

## Appendix 1. List of Information to be Published Proactively

<b>1. General Information about the Public Institution</b>		
<b>#</b>	<b>Description of Information</b>	<b>Terms of renewal</b>
1.1	Structure and description of functions of the public institution	To be updated as needed
1.2	Texts of the legal acts (charter/guidelines, regulations), regulating of the activities of the public institution, including its structural /territorial units, subunits	To be updated as needed
1.3	Annual report on the activities of the public institution	Published annually
1.4	Strategies, concepts and action plans created by the administrative institution	To be updated as needed
1.5	Information about the directors, deputy directors, directors of structural and territorial units, Heads of sub-agencies and legal entities of public law: full names, photos, complete biographies	To be updated as needed
1.6	Address, email accounts and telephone numbers of the administrative institute and its structural/territorial units, telephone number, email address, fax number, hot line of public relations Office.	To be updated as needed
<b>2. Public Information Page</b>		
2.1	Name, surname, position, email, work phone and fax numbers of the person (persons) responsible for availability of public information	To be updated as needed
2.2	Legal acts related to availability of public information	To be updated as needed
2.3	Forms/samples of administrative complaints and regulations on filing complaint	To be updated as needed
2.4	The annual report presented to the President and Parliament of Georgia by the institution, as prescribed by article 49 of the General Administrative Code of Georgia	Published annually
2.5	General statistics on the applications as prescribed by articles 37 and 40 of the General Administrative Code	Published quarterly
<b>3. Information about the Human Resources of the Public Institution</b>		
3.1	A list of vacant positions in the public institution, competition procedure and results (list of candidates hired), appeal rules and procedure against the results	Published as needed
3.2	Decrees of the President and other normative acts regarding the approval of the procedures for the vacancy announcements for public positions	Published as needed
3.2	Normative acts, to define rules of competition in the administrative institution.	Published quarterly
3.3	Number of employees in the administrative institution, categorizes including in gender perspective.	

<b>4. Information about the State Procurements and Privatization of State Property Implemented by the Public Institution</b>		
4.1	Annual plan for state procurements	Published quarterly
4.2	Information of the state procurements implemented within the frameworks of the annual plan for state procurements, with the indication of the supplier, object of procurement, means of procurement, price of the agreement and transferred funds	Published quarterly
4.3	Information about the privatization of state property, including the information about the auctions held by legal entities of public law	Published quarterly
4.4	Advertisement expenses	Published quarterly
<b>5. Information about the Funding and Expenses of the Public Institution</b>		
5.1	Approved and adjusted budgets of the public institution	Published quarterly
5.2	Information about the Balance of the budget (cumulative)	Published quarterly and annually
5.3	Quarterly information on the amount of the sum of salaries, extra reimbursements (pay-offs) and bonuses to the high officials (net) and to the other employees (net)	Published quarterly
5.4	Information about the official and working visit expenses for the high officials (net) and the other employees (separated by outside as well as inside the country official visits)	Published quarterly
5.5	A list of vehicles owned by the public institution, including indication of the models	Published annually
5.6	Legal act on the approval of fuel limits (net)	Published annually
5.7	Information on the sum (net) of the technical services' expenses for the vehicles	Published annually
5.8	A list of real estate owned by the institution	Published annually
5.9	Information on the sum (net) of the telecommunication expenses for telephone calls (international and local)	Published annually
5.10	Information about the financial aid (grants, credits) allocated to the administrative body by the governments of other countries, international organizations, and other government units.	Published annually
5.11	Information about the grants, including recipient, relevance, grant scope and funds transferred allocated by the public authority,	Published annually
5.12	Information and relevant legal acts about the funds allocated to the public institution from the funds prescribed by the Financial Code of Georgia	Published quarterly
5.13	Audit reports on the activities of the public authority	In two months after approval

<b>6. Legal Acts</b>		
6.1.	Normative legal acts describing the activities of the public institution	Published 10 days after entry into force
6.2.	Individual legal acts, which are assessed as the public interests by the public institution	Published 10 days after entry into force
6.3	A registry of the decisions made by the Court on administrative and civil cases (date the decision was made, date of entry into force and number of the decision), a side of which is the administrative body	Published 10 days after entry into force
<b>7. Other public information</b>		
7.1	Information about the Services provided by the public institution	updated if needed
7.2	Information about the fees, pricelist and costs approved or and set by the public institution	updated if needed

**Note 1.** For the purposes of the list, an official implies the persons defined in Article 2 of the law of Georgia “About Conflict of Interest and Corruption in the Public Service”.

**Note 2.** The information to be published quarterly is published 1 month after the end of the quarter, and the information to be published annually - 3 months after the end of the year, if other provisions are not set by the Georgian legislation.

**Note 3.** The resolution on the proactive disclosure of the public information does not apply to the set of information, which is assessed by the public institution is related to the investigative activities, criminal persecution or proceedings as well as the security and defense issues of the State.

**Note 4.** If the update of the public information which is prescribed by this resolution, related to the amendments to the corresponding normative act, information should be updated after ten days, amendments entered into force.