

## Intercooperation in Bangladesh

# Information Policy

### Introduction

Intercooperation in Bangladesh has for some years promoted the right to access information held by public bodies as a basic human right for any citizen in Bangladesh. Intercooperation in Bangladesh believes that public bodies have an obligation to disclose information and that every member of the public has a corresponding right to receive information. Transparency enhances democracy, accountability, transparency and finally leads to better public policies and practices.

The Government of Bangladesh has introduced a Right to Information Act (RTI) in 2009, which obliges public bodies to disclose information to the citizens. The act further obliges non-government organisations, which either receive government or foreign funding to disclose their information as stipulated in this act.

In keeping with the spirit and beliefs of our organization and in compliance with the RTI Act 2009, we have formulated our own information policy. This policy is consistent with our policies and standards on access to information held by public bodies and in line with the RTI Act 2009. There are two means of providing access: first we disclose a range of information on our website ([www.intercooperation-bd.org](http://www.intercooperation-bd.org)). Second, all information, apart from to three exceptions, will be made available upon request.

### Routine Disclosure

The categories of information and documents listed in Annex I are available on our website and are, as relevant, routinely updated. Annex I itself is subject to annual review and updating. In rare cases, a document, or a part thereof, otherwise subject to routine publication may fall within the scope of the regime of exceptions, in which case it will not be made available.

### Process for Requesting Information

#### *Applying for Information*

Anyone may request information from Intercooperation in Bangladesh by telephone, email, by fax or mail or other means.

Intercooperation in Bangladesh has designated the officers holding the positions mentioned below as its Information Officers. In annex II the names of the persons including contact details, who are currently holding these positions are mentioned. A request shall, therefore, need to be directed to these persons. Where a request is not

clear, Intercooperation will ask for further clarification and, where necessary, provide assistance to a requester in formulating his or her request.

Information Officers:

*(see Annex II for current persons holding these positions including contact details)*

**Dhaka Office:**

Administrative Officer

Tel: +880 2 8815688, Email: [info@intercooperation-bd.org](mailto:info@intercooperation-bd.org), Fax +880 2 881 9986,  
Address: House No. 2F NE (D), Road No. 73 (G), Gulshan 2, Dhaka 1212, Bangladesh

**Rajshahi Office:**

Project Coordinator, SAMRIDDHI,

Tel: (880) 721 761873, 761892-3, Fax: (880) 721 761904, Address: House # 128, Sector - 2, Housing Estate, Upashahar, Rajshahi

**Bogra Office:**

Regional Coordinator, SAMRIDDHI,

Tel: (880) 51- 64927, 78608, Address: House # 36 (Akil Mansion), Road # 20 (North side of Royal Place), Upashahar, Bogra

**Rangpur Office:**

Regional Coordinator, SAMRIDDHI

Tel: (880) 521-67152, Address: Dr. Hozrat Abrar Villa, House # 204/A, Road # 1, P T I Road, Kotkipara, Rangpur

**Sunamganj Office:**

Regional Coordinator, SHARIQUE

Tel: (880) 871- 61485, 61569, 61554, Fax: +88 0871 55053, Address: House # 33, Ajabithi, Jamtala, Sunamganj-3000

***Time Limits***

Intercooperation in Bangladesh will deal with the information requests within maximum 20 calendar days.

***Form of Communicating Information***

We will provide the information in any form in which we hold it (normally electronic or print) or can generate it through an automated process (e.g. printing an electronic document).

### ***Fees***

No fees will be charged for requests which are satisfied electronically (i.e. where the information is emailed). No fees will be charged for the first 50 pages of printed or photocopied material. Reasonable fees, based on actual costs relating to copying and dissemination, may be charged for requests which involve larger amounts of information. Where a request is for a document that we offer for sale, the regular price may be charged for that document.

### **Regime of Exceptions**

In accordance with the RTI Act 2009, we recognize three legitimate grounds for refusing access to information: personal information; legal privilege; and confidentiality.

#### ***Personal Information***

We will not disclose personal information about a natural third party which would breach his or her privacy or a legitimate privacy interest unless that person has consented or the information was provided on the clear understanding that it might be made public.

#### ***Legal Privilege***

We will not disclose information which is privileged from production in legal proceedings unless the person who is entitled to the privilege waives it. Intercooperation in Bangladesh will waive its own legal privilege unless to do so would put it at a disadvantage in legal proceedings or breach one of the other exemptions in this policy.

#### ***Confidentiality***

We will not disclose information where to do so would constitute an actionable breach of confidence or a related legal obligation. We will also not disclose information where it was provided to us in confidence and to disclose it would seriously prejudice our relations with the body that provided it, to the detriment of the Intercooperation's interests.

#### ***Severability***

Where only part of a document falls within the scope of an exception, the rest of the document, to the extent it may be reasonably severed from the exempt information, will still be disclosed.

#### ***Public Interest Override***

Information will still be disclosed even if it falls within the scope of an exception where this is in the overall public interest.

### **Appeals**

Anyone who believes that the concerned Information Officer of Intercooperation in Bangladesh has failed to properly apply this policy may appeal to the Delegate of

Intercooperation in Bangladesh (see Annex II for current person holding this position) (tel: +880 2 8815688 (ext. 116)). Any such appeal shall be decided within fifteen calendar days.

**Entry into Force**

This Information Policy comes into force on 01 June 2010

A handwritten signature in blue ink, appearing to read 'F. Bachmann', is written over the printed name.

*Dr. Felix Bachmann, Delegate  
Intercooperation in Bangladesh*

## **ANNEX I**

### **Information Available on a Proactive Basis**

The following categories of information and documents are available on our website and, as relevant, are regularly updated.

- About Intercooperation in Bangladesh
- Organisation chart
- List of staff
- List of partners
- List of projects
- Project reports
- Publications

## **Annex II: Current Persons Holding the Position of Information Officers and Appeal Authority**

### **Information Officers**

#### **Dhaka Office:**

Shamima Nasreen, Administrative Officer

Tel: +880 2 8815688, Email: [shamima.nasreen@intercooperation-bd.org](mailto:shamima.nasreen@intercooperation-bd.org), Fax +880 2 881 9986, Address: House No. 2F NE (D), Road No. 73 (G), Gulshan 2, Dhaka 1212, Bangladesh

#### **Rajshahi Office:**

Adwyait Kumar Roy, Project Coordinator,

Tel: +880 721 761873, 761892-3, Email: [adwyait.roy@intercooperation-bd.org](mailto:adwyait.roy@intercooperation-bd.org), Fax: +880 721 761904, Address: House # 128, Sector - 2, Housing Estate, Upashahar, Rajshahi

#### **Bogra Office:**

Mostafa Nurul Islam, Regional Coordinator,

Tel: +880 51- 64927, 78608, E-mail: [mostafa.reza@intercooperation-bd.org](mailto:mostafa.reza@intercooperation-bd.org)  
Address: House # 36 (Akil Mansion), Road # 20 (North side of Royal Place), Upashahar, Bogra

#### **Rangpur Office:**

Md. Mamunur Rashid, Regional Coordinator

Tel: +880 521-67152, Email: [mamunur.rashid@intercooperation-bd.org](mailto:mamunur.rashid@intercooperation-bd.org)  
Dr. Hozrat Abrar Villa, House # 204/A, Road # 1, P T I Road, Kotkipara, Rangpur

#### **Sunamganj Office:**

Shamim Ahsan, Regional Coordinator

Tel: +880 871- 61485, 61569, 61554, Email: [shamim.ahsan@intercooperation-bd.org](mailto:shamim.ahsan@intercooperation-bd.org), Fax: +880 871 55053, Address: House # 33, Ajabithi, Jamtala, Sunamganj-3000

### **Appeal Authority**

Intercooperation in Bangladesh

Dr. Felix Bachmann, Delegate of Intercooperation in Bangladesh

Tel: +880 2 8815688 (Ext 116), Email: [felix.bachmann@intercooperation-bd.org](mailto:felix.bachmann@intercooperation-bd.org), Fax +880 2 881 9986, Address: House No. 2F NE (D), Road No. 73 (G), Gulshan 2, Dhaka 1212, Bangladesh