

Should either the respondent authority or the competent authority be unable to comply with the request owing to the absence of the necessary contact information it may disregard the application.

Article 15 Language of Access

- (1) Access to information shall be provided in any of the official languages in Bosnia and Herzegovina.
- (2) The competent authority shall not be obliged to translate information from one of the official languages in Bosnia and Herzegovina into another.

Article 16
Duplication Costs

The competent authority shall not levy a fee or tax for requests submitted or notices provided for under this Law .

Charges may only be levied for duplication costs and only insofar as is provided for in a Decision of the Council of Ministers issued pursuant to this Law . For standard size photocopies, the first ten pages shall be free of charge.

SECTION IV - PERSONAL INFORMATION

Article 17
Right to Amend or Comment on Personal Information

- (1) Every person has the right to ensure that his or her personal information in the control of a public authority is correct or, having regard to the purpose for which the information was collected or is to be used, is current, complete, relevant to the legitimate purpose for which it is held, is not otherwise misleading.
- (2) Upon obtaining access to his or her personal information, a requester may give effect to subsection (1) by submitting:
 - (a) a request for amendment. The request for amendment may only be denied if the competent authority reasonably determines that the information to which the request relates satisfies the conditions of subsection (1). The request for amendment must be made and processed in accordance with the common principles of the laws on Administrative Procedure of the Federation of Bosnia and Herzegovina and of the Republika Srpska. If the request is denied, the competent authority shall send the requester written notice thereof which shall conform with the requirements provided for in Article 13(3)(b) of this Law ; and/or
 - (b) a commentary which shall be appended to the personal information. The commentary must be signed by the requester and must relate to the information to which it will be appended. The competent authority shall, within 15 days of receipt of the commentary, notify the requester in writing that the commentary has been appended to the information.

SECTION V – RESPONSIBILITIES OF PUBLIC AUTHORITIES

Article 18
Duty to Assist

A public authority shall take all reasonable steps to assist any natural or legal person seeking to exercise any right under this Law .

Article 19
Information Officer

Each public authority shall appoint an Information Officer who shall process requests made under this Law . The name and contact information of the Information Officer shall be submitted upon his or her appointment to the Information Ombudsman.

Article 20
Requirement to Disseminate

Each public authority shall disseminate:

- (a) a guide sufficient to enable any person to access information controlled by that public authority including but not limited to, the contact information of the public authority and its Information Officer, essential elements of the request procedure together with a sample request letter, information regarding the categories of exemptions, access procedure, duplication costs, avenues of redress, and any applicable time limitations. The guide shall also refer to the indexed register as provided for in subsection (b), as well as how that register may be accessed. The guide shall be submitted to the Information Ombudsman, every public and legal library in Bosnia and Herzegovina, on the Internet where practicable to do so, and shall be available upon request. This guide shall be free of charge;
- (b) an indexed register of the types of information in the control of the public authority, the form in which the information is available, as well as where that information may be accessed. This indexed register shall be made available in accordance with the dissemination requirements provided for in clause (a);
- (c) statistics, on a quarterly basis, concerning but not limited to, the number of requests received, the types of information requested, exemptions claimed, and any procedural or final decisions taken. These statistics shall be submitted to the Parliamentary Assembly of Bosnia and Herzegovina and to the Information Ombudsman, and shall be available upon request;
- (d) a report at least once every year detailing the functions, policies, operations, organizational structure, and financial affairs of the public authority including but not limited to their proposed budget and annual financial statement detailing actual prior year revenues and expenditures. This report shall be available upon request.

SECTION VI - THE INFORMATION OMBUDSMAN

Article 21
Information Ombudsman

For the purpose of this Law there shall be established an Information Ombudsman who shall perform his or her functions within the mandate and office of the Ombudsman Institution of Bosnia and Herzegovina.

Article 22
Responsibilities of the Information Ombudsman

The Information Ombudsman shall, in accordance with this Law and the Constitution of Bosnia and Herzegovina and in cooperation with the Ombudsman institutions in the Federation of Bosnia and Herzegovina and the Republika Srpska, examine the activities of public authorities in relation to this

Law either upon receiving an application or ex officio. In so doing, the Information Ombudsman will consider:

- (a) creating and disseminating information, such as guidelines and general recommendations, that he or she thinks suitable to facilitate the administration and implementation of this Law ;
- (b) including in the annual report a summary of all law ivities performed by the Information Ombudsman, all cases dealt with by the Information Ombudsman that are of public interest, evidence of poor administration of the Law , any regular or persistent failure on the part of public authorities to comply with the Law , any failure to suitably cooperate with an investigation by the Information Ombudsman, incidents of non-compliance with the recommendations of the Information Ombudsman, and any relevant statistics; and
- (c) proposing instructions on the implementation of this Law to all competent ministries within Bosnia and Herzegovina, in coordination with the Ombudsman institutions in the Federation of Bosnia and Herzegovina and the Republika Srpska.

SECTION VII - FINAL PROVISIONS

Article 23 Right to Appeal

- (1) Every requester has the right to file an internal administrative appeal against any decision made under this Law with the head of the public authority that issued the decision. In hearing such an appeal, the head of the public authority shall apply the common principles of the laws on Administrative Procedure of the Federation of Bosnia and Herzegovina and of the Republika Srpska insofar as these provisions do not regulate the same subject matter as provided for in this Law .
- (2) Nothing in this Law shall prejudice the rights of a natural or legal person to administrative appeal and judicial review.

Article 24 Mutual Cooperation

Every public authority of Bosnia and Herzegovina has the duty to assist public authorities in the Entities whenever the application of their respective freedom of information legislation necessitates their cooperation.

Article 25 Responsibility for Application of the Law

- (1) The Council of Ministers shall take all appropriate measures, including but not limited to the issuing of Decisions, to ensure the proper and effective implementation of this Law .
- (2) The Council of Ministers shall, within three months of the entry into force of this Law , issue a Decision regulating duplication costs as provided for under Article 16, and shall enter into mutual agreements with the Governments of the Entities in order to give effect to Article 24.

Article 26
Relationship with other Laws

- (1) This Law shall not diminish a person's rights and obligations related to access to information as regulated under the laws on judicial procedure, including rules of evidence, under the laws relating to professional legal privileges, or under the laws on administrative taxes, including taxes for the obtaining of original documents but excluding taxes for the making of a request or the obtaining of a decision.
- (2) Legislation passed subsequent to this Law that is not specifically aimed at amending this Law shall in no way restrict the rights and obligations set out herein.

Article 27
Transitional Provision

Every public authority shall have three months from the entry into force of this Law to give effect to Article 20(a) and (b).

Article 28
Commencement

This Law shall enter into force on the eighth day following the date of publication in the Official Gazette of Bosnia and Herzegovina.

Pursuant to Article IV. 4 a) of the Constitution of Bosnia and Herzegovina, the Parliamentary Assembly of Bosnia and Herzegovina at 74th session of the House of Representatives held on 14 February 2006, and at 58th session of the House of Peoples held on 23rd May 2006, has adopted the

LAW
ON AMANDMENTS TO THE LAW ON FREEDOM OF ACCESS TO INFORMATION
IN BOSNIA AND HERZEGOVINA

Article 1

In the Law on Freedom of Access to Information in Bosnia and Herzegovina (“Official Gazette of BiH”, No. 28/00), in article 9 paragraph (3) the words “by letter” shall be replaced by words “by decision”, and words “this letter” shall be replaced by words “this decision”.

Article 2

In article 12 paragraph (1), the word “letter” shall be replaced by the word “conclusion”, words “by letter” shall be replaced by words “by conclusion”.

In paragraph (2) of the same article, word “notice” shall be replaced by the word “conclusion”.

In paragraph (3) of the same article, the words “By letter” shall be replaced by the word “Conclusion”.

Article 3

In article 14, paragraph (2), the words “by letter” shall be replaced by the words “by decision”.

In paragraph (3) of the same article, the words “by letter” shall be replaced by the words “by decision”, and the word “Letter” shall be replaced by the word “Decision”.

In paragraph (4) of the same article the words “Letters prescribed by paragraphs 2 and 3 will be sent” will be replaced by the words “Decisions prescribed by the paragraphs 2 and 3 will be sent”.

Article 4

In article 17, paragraph (2), the words “by letter” will be replaced by the words “by decision”, and the words “this letter” shall be replaced by the words “this decision”.

Article 5

This Law shall enter into force on the eight day after its publication in the “Official Gazette of BiH”.

PA BiH No. 307/06
23 May 2006 Sarajevo

President of the House of Representatives of
the Parliamentary Assembly of BiH
Nikola Špirić, PhD signed

President of the House of Nations of the
Parliamentary Assembly of BiH
Mr. **Mustafa Pamuk**, signed

Pursuant to Article IV 4 a) of the Constitution of Bosnia and Herzegovina, the Parliamentary Assembly of Bosnia and Herzegovina at 59th session of the House of Representatives held on 02 September 2009, and at 39th session of the House of Peoples held 15 December 2009, has adopted the

LAW

ON AMANDMENTS TO THE LAW ON FREEDOM OF ACCESS TO INFORMATION IN BOSNIA AND HERZEGOVINA

Article 1

In the Law on Freedom of Access to Information in Bosnia and Herzegovina ("Official Gazette of B&H No.28/00 and 45/06) after the Article 22 a new Section VII "Penalty provisions" and new Article 22a are added which read:

SECTION VII

PENALTY PROVISIONS

Article 22a

Fines for violations

1. The competent public organ shall be fined with the fine of 1.000 KM to 15.000 if it:

a) does not take all regular measures to collect requested information (Article 14 paragraph 1);

b) does not bring decision with which informs the submitter of the request that the access to information has been approved(Article 14 paragraph 2 item a),b i c));

c) does not bring decision with which informs the submitter of the request that the access to information has been denied (Article 14 paragraph 3 item a) i b));

d) violates the time-limit from the Article 14 paragraph 4 of this Law;

e) levies a fee or tax for requests submitted or for written notices (Article 16);

f) does not appoint Information Officer and does not submit the name and contact information of Information Officer to the Ombudsman (Article 19);

g) does not submit a Guidebook sufficient to enable any person to access information controlled by public authority, along with a sample request in written form (Article 20 item a));

h)does not submit Index Register of the types of information in the control of the public authority, form in which the information is available, as well as where that information may be accessed (Article 20 item b));

i) does not submit to the Parliamentary Assembly of Bosnia and Herzegovina and Ombudsman as well as on demand, statistics, on a quarterly basis, concerning but not limited to, to the number of received requests, types of requested information, claimed exceptions, and any procedural or final decisions taken (Article 20 item c));

j) does not submit a report to the Parliamentary Assembly of Bosnia and Herzegovina at least once a year (Article 20 item d));

k) does not assist the help defined in Article 24 of this Law.

2. Responsible person from public organ shall be fined with the fine of 200KM to 500KM for the violations from paragraph 1 from items a) to k).

3. Former SECTION VII becomes SECTION VIII.

Article 2

In the Article 24 after the paragraph 1 a new paragraph 2 is added, which reads:

“2. Public authorities in the Entities have the duty to assist every public authority of Bosnia and Herzegovina whenever the application of their respective freedom of information legislation necessitates their cooperation.

Article 3

This Law shall enter into force on the eight day following the date of publication in the “Official Gazette of B&H”

PSBiH, No. 459/09
15. December 2009
Sarajevo

Chairman of the House of the Representatives of the Parliamentary Assembly of
B&H
Dr **Milorad Živković**

Chairman of the House of Peoples of the Parliamentary Assembly of B&H
Sulejman Tihić