

ABBY AND FRIENDS ATI ADVENTURE

The Access to Information Youth Information Booklet



**A Publication of the Access to Information Unit,
Office of the Prime Minister with Illustrations by Clovis Brown**

NATIONAL LIBRARY OF JAMAICA CATALOGUING IN PUBLICATION DATA

Jamaica. Office of the Prime Minister. Access to Information Unit Abby and friends ATI adventure/Access to Information Unit. Office of the Prime Minister; with illustrations by Clovis Brown.

p. ill. ; cm

ISBN 978-976-654.030-2 (pbk)

ISBN 978-976-654-031-9 (E-book)

1. Public records – Access control – Jamaica
2. Government information – Jamaica – Juvenile literature
3. Government correspondence – Juvenile literature
- I. Brown, Clovis, illustrator
- II. Title

342.08537292

PREFACE

Many countries around the world are now putting in place Access to Information or Freedom of Information Laws. These laws give members of the public the right to access documents that are within government Ministries, Departments and Agencies. These laws are put in place as part of the effort to hold Government accountable, to build transparency and get members of the public more involved in national decision-making.

Jamaica's Parliament passed the ATI Act in 2002, and it began to operate in 2004. Since then, the law has been widely used by advocacy groups, members of the media, and private citizens to seek information from Government for various purposes.

The Government is now seeking to build awareness of access to information among the youth population as a means of encouraging young persons to get more engaged in the process of bringing about national transformation.

Abby and Friends ATI Adventure highlights the journey of a group of friends as they seek to use the ATI Law to finish a school-related project.

Through this publication, it is hoped that you will join Abby and her friends on this exciting adventure, and in the process, gain a wealth of knowledge about the ATI Act.

The activities section of the book and frequently asked questions at the back will also enhance your experience and test you on how much you have learnt.

Information is power, and it is also our hope that the exploits of Abby and her friends and the various exercises in this book, will inspire you to use the Access to Information Law to empower yourself and help to promote transparency, accountability and integrity.

Have a great Abby and Friends Adventure!

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Abby's Dilemma

It was near dinner time and Abby sat around the desk in the living room, surfing the net. "This is so hard!" she sighed in frustration.

"Abby! Abby!" Mrs. Brown called from the kitchen.

"Yes Mommy?" Abby replied quietly.

"Come and eat your dinner!" her Mom continued.

"Mommy, I soon come," she responded as Mrs. Brown entered the room.

"I am a little bit stressed out because my CSEC Social Studies SBA is due in four months' time and I can't find all the information I need for the project. I have searched the



internet, I have gone to the library, and I have asked my teacher. Still, no documents. I am going to get a big fat U mommy,” Abby concluded with tears in her eyes.

“I don’t know what that means but it sounds really bad. Abby is going to get a U! Abby is going to get a U!” Abby’s nine-year-old brother, Jaden, began to chant!

“Stop it, Jaden!” Abby retorted, looking at him sternly.

“U means ungraded Jaden, but Abby is not going to get a U. Abby is too smart for that!” Mrs. Brown declared. “Let us talk about this. What information are you trying to find?” she asked.

“I have decided to do my Social Studies project on the community in Trelawny where grandma grew up and I want to get information about life, including the economic activities



in the mid-20th century and the general history of that area. “I saw some information on the internet, but most of what I need is nowhere to be found!” lamented Abby slumping down in her chair.

“Okay Abby, calm down. Let’s think about this some more.” Mrs. Brown thought for a while and then her face lit up as a brilliant idea came to her. “Abby you know, I was just reading about the Access to Information Act (ATI).”

“What is that mommy and how can it help Abby?” Jaden chimed in, adding, “because I don’t think anything can help Abby right now.”

“I think it can help her Jaden. The Access to Information Act is a Law that was passed in Jamaica in 2002, and started operating in 2004. The law says that members of the public have a right to request and receive information from government organisations,” Mrs. Brown explained.

“So what does all that have to do with my project mommy?” asked Abby quizzically.

“Well perhaps the information that you need for your project is in one of these government organisations!” her mother responded.

“That is true mommy,” Abby said a little more optimistically, “It’s worth a try, I think. Where do we start?”

Mrs. Brown paused momentarily. “Well, first we have to decide on the information we need; try as best as possible to figure out the documents we are looking for and which government body is most likely to have it,” Mrs. Brown said.

“So, my project is on grandma’s community, and I want to find a document that will tell me all about the community and how far the territory stretched.”

“That sounds like it could be in the Ministry of Agriculture, but I am not sure. So, what we have to do now is get the name of the Access to Information Responsible Officer at the Ministry and send that person an email. We could also send a fax. Before we contact the Ministry about your project Abby, we have to, as best as possible, explain which document we might need,” Mrs. Brown explained.

“Anyway Abby and Jaden, daddy is waiting for us and dinner is getting cold. We will send off the request to the ATI Officer in the Ministry of Agriculture in the morning!”

Sharing the Answer

The next day at school, Abby was very excited and told her friends Shannon, Juanita, Dante and Joshua all about her project and the progress she was making.

“Shannon! Guys! I am finally getting work done on my SBA!” Abby said excitedly. “How?” Shannon asked interestedly, “The last time we spoke you and I were in the same boat. You were having problems finding information for your project.”

“Yes, for real,” Dante added.

“Sure, but not anymore,” Abby said with a smile.

“How come Abby?” Joshua asked curiously.





“My mother told me about something called the Access to Information Act which gives the public the right to access information from government organisations!” Abby explained.

Abby then began to tell her friends everything her mother told her about the Access to Information Act.

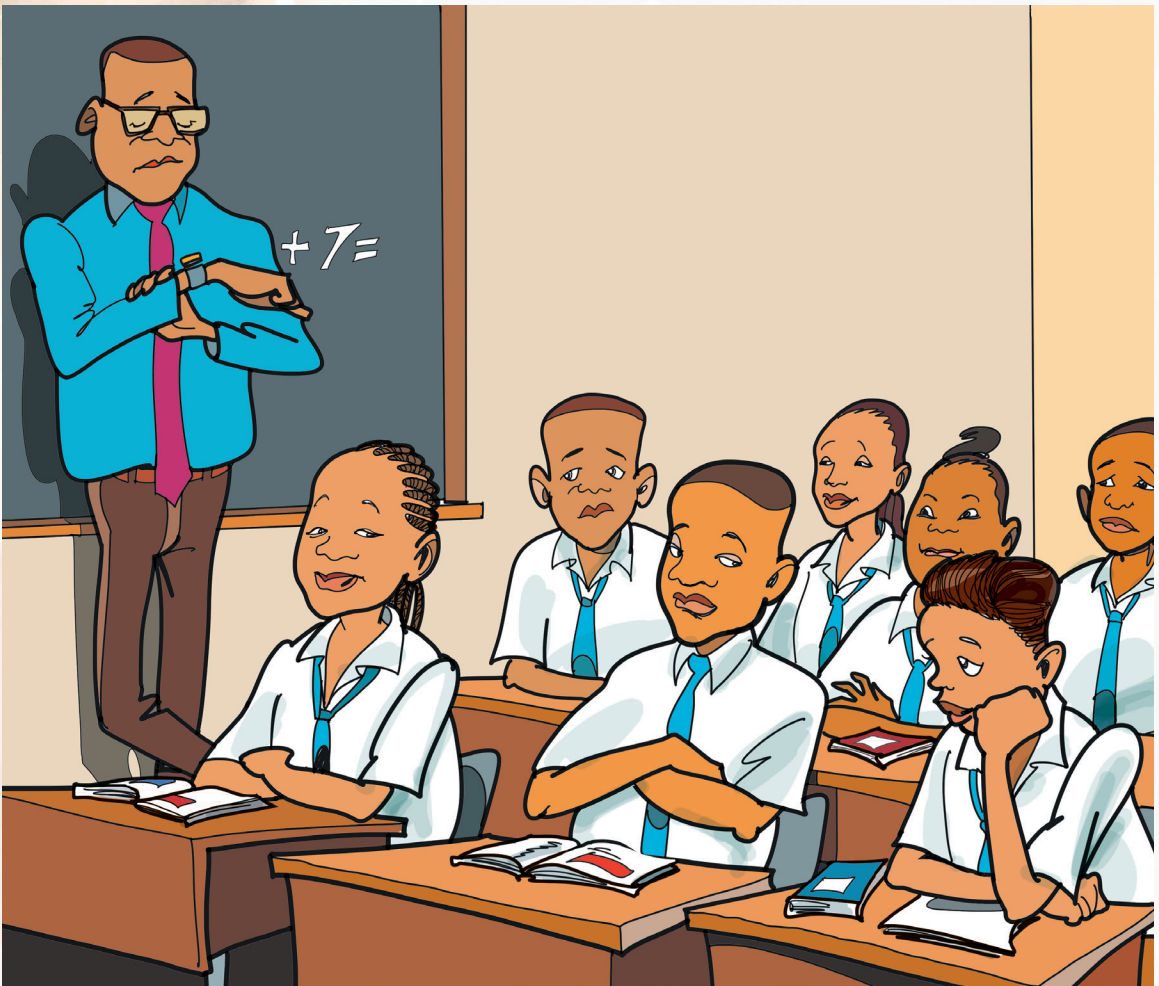
“Perhaps the ATI Act can also help me to do the research I want to do about children.” Shannon mused after listening for a while.

“Yep! Perhaps the ATI Officer at the Child Protection and Family Services Agency can help you!” Abby suggested.

“Great! I will google their phone number and contact them this evening after school!” Shannon concluded.

Dante and Joshua were also inspired by Abby’s story, and they too planned to take the ATI route. Juanita found all she needed online and with the help of her dad had set up interviews to get more information for her project. But she was supportive and excited that the ATI Act was helping her friends. “This is great news guys, all of us should do well!” Juanita declared.

Twist and Turns



Two weeks went by and everyone got caught up in their school work and preparation for their exams. Abby and Shannon hardly had time to talk to each other, but one day during their Social Studies class, they got the chance to catch up.

“How did your request go Shannon?” Abby asked.

Shannon sighed loudly. “They told me I cannot get the information because it is exempt,” she said glumly.

“Well, that means that by law they cannot release it. What did you ask them for?” Abby questioned.

“Well, there was a girl that I knew who grew up in a children’s home and I wanted to get information on whether she went to school and what her grades were. Remember, my project is about the education of children in State care,” Shannon explained.

“No, no Shannon, no wonder you didn’t get it! Based on what mommy explained to me, they could not give that to you, because it is someone’s private information. Would you want your teacher to tell everyone about all the bad grades you get on your Math papers? Or your doctor to talk about all the times you got sick and what you had?” Abby asked. “Mommy was telling me that if a document will affect somebody’s personal privacy or business affairs, national security, or defence matters or if it reveals confidential discussions between the Prime Minister and his Cabinet Ministers, under the ATI law that document is exempt and therefore cannot be released to the public.”

“Oh, that’s why the Officer at the CPFSA did not give me that information. The ATI Officer had said something like that, but I did not quite get what she was saying. Maybe I was just so disappointed and upset I was not listening,” Shannon mused.

Abby nodded in agreement. “You can appeal a decision you know, through an internal review with the Ministry, Department or Agency to which you made the original request and if you are not satisfied, you can make an appeal to the ATI Appeal Tribunal.”

As class dismissed, they headed outside. Shannon listened keenly as Abby spoke.

“Well, when I think about it now, they probably made the right decision not to give me that information. I really shouldn’t try to find out about somebody else’s private business,” Shannon concluded.

“That is true. However, the girl whose record it is can make a request for the information. She can also ask them to change incorrect details in her records if there are any.”

“You mean, like if they say she was absent from school six times and it was only three times?” Shannon asked.

“Exactly! That is my understanding from what I read online on the Access to Information Unit website and what mommy said,” Abby continued.



There was a pause as Abby twiddled her cornrows between her fingers. Suddenly her face lit up. “Hey, I have an idea. Maybe you could just ask for something different. Like, maybe you can ask for more general information on the number of children who are in school and the average grades or the general rate of absence,” Abby suggested.

Shannon’s eyes lit up with excitement. “Brilliant idea, Abby! That is what I will do. I feel good about this now. I think it can work!”

“I wonder how Joshua and Dante are doing.” Shannon mused.

“They called in their request to the Jamaica Tourist Board, but the receptionist told them that the Ministry of Tourism has a resource centre so that should make it easier for them to get the information they need,” explained Abby.

“Abby, you are now the official ATI expert!” Shannon declared.

After school that day, Shannon called and then sent off her access to information request to the Child Protection and Family Services Agency. This time, all went well.





Less than 30 days later, Shannon, accompanied by her friends, was on her way to pick up documents for her project, with more than enough time to spare before it was due.

“Thank you guys for coming here with me to pick up the information for my project,” Shannon said to Abby and Juanita.

“Well, you did follow me to pick up mine,” Abby smiled. “It all worked out. The Officer at the Ministry of Agriculture transferred my request to the National Land Agency within 14 days because the Land Agency had most of the information on the community my grandma grew up in. It was really easy after that, because the ATI Responsible Officer helped me to access exciting information. I was able to get custom maps developed

showing the topography of the area, as well as information on important landmarks and economic activities. The most exciting part is that I did not have to wait the standard 30 days; I got some of the information much sooner,” Abby declared.

“Sounds like you guys had loads of fun with ATI. My brother is at university and I am sure ATI can help him too!” Juanita chimed in.

“For sure!” Abby nodded. “Mommy said journalists and human rights people also use this law to get information to empower the public and make sure the government is doing what it is supposed to do, whether it is on the economy, education, child protection, human rights, justice and many other areas!”

“You are really a walking ATI Encyclopaedia, Abby,” Juanita said in amazement. As they conversed, Mrs. Turner, the ATI Responsible Officer at the CPFSA, ushered Shannon, Jaunita and Abby into a room. Shannon was given a slip with the cost of reproducing the documents to pay the cashier.

Shannon looked a little confused. “I did not know there was a cost for the information. You said on the phone there was no fee!”

“No, no,” Mrs. Turner said gently, “Remember I told you that there is no cost for the information. But there are small charges to reproduce the document in different formats such as photocopies, computer printouts and photos!”

“Yes Shannon, you had the phone on speaker so I heard when she told you that. You’re getting forgetful!” Abby chuckled.

Abby continued, “Mrs. Turner, isn’t it true that ATI Responsible Officers will also have documents converted from regular paper to Braille for the visually impaired and that you also put information on CDs and in other formats?”

“Yes we do, Abby. All those formats have different costs for reproduction. You can find all that information in the ATI brochure,” Mrs. Turner replied.

“I got the information that I needed for free from the National Land Agency, but the ATI Responsible Officer explained to me that as an Executive Agency the NLA oftentimes charges for some services if it involves major research.”



In less than 10 minutes, the girls were headed out of the office armed with the information Shannon needed for her SBA.

“Thank you Mrs. Turner!” Abby, Shannon and Juanita said in unison as they left the CPFSA office.

“This has been a great experience Abby,” Shannon declared. “Thanks for telling me about the Access to Information Act. I know that we are going to do well. I can feel it!”

“No problem Shannon. I am always happy to share information with my friends. You saw the ATI slogan that says, ‘Right to Know, Power to Change?’” asked Abby.

“Yes! I saw it on the brochure, and the first thing I want the power to change is my grades!”

“That’s so funny Shannon!” Abby chuckled. They all burst out laughing.

When they had calmed down from the peals of laughter, Abby opined, “But seriously, I think they just mean that Access to Information will help us to change Jamaica and the world with the information we receive!”

“Starting with our grades!” Shannon quipped again.

They all burst out laughing again.

Juanita shook her head in amusement.

Later that day Shannon, Abby and Juanita met up with Joshua and Dante for ice cream to talk about their ATI escapades.



ATI Experts Rewarded

In Class Several Weeks Later, Abby, Shannon, Juanita, Joshua, Dante and the rest of their classmates were waiting nervously for their CSEC grades. The friends had studied hard and worked diligently on their SBAs with the help of the Access to Information Act and the officers at the Ministries and Agencies they visited.

As they waited in class, their teacher, Mr. Hendricks called up students one by one to give them their results and to discuss their work.

“Abby Brown, Shannon Davis, Dante Ricketts, Juanita Simpson and Joshua Prendergast!” Mr. Hendricks called.

Shannon and Abby looked at each other, a bit confused. Why was Mr. Hendricks calling them up in front of the whole class? And why was he calling them up together? Did they do so badly?” Abby’s legs were shaking and Shannon’s hands were clammy because her palms got sweaty whenever she was nervous.

Still a bit confused and scared, they went to the front of the class to Mr. Hendricks.

“Well students, I called you up here together because you got the highest scores on your SBAs. Your papers were well researched and well written. You all got the highest SBA grades in the class and in fact the whole school,” Mr. Hendricks informed them.

Abby, Shannon, Dante and Joshua were so excited they jumped for joy and screamed and hugged each other. Juanita joined in the celebrations.

Everyone wanted to know how Abby, Shannon and the boys did so well, and what the secret of their success was.

“It’s no secret.” Abby declared. “It’s the Access to Information Act! I will tell you all about it.”

Before Abby could explain Shannon burst into song: “Right to know, power to change... you don’t even have to rack your brains!”



Abby looked at Shannon and shook her head smiling. “Only Shannon could come up with such a silly song....I love it!”

Then Abby and all the other children joined in, “Right to know, power to change...you don’t even have to rack your brains. ATI is the way to go, the more you know is the more you grow!”

Later that evening at dinner Abby’s mom and dad congratulated her. “We are so proud of you Abby, you did well and it was selfless of you to share the information about ATI with your friends.”

Even Jaden was happy for Abby!

“So next time you have a project and have a problem, you know that Access to Information will always be there to help you,” Abby’s mom smiled. Abby nodded in agreement as she knocked fists with Jaden.



Abby's Dilemma

Abby was at her wits' end;
Her SBA Project was almost due
And she did not have a clue!

She was trying to find information
for her project
And did not know what to do;
No solution on the internet, none in the
school library too!
Abby was very frustrated,
What can Abby do?



Abby's mom heard the story
And saw the sad look on her face
"Don't worry about your project,
Though we must make haste!"

The Access to Information Act
gives members of the public
The right to get information
from Government authorities;
Anyone can make a request,
There is no partiality,
She heard her mother suggest.

"Well Mummy," Abby said,
"I'll give it a shot.
I've tried every other method,
This is the last one I got!"

So to the relevant Government Ministry Abby sent her written request;
A very pleasant Access to Information Officer responded and vowed to do her best.
Abby was happy because thirty days was not that long a wait;
She was excited and confident that her school project would not be late.

Abby was lucky the information she needed was not exempt,
Because she was not trying to get secrets on law enforcement or on defence;
She was not seeking details on people's
private business or personal lives,
Neither was she trying to know Cabinet
discussions or get delicate documents
on heritage sites.

In less than thirty days Abby was set;
She had everything she needed and no
more reason to fret.
Abby told her friends Shannon, Dante
and Joshua about the ATI Act;
They also made requests to get their
important facts.



And though in making her request
Shannon hit a snag,
With a little help from the Access to
Information Responsible Officer,
Her information came through,
And soon her project too was done and in the bag.

Now Abby and friends were experts on access to information;
The exam markers gave them excellent grades for their projects, without reservation!
Their other classmates wanted to know the secret of their success;
“Why, it’s the Access to Information Act!” Abby stoutly declared!
“You have the right to know, and the power to change!”
Shannon also shared.

So from that day Abby, Shannon and their friends
Knew just what to do;
They had the right solution when
Their projects were due and all other information sources fell through!

Test Your Knowledge of Abby and Friends ATI Adventure

1. Why was Abby worried?

2. What was the name of the law that enabled Abby and Shannon to request documents from public bodies?

3. Why did Shannon hit a snag in her first ATI request?

4. What is the meaning of 'exempt' as it relates to the ATI Law?

5. Name four types of documents that are exempt?

6. What is the length of time that the ATI Responsible Officer had to respond to the request?

7. What are three of the information formats discussed in the story?

8. Name two Government Ministries or Agencies mentioned in the story?

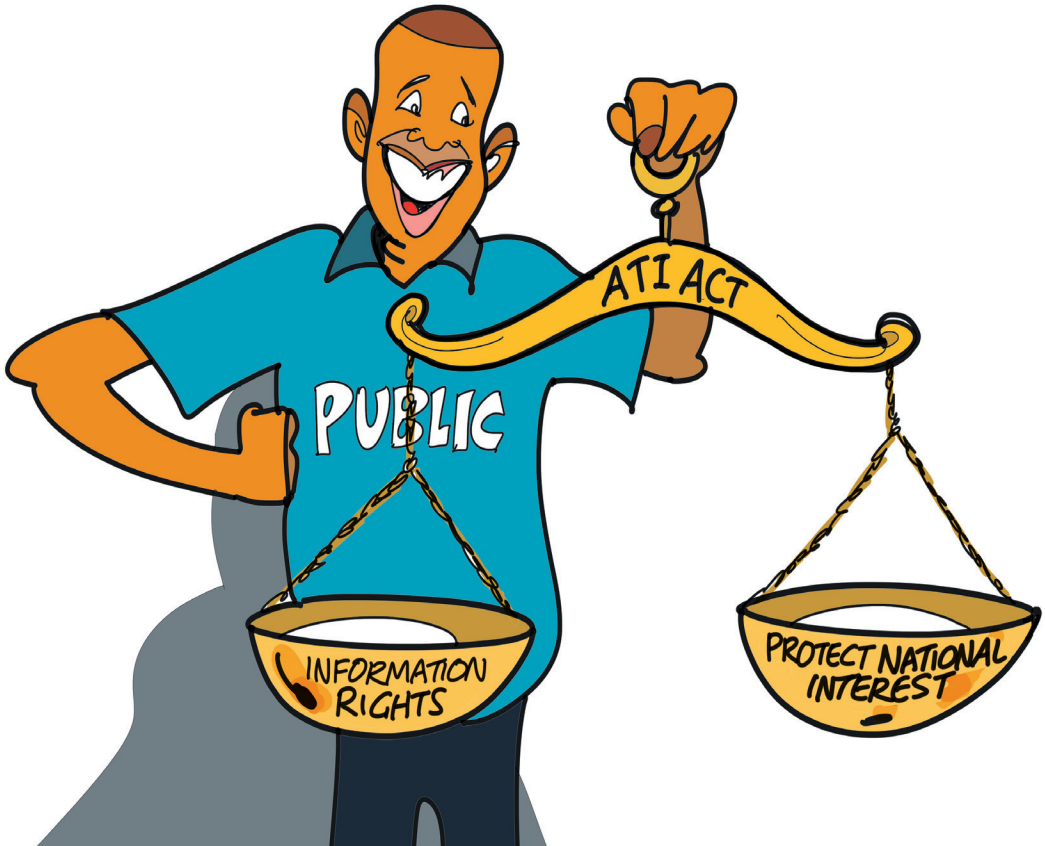
9. How long did the Ministry to which Abby first apply for information take, to transfer her request to the other government body?

10. Name three types of information that persons can use the ATI Act to request, as discussed in the story.

11. Name three groups of persons mentioned in the story (explicitly or implicitly) who use the ATI Act.

12. Name two ways in which someone can appeal an ATI decision.

ATI Frequently Asked Questions



What is the Access to Information Act?

The Access to Information Act is a law that was passed by the Jamaican Parliament in 2002, and started operating in the country in 2004. This law gives members of the public the right to access official documents that Government bodies have in their possession and which relate to the work they do.

Many other countries around the world have this law in place. However, some countries call it the Freedom of Information Act.

Why would I need to access Government information?

The ATI Act gives members of the public the ability to participate in democracy and helps protect their rights and that of fellow citizens. **The ATI Law balances the right** of the public to access Government information, with the need to protect national and individuals' personal interests. People need Government documents for many reasons. Some persons seek documents if they are doing research for an educational project for school. Other individuals may request official

documents to ensure that Government officials are being responsible, fair and just in doing their job of running the organisations and the country. For example, some persons may need information to ensure that at-risk or vulnerable groups in the society are getting justice, or that public funds are being allocated properly. Other persons may seek information for personal uses.

However, it is important to know that under the ATI Law, members of the public do not have to give a reason for making a request for information.

What are my key rights under the ATI Act?

As a member of the public you have three basic rights under the Act:

1. To see and access non-exempt material held by public authorities;
2. To ask for information concerning you to be changed if it is incomplete, dated, incorrect or misleading;
3. Appeal against a decision not to grant access to a document or amend or annotate a personal record.

What are official documents?

These are documents or other informational material in the possession of any Government Ministry, Department or Agency that are related to their work.

Which Government bodies fall under the Act?

Bodies which fall under the Act include Ministries, Departments and Executive Agencies, and Agencies of Government, statutory bodies or authorities, Parish Councils and any Government company that is wholly (fully) owned by the Government or in which Government holds more than 50 per cent shares or any other body or organisation which the Minister may specify.

The Act excludes the Office of the Governor General, the judicial functions of the Court and the intelligence-gathering activities of the Security and Intelligence Services.

If I make an ATI request will I get access to all documents that Government bodies have?

No. There are some documents that are exempt or not open for public viewing. These documents are out of bounds to protect national or personal interest.

These documents relate to:

- Security and Defence;
- International Relations;
- The Cabinet (Discussions between the Prime Minister and Ministers in his Government);
- Law enforcement, for example the work of the police;
- Legal Privilege;

- The National Economy;
- Discussions on decisions taking place within Government;
- Business affairs of others;
- Private matters of individuals;
- Heritage or historic sites.

Some documents may not be exempt, but they may contain exempt matters.



Who do I contact to make an ATI request?

Requests are made to the ATI Responsible Officer in the relevant public authority.

How do I make a request?

First, you must identify the document you need, and think about the Government body that is likely to have it. Then you can make a request in a number of ways. These include:

- In writing
- Telephone
- Fax
- Email

When making the request, provide as much information to the ATI Responsible Officer as possible, including contact information so the officer can keep in touch with you and keep you updated.

What happens after a request is received?

When the ATI Responsible Officer receives your request, he or she:

- Informs you in writing that the request has been received;
- Deals with the application and informs you if there are difficulties with providing the information. There can be delays, if the information you request relates to large volumes of documents.

Is there a timeframe when I must access the document?

An ATI Officer must inform you within 30 days after receiving your application whether the information will be released and give you access to the document if it is not exempt.

What are some examples of official documents?

Official documents include written material (photocopy, computer printout or Braille), maps, graphs or drawings, photographs, discs, tapes, films, microfilm and other formats.



In what formats can the documents be released?

When you make the request for a document, you should state how you want to receive the information. However, if the format in which you requested the information will cause damage to the document itself, the Access to Information Responsible Officer has the right to suggest and provide the information in an alternative format.

Do I have to pay fees?

There is generally no fee for the information but some charges apply in certain agencies. You must pay to reproduce the document in the agreed format. There are different fees based on the format in which you want the material. For example, you pay different fees for printing, photocopying or photos, and all other formats. You may also be allowed to view, listen to or inspect the document.

Can I have documents about me corrected?

Yes you can. If a Government body has your personal record and there is an error or omission on it, you can apply to have the information changed, removed or have missing information added. You can have the information changed by writing a letter, filling out a set form, faxing or making a phone call to the Government body that has the document and provide supporting evidence for the amendment.

If I am denied a document can I appeal?

Yes, you can appeal, if:

- You have been refused access to the document;
- You have only been given a part of the document you requested;
- There has been a delay or deferral of the information you requested;
- There has been a refusal to change personal information about you.

How do you break the ATI Law, and what is the punishment if you do?

A person breaks the ATI Law if an official document or relevant section of a document is not exempt and he or she changes, erases or blots out any information on that document. That offender can be charged \$500,000 or sentenced to six months in prison or both. If an officer unlawfully discloses exempt material, that person can be charged under the Official Secrets Act.



ATI Administration in Jamaica

ATI in Ministries, Departments and Agencies

The ATI Act states that each Government Ministry, Department and Agency (MDA) should appoint an Access to Information Responsible Officer to receive, process and respond to requests for documents from members of the public.

Therefore, an ATI request should be sent to the ATI Responsible Officer in the respective MDA from which documents are being sought.



The Access to Information Unit

The Access to Information Unit falls under the control of the Office of the Prime Minister. It was established in 2002 to ensure the efficient implementation of the Access to Information Act.

The mission of the Unit includes:

- Providing guidance and training for Government bodies on how to interpret and administer the Act;
- Identifying and helping to solve difficult issues related to the use of the Act;
- Providing policy recommendations on how best these problems may be addressed;
- Making sure public authorities obey the Act;
- Educating the public about their rights and obligations under the Act.

The ATI Unit also provides administrative services for the ATI Appeal Tribunal. So all appeal applications should first be submitted to the ATI Unit.



The Access to Information Appeals Tribunal

The Access to Information Appeal Tribunal is a five-member independent body appointed by the Governor-General, on the recommendation of the Prime Minister in consultation with the Leader of the Opposition. Its function is to settle disagreements between members of the public and Government bodies regarding access to official documents requested under the ATI Act.



How does the appeal process work?

A person may appeal through an Internal Review or the ATI Appeal Tribunal.

As it relates to the Internal Review, individuals may make a request in writing for an internal review. This is normally conducted by the principal officer or head of the public authority whose decision is the subject matter of the review. If the principal officer was involved in the original decision to deny access to the information, then the Internal Review would not apply, and the person must then Appeal to the ATI Appeal Tribunal.

Application for an Internal Review must be done within 30 days of notification of the decision of the public authority.

An application to the Appeal Tribunal must be done within 60 days of the notification of the decision of the public authority.

A person can appeal directly to the Tribunal without first having to go through an Internal Review. If an applicant is still not satisfied, the matter can be taken to Court for a Judicial Review.

Right to Know Week

Access to Information or Freedom of Information Laws have existed internationally since 1766. Currently, approximately 100 countries around the world have Access to Information Laws in place. Jamaica's law was passed in 2002.

Each year, Jamaica observes Right to Know Week during the week of September 28, celebrated as International Right to Know Day, and which began in Sofia, Bulgaria.

The week is aimed at raising awareness of individuals' right to access Government information as an important part of promoting Government accountability, transparency and governance.

10 Principles on the Right to Know

1. Access to Information is a Right of Everyone;
2. Access is the rule—Secrecy is the Exception;
3. The right applies to all public bodies;
4. Making requests should be simple, speedy and free;
5. Officials have a duty to assist requestors;
6. Refusals must be justified;
7. The public interest takes precedence over secrecy;
8. Everyone has the right to appeal an adverse decision;
9. Public bodies should proactively publish core information;
10. The right should be guaranteed by an independent body.

The Open Society Justice Initiative, 2005

https://www.oas.org/dil/access_to_information_human_Policy_Recommendations_10_Principles_on_the_Right_to_Know.pdf



FUN WITH ATI



ATI Find-A-Word

B	K	C	N	O	I	T	A	M	R	O	F	N	I
G	T	J	S	J	Y	T	I	R	U	C	E	S	M
P	E	C	N	I	W	B	G	L	E	I	T	R	T
G	X	Q	S	I	D	K	L	L	A	L	W	I	C
M	E	B	V	S	V	T	L	A	C	B	N	G	D
I	M	N	R	Z	E	I	C	Q	E	U	U	H	E
C	P	Q	Z	T	A	C	Z	A	I	P	L	T	F
R	T	A	Z	R	H	S	C	T	P	C	Y	L	E
O	O	Z	B	D	B	D	A	A	D	M	E	K	N
F	E	R	U	S	O	L	C	S	I	D	O	U	C
I	O	Z	M	N	L	R	G	D	R	Q	D	C	E
L	T	G	S	P	E	B	L	O	C	J	D	W	U
M	J	W	C	I	I	Q	M	L	O	J	X	M	Q
F	K	N	O	W	Q	G	C	A	B	I	N	E	T

Access
Security
Information
Microfilm
Public
Know
Defence

Right
ATI Unit
Braille
Cabinet
Compact disc
Exempt
Disclosure



Complete the Words and Phrases Below



A _ C E _ _ _ O

I _ F _ R M _ T _ O _

_ _ T

R _ G _ T _ _ O _ K _ _ W

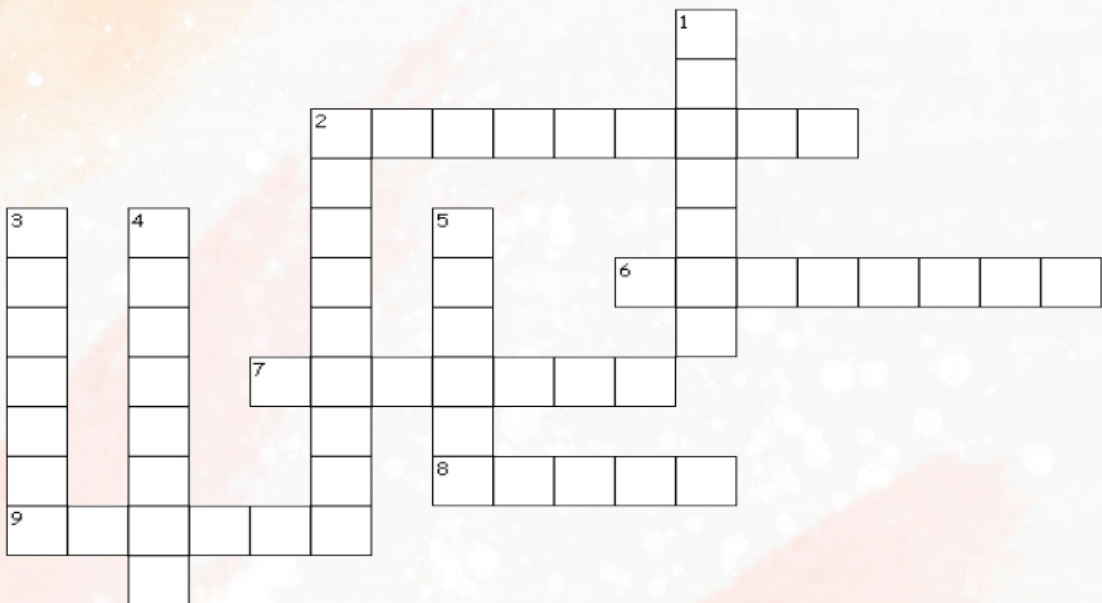
P _ W _ R _ _ C H _ N _ _

ACCESS TRIVIA

1. On what day is Right to Know Day celebrated annually?
2. In what country did Right to Know Day celebrations start?
3. In what year was the Access to Information Act passed in Jamaica?
4. Under what Government ministry does the ATI Unit fall?
5. How many members are on the ATI Appeal Tribunal?



ATI Crossword Puzzle (1)



Across

2. Under the ATI Act, maps, plans, disc, and photograph are all examples of _____
6. The Appeal _____ is a five-member independent body that hears appeals filed by applicants against public authorities
7. In Jamaica, what is known as Access to Information is known as _____ of Information in some other countries.
8. Type of right given by the ATI Act for applicants to see and get copies of documents held by public authorities.
9. Number of days within which an officer should inform applicant if access will be granted or denied.

Down

1. Month in which the ATI Act was implemented
2. The objects of the ATI Act are to reinforce the fundamental principles of this system.
3. Type of exempt document under the ATI Act; A type of furniture
4. The decision was taken in this country to celebrate International RTK Day
5. Applicants have the right to this action if they are denied access or not satisfied with the access granted.

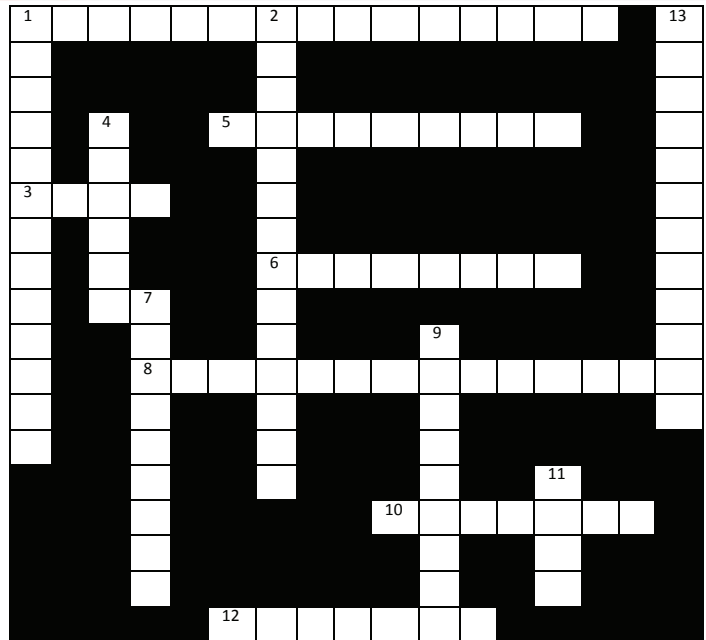


ATI Crossword Puzzle (2)



Across

1. Under the ATI Law a Government entity or _____ is required to provide access to non-exempt documents.
3. One may request a _____ of a document or just view the records.
5. Official records or _____ are integral to the law.
6. You have a right to request that a Government body _____ or add information to your personal records.
8. An exempt document may be released if it passes the _____ test.
10. Anyone can make an ATI _____.
12. An Access to Information Responsible _____ deals with requests from the public.



Down

1. The ATI Act seeks to promote _____ in national decision-making.
2. The Act seeks to promote governmental _____ or answerability.
4. Someone who has been refused grant of access can make an _____.
7. The person making a request is an _____.
9. _____ is power.
11. There are no _____ for access, only a charge for reproduction.
13. An exempt category focused on protecting business interest _____.



Access to Information Word Scramble



1. C E M A O R D C Y

2. C Y T R N A S E P A R N

3. I Y U C B A N T T L I C O A

4. P E C U D I N O R R T O

5. O A N N T A O I T N

6. F O C F I A I L

7. E F D R E

8. E R V I W E

9. T A A P L P C I N



ATI Crossword Puzzle (1) Answers



Answers for puzzle on page 36:

Across

2. Documents
6. Tribunal
7. Freedom
8. Legal
9. Thirty

Down

1. January
2. Democracy
3. Cabinet
4. Bulgaria
5. Appeal



ATI Crossword Puzzle (2) Answers



¹ P	U	B	L	I	C	² A	U	T	H	O	R	I	T	Y	¹³ T
A						C									R
R						C									A
T		⁴ A			⁵ D	O	C	U	M	E	N	T	S		D
I		P				U									E
³ C	O	P	Y			N									S
I		E				T									E
P		A				⁶ A	N	N	O	T	A	T	E		C
A		L	⁷ A			B									R
T			P			I			⁹ K						E
I		⁸ P	U	B	L	I	C	I	N	T	E	R	E	S	T
O		L				I			O						S
N		I				T			W						
		C				Y			L			¹¹ F			
		A						¹⁰ R	E	Q	U	E	S	T	
		N							D			E			
		T							G			S			
				¹² O	F	F	I	C	E	R					

Answers for puzzle on page 37:

Across

1. Public Authority
3. Copy
5. Documents
6. Annotate
8. Public Interest
10. Request
12. Officer

Down

1. Participation
2. Accountability
4. Appeal
7. Applicant
9. Knowledge
11. Fees
13. Trade Secrets



Access to Information Word Scramble Answers



1. C E M A O R D C Y

D E M O C R A C Y

2. C Y T R N A S E P A R N

T R A N S P A R E N C Y

3. I Y U C B A N T T L I C O A

A C C O U N T A B I L I T Y

4. P E C U D I N O R R T O

R E P R O D U C T I O N

5. O A N N T A O I T N

A N N O T A T I O N

6. F O C F I A I L

O F F I C I A L

7. E F D R E

D E F E R

8. E R V I W E

R E V I E W

9. T A A P L P C I N

A P P L I C A N T

Acronyms

ATI: Access to Information

CPFSA: Child Protection and Family Services Agency

CSEC: Caribbean Secondary Education Certificate

MDAs: Ministries, Department and Agencies

NLA: National Land Agency

SBA: School Based Assessment

