

**ANNUAL REPORT TO THE RIGHT TO INFORMATION COMMISSION YEAR
ENDING 31ST DECEMBER 2017**

1. Details of Public Authority

1.1. Name:

Telecommunications Regulatory Commission of Sri Lanka

1.2. Address:

No.276, Elvitigalala Mawatha, Colombo 08.

1.3. Web-link:

www.trc.gov.lk

1.4. Name of line Ministry/Provincial Ministry¹ (if the Public Authority is not a Ministry or a Provincial Ministry)

Presidential Secretariat

2. Briefly describe the mandate and the nature of services offered by the Public Authority.

The Telecommunications Regulatory Commission of Sri Lanka is a statutory body established under the Sri Lanka Telecommunications Act No.25 of 1991, as amended by the Sri Lanka Telecommunications (Amendment) Act, No.27 of 1996.

TRCSL is the national regulatory agency for telecommunications in Sri Lanka and its main responsibility is to promote sustained development of the industry by shaping the regulatory process, protect public interest and be responsive to challenges in an increasingly competitive market. TRCSL does not provide telecommunications services as such but encourages the efficient and orderly provision of these services by the Operators and it is committed to assist all the telecommunication operators in Sri Lanka to develop world class telecommunication network facilities in the country.

3. Name and contact details of the Information Officer and the Designated Officer.

Information Officer	<p>Ms.Sujeewa Rodrigo, Assistant Director/Legal, Telecommunications Regulatory Commission of Sri Lanka, No.276, Elvitigala Mawatha, Colombo – 08. Telephone General : +94 11 2683845 Direct : + 94 112691747 Fax : + 94 112671647 E mail : infoofficer@trc.gov.lk</p>
Designated Officer	<p>Director General, Telecommunication Regulatory Commission of SriLanka, 276, Elvitigala Mawatha, Colombo 08. Telephone General : +94 11 2683845 Direct : +94 112689336 Fax:- +94 112689341 E-mail:-dgtsl@trc.gov.lk</p>

4. Compliance Review

	Please provide details
1	<p>Provide details of how records are maintained, catalogued, and indexed Information maintained under Office file system on all subjects under given subject code with indexing. Long and short term records management requirements are identified and maintained under a manual system are catalogued and indexed accordingly.</p>
2	<p>Provide details of records maintained in electronic format At present common electronic document management system is not available to the entire office</p>

3	Provide details of how the following information is made known to the citizens	
	Information on powers, duties, and functions of officers and employees of the Public Authority and the procedures followed in decision making	Information is available on the official website www.trc.gov.lk . In addition, to above on request made by a citizen through the standard formats listed in the RTI act.
	Norms set for the discharge of the functions, performance of the duties and exercise of the powers of officers and employees of the Public Authority	Information is available on the official website www.trc.gov.lk . In addition, to above on request made by a citizen through the standard formats listed in the RTI act.
	Rules regulations, instructions, manuals and other categories of records used by the officers and employees of the public Authority in the discharge of their functions, performance of their duties, and exercise of their powers.	Information is available on the official website www.trc.gov.lk . In addition, to above on request made by a citizen through the standard formats listed in the RTI act.
	Details of facilities available to the citizens for obtaining information under RTI Act.	Through our official website or submitting a request for information under RTI through an email, post, or by hand
	Details of the budgets allocated indicating the particular of plans, proposed expenditure and reports on disbursement made.	Generally available to the public upon request through the standard format listed in the RTI act.
4	Is information made available in all three languages Yes. This can be provided according to the medium used by the requestor.	

5	If the Public Authority is a Ministry, how many urgent and other projects' details were made known during the year?	
	Foreign Funded Projects (3 months prior to commencement)	Not applicable
	Locally funded projects (3 months prior to commencement)	Not applicable
	Foreign Funded urgent Projects (7 days prior to commencement)	Not applicable
	Locally funded urgent projects (7 days prior to commencement)	Not applicable

5. Details of information requests during the year:

		Number
1	Number of information requests for the year	62
2	Number of requests for which information has been provided fully	50
3	Number of requests for which information has been provided partially	02
4	Number of requests withdrawn	01
4	Number of information requests refused or denied in terms of Section 5 of the Act	05
5	Number of information requests denied, other than for reasons contained in Section 5 of the Act (e.g. non availability of information)	04
6	What is the average time (number of working days) taken to respond to an information request?	14 working days
7	How many information requests were received by post?	19
	How many information requests were received by e-mail?	05
	How many information requests were received by any other means other than by post or e-mail (receive by hand)	38

6. Type of information requests

With regard to what type of information were the highest and second highest number of information requests were received.
Highest – Industry related matters
2 nd Highest - Administration matters

How many information requests were received in respect of the following categories	
	No.
Procurement related	-----
Establishment matters	06
Political victimization	-----
Financial (including budgets and projects)	01
Environment	-----
Policy	-----
Others (pls specify) Industry related matters	49

7. Requester Profile

	Number of requests	% of the total
Number of information requests by individual citizens	56	
Number of information requests by institutions	06	
Specify the number requests from each of the following provinces		
Central Province		
Eastern Province	01	
North-Central Province	02	
Northern Province		
North-Western Province	01	
Sabaragamuwa Province		
Southern-Province	03	
Uva Province		
Western Province	55	

8. Were any sanctions/disciplinary action imposed on any person for refusing to provide information? (Please provide details)

No.

9. Appeals and Commission Directions

	Number
APPEALS TO THE DESIGNATED OFFICER	
Number of appeal made to the Designated Officer	04
Number of times the information was provided at the direction of the Designated Officer	02

APPEALS TO THE RIGHT TO INFORMATION COMMISSION	
Total no of appeals, of which the Public Authority has notice of, lodged with the Commission against refusal to communicate information	02
Total number of times the Commission ordered/directed that information be provided (No of successful appeals in favor of the appellant)	02

10. Information Management and storage of records.

10.1. Please provide details of the information management and storage system?
Manual systems are used to information management and storage. Information maintained under Office file system on all subjects under given subject code with indexing.
10.2. Was the system updated during the year? If yes, please provide details
No.
10.3. Provide details of the way in which records are stored? (e.g. record room, electronic data bank with/without documentary backup, on site/off site)
Record Room both on site and off site
10.4. Are the records in storage referenced, indexed, and stored in an easily retrievable manner? (Provide details)
Yes Record Room – Indexed and catalogued
10.5. Provide details of improvements or changes were carried out during the year to the indexing and referencing system referred to above
No new changes
10.6. On average how much time is required to search and produce a record that is in storage?
On site record room – 10 minutes and off site record room – Two days
10.7. In case of physical storage, are the records stored on – site, off – site or both? Provide details
On site – Record room in each division of TRCSL head office situated in Colombo Off site –Records are store in record room facilities available at TRCSL’s remote Frequency Monitoring Station.
10.8. Have you provided for maintaining of existing records (up to 4th August 2016) for 10 years and new records (after 5th August 2016) for 12 years? (Provide details)
Yes, manual systems are in place.

10.9. Have you made budgetary provision for information storage and management?
Yes
10.10. If records are not digitally maintained, please indicate what steps have been taken during the year or proposed to be taken to migrate records to a digital format?
Areas for improvement are addressed in records management planning and digital approaches are identified for improving the effectiveness, efficiency and quality of records management systems, processes and tools through regular monitoring and review.
10.11. If information is stored digitally, is it done by the public authority or an external entity? (Give details)
Digital storage facilities are to be introduced.
10.12. Are digitally stored data/records accessible via the internet?
No

11. What suggestions do you have to remove constraints and improve the practices relating to the maintenance, management and destruction of records?

1. Making all needed TRCSL related records are retained;
2. Make available of all records that are required to be retained by statute, regulation, or contract are retained for the appropriate and approved for a period of time;
3. Implementing a method to access authorized records efficiently;
4. Implementation of digital information management system covering all aspects of all the divisions in TRCSL
5. Establishment of a method to ensure that all records can be read, used, and regarded as authentic once located;
6. Establish litigation hold procedures to ensure that potentially responsive documents are not destroyed once litigation and/or government investigation is reasonably anticipated;
7. Establish procedures to ensure the timely destruction of appropriate documents as their respective retention periods expire.

12. What suggestions do you have to remove constraints and improve the practices relating to the maintenance, management and destruction of records?

Generally available to the public upon request through the standard format listed in the RTI act.

13. How much fees was collected by the Public Authority during the year through information requests?

Rs.830 /=

14. What suggestions do you have for improving the effectiveness of the regime of transparency?

Improvements within your Public Authority

1. Classification of information related to Administration and Human Resources Division regarding the value of legal or ethical importance of treating Information as right in and of itself towards transparency.

2. Staff training/ awareness on RTI act and transparency of subjects related to TRCSL

3. A method to reevaluate the work done per the Government Procedures;

P.R.S.P.Jayatilake

Director General

Telecommunications Regulatory Commission of Sri Lanka

Date: 19.12.2018