

Standards for Proactive Publication of Information during the COVID-19 Crisis

Within the context of the COVID-19 crisis, providing comprehensive and timely information to the population must remain one of the state's priorities. In this regard, both public institutions and public authorities need to demonstrate maximum transparency and reliability while providing information, thereby enabling and encouraging citizens' direct participation in the decisions they make.

Active information of citizens results from the legal obligation stipulated by Art. 34 of the Constitution of the Republic of Moldova, Art. 11 par. (1) p. 1) and 9) of Law No 982 of 11.05.2000 on Access to Information, and the international practices.

Purposes of proactive publication of information of public interest:	Conditions for proactive publication of information of public interest:
<ul style="list-style-type: none"> ▪ increasing the level of trust in the state's authorities and institutions; ▪ mobilizing collective effort for efficiently managing the pandemic crisis; ▪ countering and reducing disinformation; ▪ preventing and identifying abuses; ▪ preventing collective panic. 	<ul style="list-style-type: none"> ▪ to be published ex officio; ▪ to be published timely and comprehensively; ▪ to be accessible and usable; ▪ to be updated.

This document stipulates the types of information to be published online by the state's public authorities and institutions in order to facilitate journalists', civil society members', and other interested parties' access to information of public interest, as well as to ensure that the entire society gets a better understanding of the steps taken to face the challenges of the current pandemic.

1. Reference information

- (1) Contact details of the institution/public authority (e-mail, telephone, webpage address);
- (2) Answers to citizens' most frequently asked questions related to the activity of the institution/public authority during the pandemic.

2. Information on the activity of the institution/public authority

- (1) Strategic action plan for the pandemic period adopted by the institution/public authority;
- (2) List of (planned or implemented) activities/projects suspended for the duration of the pandemic period;
- (3) Weekly reports on the activities implemented by the institution/public authority during the pandemic period;
- (4) Working schedule of the institution/public authority during the pandemic period.

3. Information on the services of the institution/public authority

- (1) Services offered by the institution/public authority during the pandemic period, indicating the provisions and conditions for using them;
- (2) Services suspended due to the pandemic period;
- (3) Fees for services offered and any modifications made to them during the pandemic period.

4. Information on limitations of the right of access to information

- (1) Restrictions imposed on disclosing certain categories of public information due to the state of emergency, with reference to the relevant regulations;
- (2) Legislative amendments to the procedures for filing, examining, and settling requests for access to information, with reference to the relevant regulations;

5. Information on the budget of the institution/public authority

- (1) Amendments to the annual budget of the institution/public authority within the context of the pandemic period;
- (2) National/international financial assistance (including donations) the institution/public authority benefits from, indicating their total amount and the expenditure plan;
- (3) Emergency funds allocated within the context of the pandemic period, indicating the management procedure;
- (4) Total amount of salary payments, salary supplements, and awards (separately) granted to civil servants and other staff of the institution/public authority during the pandemic period;
- (5) Amount/reduction of salary payments during the pandemic.

6. Information on public acquisitions

- (1) Annual public acquisition plan and its amendments due to the COVID-19 pandemic period;
- (2) Regulations governing public acquisition processes, including the organization procedure for the purchase of goods intended to prevent and counter the pandemic;
- (3) Full text of the agreements signed, their annexes, and any amendments thereto;
- (4) Weekly reports on acquisitions performed, their results, and implementation process;
- (5) List of public acquisitions performed, indicating the institution, supplier, object of acquisition, source of financing, price, and value;
- (6) List of public acquisitions involving derogation from the current legal provisions due to the COVID - 19 pandemic;
- (7) List of goods, works, and services which can be purchased using simplified acquisition procedures established as a result of the establishment of the pandemic status (useful for avoiding the improper application of the state of emergency for urgent non-COVID-19 acquisitions);
- (8) Information regarding requisitions of goods or services within the institution/public authority for the purpose of countering COVID-19.

7. Information on documents issued by the institution/ public authority

- (1) Administrative regulations issued by the institution/public authority during the pandemic period;
- (2) Individual administrative acts containing information of public interest and issued by the institution/public authority during the pandemic period.

8. Information on the staff of the institution/public authority

- (1) Modifications to the staff of the unit related to the pandemic period;
- (2) Number of employees to whom a special working regime is applied, indicating the legal mechanism applied (vacation, technical unemployment, inactivity, secondment, work at home, etc.);
- (3) Number of dismissals, job terminations, resignations, and transfers of the employees of the institution/public authority during the state of emergency;
- (4) Internal administrative acts issued by the institution/ public authority to impose a special working regime during the pandemic period;
- (5) Information on employees who contracted COVID-19 (number of persons infected, percentage, number of healthy persons, number of deaths, etc.);
- (6) The Information regarding the suspension of contests for filling the vacancies, with enclosed administrative acts issued for this purpose by the institution/public authority.