

**ACCESS TO INFORMATION  
GUIDE**

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## INTRODUCTORY NOTES

This Guide was created to help applicants exercise their right to access information subject to the provisions of the Law on Freedom of Access to Information at the Institutional Level of Bosnia and Herzegovina (Official Gazette of Bosnia and Herzegovina, 61/23) (hereinafter: ZOSPI).

The Guide assists in learning more about how you can access information that is in the possession of the institutions of Bosnia and Herzegovina (hereinafter: the institutions) and aims to provide comprehensive information to interested parties, enable unrestricted access to information before the institutions of Bosnia and Herzegovina, standardise legal practice, and enable all interested legal entities to exercise their right to free access to information under uniform requirements.

This Guide provides information on rights under the ZOSPI as to:

- answer questions about how to obtain desired information;
- provide clear instructions for submitting requests;
- inform the applicant about the deadlines and procedure that BiH institutions must follow when processing requests for access to information;
- inform the applicant about the situations in which requests for information may not be granted;
- inform the applicant about the procedures for filing appeals and the deadlines for doing so on decisions made in compliance with the ZOSPI;
- include information about administrative fees and charges and the costs of duplicating the requested information;
- contain forms for requesting access to information;
- contain instructions on filing appeals and deadlines for filing appeals on decisions made in compliance with the ZOSPI;
- refer to the public relation officer in the BiH institution, whom the applicant can contact to facilitate access to information;
- contain information about the meaning of data reuse;
- contain information on administrative fees and charges and the costs of duplicating the requested information;
- contain access to information request forms.

## **RIGHT TO ACCESS INFORMATION**

### **1. What is the right to access information and what are the rights of the applicant?**

As prescribed by the European Convention on Human Rights and Fundamental Freedoms, one of the basic human rights is the right to freedom of expression, and this right includes the freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. The exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

ZOSPI stipulates the right to access information and reuse documents owned by the government institutions of Bosnia and Herzegovina, legal entities that establish institutions of Bosnia and Herzegovina as prescribed by the Law on Registration of Legal Entities that Establish Institutions of Bosnia and Herzegovina (Official Gazette of Bosnia and Herzegovina, 37/03 and 76/11) and independent bodies of Bosnia and Herzegovina established by a specific law (hereinafter: the institutions of BiH), implemented as prescribed by this law.

#### **1.1. Who has the right to access information?**

Everyone has the right to access information that is of a public nature and is owned by the institutions of Bosnia and Herzegovina.

This means that every citizen (physical entity, in any capacity), as well as every legal entity, has the right to information of a public nature.

#### **1.2. What information can be obtained?**

Those information concerns the work of BiH institutions, their decision-making procedures and decisions, financial issues, i.e. everything related to their work or organization, except in cases where the information or its parts are protected by law in order to preserve other important interests (e.g. privacy or national security). Information includes all existing information in the form of documents, records or in any form of recorded information (written, visual, audio). This right is independent of the citizenship or seat of the legal entity - equal treatment of domestic and foreign physical and legal entities. Stated otherwise, the exercise of the right is possible irrespective of one's citizenship, nationality, or status as a legally recognised entity in Bosnia and Herzegovina or elsewhere.

The entity that is the proprietor of the information is either the BiH institution that developed it or a body of another state or international organisation that created the international information.

The institution of Bosnia and Herzegovina will provide access to all the information in its possession, which is recorded in any form, and which the institution of Bosnia and Herzegovina created, applied or obtained, regardless of the time of creation or categorization, in the procedure prescribed by the ZOSPI.

In Bosnia and Herzegovina, ZOSPI ensures that all individuals, whether physical or legal, have access to information that is under the purview of BiH institutions.

The public relation officer, who is required to provide instructions, might be contacted in the event that there is uncertainty regarding the BiH institution's possession of the requested information pertaining to its area of expertise.

### 1.3. Whom may one ask for information?

The institutions of Bosnia and Herzegovina are responsible for law enforcement, consequently, they respond to the requests for access to information.

You can request information from the following BiH institutions:

- a body of legislative, judicial, or executive power entrusted with exercising public powers and financed by public revenues,
- a body entrusted by a specific law to perform administrative duties at the level of Bosnia and Herzegovina,
- a legal entity established by institutions of Bosnia and Herzegovina in compliance with the provisions of the Law on Registration of Legal Entities Established by the Institutions of Bosnia and Herzegovina, and
- other subjects of Bosnia and Herzegovina established by a particular law.

### 1.4. How is the right to access information exercised?

The right to access information can be exercised in two basic ways:

- the first is about straightforward, rapid, and easy access to information that BiH institutions are required to proactively offer on their websites, without extra user incentive;
- the other way of obtaining information is through a request for access to information made to the BiH institution; the institution is required to review and, if no legal restrictions apply, grant the applicant access to the requested information.

In more general terms, access to information includes the ability to participate in public consultations and the publication of the proceedings of public authority meetings.

### 1.5. What are the basic principles of exercising the right to access information?

The provisions of ZOSPI are founded on a number of fundamental principles that guarantee the exercise of the right to access information. In addition to the previously stated ones of publicity and open access, which state that information should be accessible to all people regardless of their nationality, place of residence, or other affiliation, the fundamental ideas are as follows:

- Information released by BiH institutions or supplied upon one's request have to be accurate, timely, and comprehensive;
- Every individual is equal and may exercise equal right to obtain information;

- Institutions in Bosnia and Herzegovina are prohibited from placing individuals at a disadvantage and must give no preference to specific individuals by providing them with information ahead of others;
- An individual is not required to specify the reason for his request for information access;
- An individual has the freedom to freely dispose of the information, meaning it can be made publicly available. In addition, interactions between BiH institutions and those who exercise the rights should be founded on respect for human dignity, cooperation, and mutual aid.

## **HOW TO OBTAIN THE DESIRED INFORMATION**

### **2. Proactive publication of information: What can I find on the Internet?**

#### **2.1. What information can be found on the website of BiH institutions?**

Institutions of BiH are obliged to publish the scope of work on their websites, from which the applicant will be clear about what types of information he can get from the institution of BiH to which he plans to submit an application and request information.

BiH institutions are obliged to publish on their websites the contact information of the PR officer and the contact information of the BiH institution for submitting requests for access to information.

The public relation officer (PR officer) is a person in charge on behalf of the institution of Bosnia and Herzegovina for providing information on the procedure and methods of exercising the right to access information, requests, and types of information that can be requested from the institution of Bosnia and Herzegovina.

The PR officer carries out the tasks of regular publication of information in compliance with the internal organization of the BiH institution.

However, before submitting a request for access to information, one should try to obtain the requested information in an informal way.

#### **2.2. Can I find earlier decisions and information of the institutions of Bosnia and Herzegovina on the Internet?**

It is mandatory for BiH institutions to post information on their websites and to keep it updated.

In compliance with the ZOSPI, institutions in Bosnia and Herzegovina are required to post all of the information in their possession on their websites.

Whenever possible and appropriate, the institution of BiH is obliged, on its website or in another convenient way, to regularly publish and update information under its purview in an easily accessible and machine-readable form.

The use of available official data on the Central Open Data Portal enables users to have permanent access to information stored in the electronic document database and/or physical document folders.

Where there is a high level of confidence that the BiH institution has the requested information, and before submitting a formal request for access to the information, it is necessary to contact the PR officer or access the Central Open Data Portal, in order to obtain the requested information in an informal way.

### 2.3. Submission of documents to the Central Open Data Portal

Institutions in Bosnia and Herzegovina are required to publish and update all information under their purview on their website within 15 days of its creation, as well as to publish and update it on the Central Open Data Portal for permanent availability (see more information about the Central Open Data Portal on p. 16 of this Guide).

## 3. How to exercise the right to access information through a request?

If the required information cannot be obtained in a more straightforward, informal manner, a formal request can be submitted to a BiH institution.

Before submitting a formal request for access to information, it is crucial to carefully plan and determine the information or files to be obtained, as well as estimate the amount of financial resources that may be required to copy the desired documents. It is preferable to confirm in advance that the information is not restricted or prohibited.

The request for access to information is made on Form 1, which is attached to this guide.

This facilitates the submission of requests for free access to information by all interested parties in a more straightforward, expedient, and easy manner while also encouraging transparency in the operations of BiH institutions.

In order to facilitate the exercise of the right to free access to information, so as to standardise legal procedures, and allow all interested physical and legal entities, i.e. applicants, to exercise that right under uniform conditions, institutions in Bosnia and Herzegovina are required to publish and make available requests for free access to information on their websites.

### 3.1. Who can submit a request for access to information?

Any physical entity, regardless of citizenship, or legal entity with its headquarter in Bosnia and Herzegovina or abroad, may request access to information by submitting a request for access to information; i.e. the consumer of the right to access information and reuse of documents in compliance with the ZOSPI.



### 3.2. What information can be obtained?

Any document, record, file, register, etc. that may be written, drawn, printed, or stored as an optical, magnetic, electronic, or other type of record is considered information. The data must be in a machine-readable, materialised format (written down, recorded, etc.). The fact that the information was produced either in relation to the organisation and operations of the Bosnia and Herzegovina institution or within its purview is what makes it unique.

Stated otherwise, the information refers to what the BiH institution does and how it does it.

### 3.3. Is there information to which the law does not apply?

The law does not apply to information that is subject to a confidentiality obligation as prescribed by the regulations governing the area of secret information, or to parties in judicial, administrative, and law-based proceedings whose availability is determined by a specific regulation.

### 3.4. What should be done if a BiH institution has no hold of the required information?

If the BiH institution is unable to provide the information demanded in the request or does not have access to the requested information, the request must be forwarded to the institution or legal entity that can decide on it no later than eight days after the receipt. The BiH institution informs the applicant about this in writing, in a form of a conclusion.

The BiH institution will decide within eight days whether to reject the request due to lack of jurisdiction and advise the right to appeal to the Appeals Council at the Council of Ministers of Bosnia and Herzegovina if it has no hold of the required information and cannot reasonably determine which BiH institution is the owner of the information.

The institution of BiH is required to assign the request to the institution of BiH that is the owner of the information if the requested information is classified by the degree of secrecy, in compliance with the legislation governing data secrecy.

### 3.5. What does not qualify as a request for access to information?

A request for an insight into the whole case file, explanations or instructions for exercising a right or performing an obligation, analysing or interpreting a regulation, or creating new information are not considered as a request for access to information.

Therefore, obtaining information from the BiH institution regarding the proper way to use your rights, like a tax deduction, or seeking clarification on a particular law will not be considered information access. If so, a BiH institution has a duty to notify the applicant that this is not a request for information access and to provide instructions on how to obtain a response.

### 3.6. Access to personal information

A unique procedure for acquiring personal information, i.e. information related to private life is specified by ZOSPI. Apart from the standard prerequisites for information access requests, it is important to emphasise that only the individual to whom the information pertains may request access to it by signing the request in person and bringing a legitimate ID document with a photo.

The individual to whom the personal information pertains may also make the request through their attorney or legal representative. A copy of a valid identification document with the image of the person whom legal representative or attorney is representing, as well as their own valid identification documents featuring the image of themselves, must be presented. ZOSPI grants the right to verify the personal information that BiH institutions handle is accurate, reliable, current, and relevant for the legitimate purpose for which it was stored, and error-free in all other respects. Following the obtaining of the personal information, one may be asked to update, modify, or amend the data with a comment. There is no deadline for requests to update or modify personal data. The institution of Bosnia and Herzegovina may refuse a request to update or modify personal data by decision if it finds that the legal requirements are not met in terms of accuracy, topicality, relevance for the legal use for which they are stored, or if it finds that the request is incorrect in any other way. An instruction concerning legal remedy is also included in such a decision.

### 3.7. What should be included in the request and how is it submitted?

Following thorough planning, a formal request for information access is sent to the BiH institution using the forms attached to this guide.

The request for information access should be addressed to the PR officer and may be delivered in person with a signature, submitted through an administrative department of a BiH institution and must contain a receipt stamp or sent by a registered mail, fax, email.

It is important to submit the request to ensure acceptable proof of the submission<sup>1</sup> a request receipt date.

The request is submitted in one of the official languages in Bosnia and Herzegovina. The request should state explicitly what information is to be obtained. It is required to submit the name of the requested document, the date of its creation, the author, the addressee, or any other information that will allow the BiH institution to locate documents containing the requested information with as little delay as possible. If the request is not submitted in the prescribed form and does not include data that can be used to identify the requested information, the BiH institution will notify the applicant that it cannot be processed for the specified reasons and invite him to correct the request within five days of receiving the notification.

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<sup>1</sup> Translator's note: In the original text, a word or punctuation is missing.

### 3.8. What are the costs for submitting a request?

According to the ZOSPI, there is no fee for submitting a ZOSPI request or for written notifications under the ZOSPI, only copying costs are charged subject to the Decision on the Copying Costs of the Requested Information under the ZOSPI adopted by the Council of Ministers of Bosnia and Herzegovina.

Even when exercising the right to reuse documents, the institution of Bosnia and Herzegovina does not impose an administrative fee or a cost for document reuse when the documents are published on the official website or viewed on the institution's premises.

The institution of Bosnia and Herzegovina may charge the applicant for the actual material costs of document reuse resulting from copying, making available for use, and delivery.

Exceptionally, the BiH institution may charge the user costs if one of the following conditions is met: the BiH institution is primarily funded by its own revenues, or the user requests information from which the BiH institution obtains sufficient income to cover the costs of collection, production, reproduction, and publication.

The institution of BiH is required to educate users on its website about the criteria for collecting prices, the criteria and method of calculating costs, and the actual amount of expenses for document reuse on an annual basis.

## **4. Decision-making by the institutions of Bosnia and Herzegovina on the request for access to information**

### 4.1. Deadline for deciding on the request for access to information

Within 15 days of receiving the request, the Bosnia and Herzegovina institution is required to notify the applicant whether access to the information has been allowed or denied. In the event of an exception or the requirement for the examination of sensitive commercial information as well as the assessment of public interest, the deadline may be extended in compliance with the ZOSPI. The applicant must be properly informed of all actions and reasons for extending the deadline.

In the event of an incomplete or incomprehensible request, the BiH institution will invite the applicant to amend it within five days of receipt. If the applicant fails to amend the request in a proper manner, and the requested information cannot be determined with certainty given what has been provided, the BiH institution will reject the request as inappropriate.

If plenty of different information is demanded in a single request, the deadline can be extended by an additional five working days, counting from the day the institution of BiH should have decided regarding the request for access to information. In this event, the institution of BiH must notify the applicant as soon as possible and explain why the deadline was extended. The applicant has the right to file an appeal due to the administration's silence if the BiH institution fails to respond to the request for access to information within the legally mandated deadlines.

#### 4.2. Access to information when a BiH institution allows access to the requested information

The institution of Bosnia and Herzegovina notifies the applicant in a decision if it allows access to the requested data in whole or in part. The decision determines the possibility of personal access and inspection of information in the premises of the BiH institution at a time that suits both the applicant and the employed staff, or, provided that the information is shorter than ten pages, it will be sent to the applicant in writing. After a request is allowed, and if the requested information requires more than ten pages to copy, the institution of Bosnia and Herzegovina notifies the applicant that they can obtain requested information upon payment of the copying costs.

#### 4.3. What if a BiH institution denies access to the requested information?

The decision will clarify the grounds for denying access to the information, the legal basis for the information's exemption status, all relevant issues that are significant to the decision, and instruct the applicant about their entitlement to file an appeal.

In the above case, the applicant may:

- file an administrative appeal against such a decision;
- initiate an administrative dispute before the Court of Bosnia and Herzegovina if the applicant is dissatisfied with the decision on appeal;
- contact the Ombudsman of Bosnia and Herzegovina at any point during the process.

#### 4.4. Is there a possibility to withdraw the submitted request?

You can always withdraw the request if, in the meanwhile, the applicant has found the requested information in some other way or has simply lost interest in them.

Inform the BiH institution about this in writing, by e-mail or orally with the confirmation in writing.

#### 4.5. Is it possible to request the same information more than once?

In general, anybody can always ask to access information.

Though, for practical and cost-effective reasons, the law prohibits requesting the same information more than once in a brief period of time. If the applicant submits another request for the same information within ninety days of the preceding request, the BiH institution will advise the applicant that they have already received the requested information.

#### 4.6. The right to update or correct information.

The request for information updates or corrections is submitted to the PR officer using Form 3, which is an integral part of this guide.

The Bosnia and Herzegovina institution is required to respond to a request for information updates or corrections as soon as possible, but no later than 15 days after its receipt.

## DOCUMENT REUSE AND OPEN DATA

### 5.1. What is data reuse?

As prescribed by ZOSPI, anyone who enjoys the right to unrestricted access to information is entitled to reuse data for either commercial or non-commercial purposes.

The institution of Bosnia and Herzegovina is not required to create, modify, or extract parts of the document for reuse if doing so would require an excessive amount of time or resources. Neither can the institution of Bosnia and Herzegovina be obligated to keep creating, updating, and storing documents for future use.

In an effort to encourage and facilitate the reuse of documents, the Central Open Data Portal, which is managed and maintained by the relevant department of the General Secretariat of the Council of Ministers of Bosnia and Herzegovina, provides a list of documents that are available for reuse, along with metadata. The institution of Bosnia and Herzegovina is obliged to post easily searchable records that are available for reuse on its Internet stations<sup>2</sup> (websites) and the Central Open Data Portal along with metadata that is machine-readable and compliant with open standards.

### 5.2. What is open data?

Open data are datasets that are freely accessible to the public and can be used and reused by anybody for both commercial and non-commercial purposes. Both the Central Open Data Portal and the websites of BiH institutions publish open data. Information that falls under the purview of the Law on Protection of Personal Data is not considered open data since its disclosure is not allowed.

### 5.3. What is the Central Open Data Portal?

It is a portal that collects open data from BiH institutions in a single place. It is a data node that is used to collect, organise, and disseminate publicly available data. Because metadata provides valuable information on the type and content of data found on a source, it can be used to facilitate an easier search of open data. In this sense, the portal operates as a sort of metadata catalogue. The objective is to facilitate the development of creative non-commercial and commercial applications that would make use of this data, as well as to enhance the dissemination of public and open data through a single, central location.

### 5.4. How to exercise the right to reuse documents?

The process of exercising the right to reuse documents involves submitting of the request using Form 2, which is an integral part of this guide, either electronically or in writing.

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<sup>2</sup> Translator's note: The original text reads "internet stanica", probably misspelling of "internet stranica", based on the context it is related to a "website", not "internet station"

The applicant must include the following information in the request for the reuse of documents: name and a seat of the BiH institution; data necessary for identifying the requested information; name, surname, and address of the physical entity using the information; i.e. the name and a seat of a legal entity.

The request must include the following required elements in addition to the ones already listed: the documents to be reused, the format and method the requested documents are to be delivered, and the intended use of the documents (commercial or non-commercial).

The BiH institution will respond to requests for document reuse by email as soon as it is possible and appropriate.

The BiH institution provides the applicant with data for reuse with no restrictions, for free use and in an open format.

The institution of Bosnia and Herzegovina may establish reuse criteria under reasonable circumstances; in such cases, the content and implementation of the criteria may not unreasonably restrict reuse opportunities or be used to limit market competition.

Requirements for reuse of documents must not be discriminatory for the same or similar types of documents, i.e. for commercial or non-commercial use.

The same requirements that apply to other users also apply to a BiH institution that reuses its documents as a base for commercial ventures beyond the purview of the BiH public affairs.

5.5. How does the institution of Bosnia and Herzegovina respond to the request for the reuse of documents?

The institution of BiH responds to the electronically received requests for the reuse of documents by electronically. If the applicant also requests the delivery of hardcopies, the institution of BiH will instruct them to submit a written request in compliance with Article 23 of the ZOSPI.

Whenever possible and appropriate, the BiH institution will respond to requests for the reuse of documents through electronic methods of communication.

5.6. Deadline for responding to a request for documents reuse?

The institution of Bosnia and Herzegovina will respond to the request for the reuse of documents by a decision, not later than 15 days from the date of submission of the valid request. The decision must specify the requirements for document reuse as well as the amount and method for costs calculation. This period may be extended by an additional 20 days, starting from the day the BiH institution was supposed to decide on the request for access to information. If, however, the request is for the reuse of documents, the BiH institution is required to notify the applicant in writing and provide a reason for the extension if the content of the request requires a longer time for gathering information and making a decision.

If the request relates to any of the following, the BiH institution will reject it by a decision:

- information covered by the restrictions specified in Article 19 of the ZOSPI;
- confidential statistical information as defined by law;
- information for which the user must prove the existence of a legal interest;
- information consisting solely of logos, emblems, or marks;
- information owned by organisations that provide public radio, television, and electronic media services; information owned by organisations with specific competencies; and information not collected for performing public affairs.

The institution of Bosnia and Herzegovina is required to notify the applicant of the intellectual property rights holder, if known, or the licence holder from whom the institution of Bosnia and Herzegovina obtained the document, in the event that the request for reuse of documents is denied due to the protection of intellectual property rights.

The Archive of Bosnia and Herzegovina is not required to inform the applicant about the owner of the licence, or the holder of intellectual property rights.

#### 5.7. Is there any information that is exempt from being reused?

The BiH institution will reject a request for reuse if it requests information that can restrict access to information in compliance with the ZOSPI.

Furthermore, certain information will not be reused, including private statistical data, information for which the applicant must prove the existence of a legal interest, information containing logos, emblems, or marks, and information about BiH institutions that offer public radio, television, or electronic media services. The institution of Bosnia and Herzegovina does not apply the proportionality and public interest test in these circumstances; rather, the authority to deny a request for the reuse of information is derived from the fact that the information falls under one of the categories for restriction.

Naturally, the decision may be appealed before the Appeals Council of the Council of Ministers of BiH.

## **PROTECTION OF THE RIGHT TO ACCESS INFORMATION**

### **6.1. Right to appeal**

The Appeals Council of the Council of Ministers of BiH is a designated second-instance authority where an appeal may be submitted against any decision rendered in the first-instance procedure regarding the request for access to information.

Appeals may be submitted within fifteen days after the receipt of the decision.

A request for an appeal may also be made in response to a decision that denies the request if the institution is unable to identify the information or, fails to reasonably ascertain which institution in Bosnia and Herzegovina possesses it.

Furthermore, if the administration remains silent and the institution fails to respond to the applicant's request within the legally mandated deadlines, an appeal may be filed.

The appeal shall not delay the execution of the disputed decision.

### **6.2. Deadlines for filing appeals**

The deadlines for filing appeals are carefully defined and strictly formal, and failure to meet them results in the loss of the right to appeal.

### **6.3. Court protection**

An administrative dispute can be initiated against the decision of the second-instance body, by filing a lawsuit to the Court of Bosnia and Herzegovina.

## **RESTRICTING INFORMATION ACCESS AND CLASSIFYING EXCEPTIONS**

As prescribed by the ZOSPI, any information held by a BiH institution may be accessed upon request. A BiH institution would only refuse to provide access to the requested information in extremely rare circumstances, particularly those specified by the ZOSPI.

A BiH institution can restrict access to information:

- if the law defines the information to be a tax secret;
- in case of reuse of the information by the applicant, if the information is protected by regulations governing intellectual property rights or if it can be reasonably expected that by providing access to the information, serious damage would occur in terms of the following interests:



- a) national security and foreign relations, if the information is classified as confidential, in compliance with the law or a general regulation enacted based on the legislation governing data confidentiality;
- b) public order, if the information is classified as confidential, in compliance with the law or a general regulation enacted based on the legislation governing data confidentiality;
- c) inspection, control and supervision carried out by the BiH institution, if its publication would prevent the work of the body that performs administrative supervision, inspection, or supervision of the legality of work and acts;
- d) commercial and other economic interests, and economic, monetary and exchange rate policy; and
- e) environment.

When a BiH institution finds the information to be an exception in the public interest, it notifies the applicant through a decision.

Regardless of the defined exemptions specified by the ZOSPI, a BiH institution may publish the requested material if it serves the public interest; however, they must carefully assess the risks and benefits that could be associated with the disclosed information.

When deciding whether publishing information is justified by the public interest, a BiH institution takes into consideration various factors, including but not limited to, non-compliance with legal obligations, the existence of offences, judicial errors, abuse of power 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.

When a BiH institution determines the information as an exception in the public interest, it notifies the applicant by a decision.

If it is found that any part of the requested information is exempt, the competent institution of Bosnia and Herzegovina will identify that part of the data as exempt and release the remaining section, clearly stating which exception or exceptions apply and to which sections of the document or documents.

## **PUBLICATION OF THE GUIDE**

Any BiH institution is required to publish an Access to Information Guide on their website, with three attachments:

Form 1 – Request for Access to Information, Form 2 – Request for the Reuse of Documents, and

Form 3 – Request for Information Updates or Modifications

## CONCLUSION

1. The Council of Ministers of Bosnia and Herzegovina passed an Access to Information Guide.
2. The Ministry of Justice of Bosnia and Herzegovina is obliged to deliver the Access to Information Guide to all BiH institutitons.
3. All BiH institutions are obliged to publish the Access to Information Guide and associated forms on their websites.

Ref:\_\_\_\_\_/24

Sarajevo, April 4, 2024

Chairperson  
of the Council of Ministers of BiH  
Borjana Krišto