

## GOVERNMENT

### 994. Decree on communication and re-use of public sector information

On the basis of Article 11, the fifth paragraph of Article 25, Article 35, the sixth paragraph of Article 36a and the second paragraph of Article 37 of the Public Information Access Act (UL RS 51/06 – official consolidated text, 117/06 – ZDavP-2, 23/14, 50/14 and 19/15 – Constitutional ruling and 102/15), the Government of the Republic of Slovenia hereby issues the following

## DECREE

### on communication and re-use of public sector information

#### I. GENERAL PROVISIONS

##### Article 1

(contents)

(1) This decree lays down the manner of communication of public sector information to applicants and online, the charging of fees for such communication, the price and other conditions of re-use of public sector information and reporting on the provision of access to public sector information.

(2) This decree transposes into Slovenian legislation the provisions of Directive 2003/4/EC of the European Parliament and of the Council of 28 January 2003 on public access to environmental information and repealing Council Directive 90/313/EEC (OJ L 41, 14. 2. 2003, p. 26), and Directive 2003/98/EC of the European Parliament and of the Council of 17 November 2003 on the re-use of public sector information (OJ L 345, 31. 12. 2003, p. 90), last amended by Directive 2013/37/EU of 26 June 2013 amending Directive 2003/98/EC on the re-use of public sector information (OJ L 175, 27. 6. 2013, p. 1).

#### II. CATALOGUE OF PUBLIC SECTOR INFORMATION

##### Article 2

(contents of catalogue of public sector information)

(1) Authorities as set out in the first paragraph of Article 1 of the Public Information Access Act (UL RS 51/06 – official consolidated text, 117/06 – ZDavP-2, 23/14, 50/14 and 19/15 – Constitutional Court ruling and 102/15; hereinafter: the Act), shall regularly maintain and publish the catalogue of public sector information, and update the contents of the catalogue upon each change, but no later than the 15th day of the month following the month in which the change occurred. The catalogue of public sector information shall contain at least:

1. basic information on the catalogue, i.e.: name of authority that issued the catalogue and responsible official who approved the catalogue, date of publication or date of last amendment to catalogue;
2. general information about the authority and the public sector information it holds, including:
  - a) organisational chart and information on the authority's organisational structure, which shall include at least a list of all major internal units and the following information for each internal organisational unit: name, address and other contact information, if these are different than for the authority as a whole, and statement of the head of the internal organisational unit (name, surname, title), except for the intelligence and security office; the Ministry shall also list other authorities and their area of work,
  - b) contact information of the official or officials responsible for communication of public sector information, including statement of name and surname, position and title, postal address, email address and direct office telephone number,
  - c) a list of the main regulations in the area of work of the authority with links to the content of the individual regulations in the Legal Information System of the Republic of Slovenia (hereinafter: LIS) and the register of European Union regulations, and to local community authorities through links to the local register of regulations, if the regulation has not been published in the register, then with another link to the content,
  - d) the Ministry and government services shall also keep a list of draft regulations with the appropriate links to the E-democracy website and the LIS, to a website in which the individual regulation is published, as well as European Union draft regulations with links to the relevant websites where the draft regulation is published, and local community authorities shall keep a list of draft regulations in its area of work with links to the content,
  - e) adopted and draft strategic and programme documents and important reports, viewpoints, opinions and analyses in the authority's area of work as set out in Article 6 of this decree, organised according to content,
  - f) a catalogue of the administrative, judicial or legislative procedures or other official and public services that the authority performs or provides for its users,
  - g) a list of public records managed by the authority,
  - h) a list of other computerised databases kept by the authority on the basis of sectoral legislation in its area of work;

3. description of the method of access to public sector information at the authority;
4. the cost sheet referred to in Article 17 of this decree;
5. any cost sheet, price list or other conditions for the re-use of public sector information;
6. a list of most frequently requested public sector information, including databases.

(2) The information referred to in point 2 c), 2 d) and 2 e) of the preceding paragraph may also be published outside of the catalogue on the authority's website under the "Current regulations", "Draft regulations" and "Important documents" tabs, where a link to the authority's relevant website shall be posted in the catalogue.

(3) The authority shall regularly maintain and keep the information referred to in the preceding paragraph such that the published web links are operational. If the authority does not have access to the information referred to in the preceding paragraph, it shall state so explicitly in the catalogue.

(4) The public records and other computerised databases referred to in point 2 f) and 2 g) of the first paragraph of this Article shall be described with metadata, which shall include:

1. name of institution;
2. name of database;
3. area of work;
4. description of contents;
5. legal basis;
6. keywords;
7. the territory to which the data relates;
8. the accessibility of the data;
9. any special conditions of use or re-use;
10. any conditions with regard to the charging of prices for re-use;
11. any internet address for access to or review of information;
12. any internet address for open data (machine-readable form);
13. creation date of database;
14. data update frequency;
15. format;
16. language;
17. description of any interconnection of data with other public records or databases, or statement that there are no such connections;
18. the responsible person.

(5) A more detailed description of the metadata referred to in the preceding paragraph shall be set out in the Appendix, which is an integral part of this decree. The ministry responsible for administration (hereinafter: the Ministry) shall publish a sample metadata description of a database and a sample file for uploading of metadata on its website.

(6) If there is a national portal intended for the publication of the metadata referred to in the fourth paragraph of this Article, the metadata shall be published on that website, and a link to that website shall be posted in the catalogue.

(7) Authorities may, instead of creating individual catalogues, create collective catalogues or partially shared content of catalogues.

### Article 3

(language variants of the catalogue of public sector information)

Authorities established in the territories of municipalities in which the Italian or Hungarian language is an official language of the authority in addition to Slovene, shall also provide the information referred to in point 1, 2 and 3 of the first paragraph of the preceding Article in the catalogue in the language of the national community.

## III. INFORMATION SET OUT IN DRAFT DOCUMENTS

### Article 4 (criteria for designation)

(1) Information set out in documents that have not been signed and sent or in any other way completed by an official at an authority authorised to make decisions in accordance with current regulations shall be deemed to be information set out in draft documents and which is still the subject of consultations at the authority.

(2) If the document is a document that was created within the context of a project that is carried out in accordance with the Government's state administration project leadership methodology, data in a document that has not been approved in accordance with the rules of such methodology shall be deemed to be data set out in a document referred to in the preceding paragraph.

#### IV. TYPES OF PUBLIC SECTOR INFORMATION PUBLISHED ON THE INTERNET

##### Article 5

(consolidated texts of regulations)

(1) The Ministry and the Government services shall publish on the internet, in addition to the regulations set out in point 2 c) of the first paragraph of Article 2 of this decree, the unofficial consolidated texts of current regulations relating to their area of work and for which there are no official consolidated texts with links to the contents of individual regulations in the register of unofficial consolidated texts in the LIS.

(2) Local community authorities shall publish on the internet and submit to the register of local community regulations the official or unofficial consolidated texts of current local community regulations.

(3) Other authorities shall provide links to the content referred to in the first two paragraphs of this Article on the internet and publish the official or unofficial consolidated texts of their instruments of incorporation and other regulations on the internet.

##### Article 6

(programmes, strategies, viewpoints, opinions, analyses and other similar documents)

(1) Programmes, strategies, viewpoints, opinions, analyses and other similar documents that authorities publish on the internet shall include in particular:

1. strategies for the economic, sustainable, regional, technological and structural development of Republic of Slovenia and other similar strategies;

2. an environmental protection programme and programmes for the administration or management of individual natural resources (waters, forests, mineral resources, etc.);

3. programmes and strategies for the development of individual business activities (in the fields of energy, transport, electronic communications, tourism, etc.);

4. development strategies for individual (commercial and non-commercial) public services (in the fields of energy, electronic communications, water management, environmental protection, education, health, culture, etc.);

5. strategies, programmes and plans in the areas of work of state authorities, local community authorities, entities subject to public law, holders of public authorisations and public service providers;

6. annual reports on activities and other reports compiled or adopted by authorities in their areas of work for an extended period of time;

7. strategic guidelines and priorities of inspectorates or inspection services, arising from adopted annual work programmes setting out the content and scope of the performance of inspection and supervision duties;

8. significant viewpoints, opinions and analyses that authorities or their working bodies develop or produce in-house, in cooperation with other authorities, or obtain from third parties in connection with their areas of work, and important instructions and memos that authorities use in connection with the implementation of a regulation or court ruling.

(2) Work programmes and other similar programmes developed by inspection services and other authorities in connection with the implementation of supervisory procedures with respect to the operations of entities subject to public and private law shall not be deemed to be documents as referred to in the preceding paragraph.

##### Article 7

(draft regulations, programmes, strategies and other similar documents)

(1) Authorities shall publish draft regulations, programmes, strategies and other documents on the internet for purposes of public announcement and consultation with the public and key stakeholders. The provisions of the resolution governing normative activities and the government rules of procedure shall apply to the method, deadlines and exceptions in connection with publication on the internet for purposes of consultation with the public and key stakeholders.

(2) The Ministry shall publish draft regulations and other acts that are published in the Official Gazette of the Republic of Slovenia on the national designated E-democracy portal.

(3) Authorities shall also publish, together with the original documents referred to in the first and second paragraphs of this Article, later versions of those documents such that the amendments made to the original document are traceable.

(4) If the documents referred to in the first paragraph of this Article were not published on the internet, the authority shall ensure at least the minimum standard of transparency in the adoption of the act such that the act is published on the internet, as follows:

1. draft acts or other acts of the National Assembly which are proposed by the government, and draft government regulations or other government acts which are published in the Official Gazette of the Republic of Slovenia, no later than their adoption by working bodies of the government,

2. draft rules or other acts of the Ministry, which are published in the Official Gazette of the Republic of Slovenia, no later than seven days after their issuance,

3. draft programmes, strategies or other similar documents at least 15 days before their issuance,

4. draft general acts of a state authority, local community or holder of public authorisations at least seven days before their issuance.

(5) In emergency cases, authorities shall not be bound by the deadlines for publishing acts on the internet set out in the preceding paragraph. A case shall be deemed an emergency case if it is based on a law or a regulation issued on its basis, or if disturbances in areas that pose a threat to the safety and health of the population occur or could occur due to the consequences of natural disasters, epidemics, states of emergency and similar reasons, or if substantial disturbances to the market or to the supply of the population occur, or if market stabilisation measures are required, or when necessary in order to achieve the objectives and implement the measures of fiscal policy, or when prior publication could have negative consequences for public finances, or in other similar circumstances.

(6) Draft regulations or other documents published by an authority shall contain a notice that it is a draft document for which the authority assumes no liability for damages or any other liability.

#### Article 8

(information on authorities' services)

(1) Authorities shall publish information on their services on the internet, on the national designated portal, which include at least:

1. the conditions that must be met by persons in order to request the individual services;

2. the territorial jurisdiction or area in which or for which the services are provided;

3. information on accessibility of the authority (contact information, office hours, etc.);

4. the method of requesting individual services, including a link to an electronically accessible application form, a statement of any required enclosures, a statement of the costs of the service and a statement of the data that the authority will obtain on its own on the basis of current regulations;

5. a statement of the regulations which constitute the legal basis or otherwise govern services.

(2) Administrative bodies shall publish additional information on administrative procedures on the internet in accordance with the regulations governing the authorities' operations with customers.

#### Article 9

(other public sector information)

Authorities shall also publish the following public sector information on the internet:

1. information on significant events, decisions and new developments at the authority (news about the operation of the authority);

2. annual reports on the implementation of the law;

3. public sector information that the authority communicated on the basis of submitted oral or written requests, which the authority assesses will become the subject of additional identical requests from other applicants;

4. data on the amounts and recipients of subsidies, loans and other forms of aid from public funds, except subsidies for student housing, payments to individuals in the areas of scholarships, employment, family, pension and disability insurance and social matters.

#### Article 10

(documents in public calls for applications and other forms of co-financing)

(1) Authorities shall publish on the internet documents on at least the following publicly accessible public sector information in connection with public procurement procedures that they conduct:

1. public calls for applications and tender documents;

2. the members of the committee for implementation of public procurement procedures;

3. the recipients and the amount of funds received;

4. a final report or summary of the progress and results of the allocated funds.

(2) The publication of the documents referred to in point 1 of the preceding paragraph shall be ensured on the day of the publication of the public call, and the publication of the documents referred to in points 2 and 3 of the preceding paragraph shall be ensured no later than within seven days of the issuing of decisions on the selection of recipients of funds, and the

publication of the documents referred to in point 4 of the preceding paragraph shall be ensured no later than within fourteen days of the approval or adoption of the report.

(3) If direct contracts on co-financing or allocation of public funds were concluded without a public call, as required by the act governing public finances, the publicly accessible public sector information set out in the contract shall be published no later than within 14 days of the concluding of the contract.

(4) Authorities shall ensure the publication of public calls referred to in this Article on the internet such that easy access to information about individual public calls is provided, as a rule in one place.

#### Article 11

(publication of public sector information on the internet)

(1) Authorities shall ensure continuous access to, availability, rationality and user-friendly design of their websites.

(2) Authorities shall ensure the connectivity of their online public sector information with the national designated portal for publication of public sector information in a specific area.

#### Article 12

(access to information for people with special needs)

Authorities shall ensure that the public sector information that they publish on the internet is also accessible by people with special needs at least such that public sector information is also available online exclusively in text format.

#### Article 13

(decisions on access in special cases)

If an authority receives a request for access to public sector information which relates to pre-trial or trial proceedings, and another competent authority also decides on that procedure during that time, the authority shall decide on the request on the basis of a reasoned opinion from the authority that decides on the procedure during that time.

### V. METHOD OF COMMUNICATING PUBLIC SECTOR INFORMATION

#### Article 14

(selection of format)

(1) If public sector information is available in both electronic and physical form, the applicant may select the form in which they wish to receive the information.

(2) If the information is available only in electronic form or only in physical form, and the authority has the technical capacity for the required conversion, the applicant may select the form, whereby the authority shall charge the applicant for the material costs of conversion from electronic to physical form or from physical form to electronic form in accordance with this decree.

#### Article 15

(review at the authority's premises)

(1) If the applicant wishes to review the requested public sector information, an authorised person at the authority shall grant the applicant access to the information at the authority's premises during office hours or by prior appointment.

(2) The authorised person shall enable the applicant to review the requested information in an appropriate area and shall grant the applicant sufficient time for that purpose.

### VI. COSTS OF PROVISION OF PUBLIC SECTOR INFORMATION

#### Article 16

(costs of provision of information)

(1) For provision of information, the authority may only charge the applicant material costs when such costs are in excess of EUR 20 (including VAT).

(2) When the conditions set out in the preceding paragraph are met, the authority shall charge the applicant the material costs of providing the following information:

1. copies, photocopies or carriers of electronic copies of the requested information, whereby the making of any duplicate using technical means shall be deemed a copy,

2. conversion of information from electronic to physical form, if the information is exclusively in electronic form and the applicant wishes to receive it in physical form,

3. conversion of information from physical to electronic form, if the information is exclusively in physical form and the applicant wishes to receive it in electronic form,

4. making photocopies owing to the allowing of partial access for review of documents,

5. postage for sending by post.

(3) The authority shall not charge costs:

1. for review of documents in cases not referred to in point 4 of the preceding paragraph,

2. for review of documents in electronic form, notwithstanding any partial access, if the review is conducted in electronic form,

3. for provision of information by telephone,

4. for communication of information by email in cases not also referred to in point 3 of the preceding paragraph,

5. for communication of information by fax not exceeding a total of five pages.

(4) Authorities shall communicate information with respect to the technical capacities that they have at their disposal.

#### Article 17

(standardised cost sheet)

The prices (net of VAT) for the material costs for provision of public sector information are:

1. one page photocopy or print A4 format: EUR 0.06,

2. one page photocopy or print A3 format: EUR 0.13,

3. one page photocopy or print larger format: EUR 1.25,

4. one page colour photocopy or print A4 format: EUR 0.63,

5. one page colour photocopy or print A3 format: EUR 1.25,

6. one page photocopy or print larger format: EUR 2.50,

7. electronic record on one CD: EUR 2.09,

8. electronic record on one CD-R: EUR 2.92,

9. electronic record on one USB drive: price at which the authority purchased the USB drive,

10. conversion of one page of A4 format document from physical to electronic form: EUR 0.08,

11. conversion of one page of A3 format document from physical to electronic form: EUR 0.20,

12. postage for sending information by post in accordance with the current price list for postal services.

#### Article 18

(method of payment of costs)

(1) For payment of costs, authorities shall issue applicants decisions on the communication of the requested information, which shall include the itemisation of the costs in accordance with this decree. The authorities shall set deadlines by which applicants shall pay the costs of provision of the information. The deadlines shall not be longer than fifteen days after receipt of the decision. The information commissioner shall decide on appeals against such decisions.

(2) If an authority finds that the material costs of provision of information will be in excess of EUR 80 (including VAT), it may request an advance deposit from the applicant. In the request for an advance deposit, the authority shall set a payment deadline which may not be longer than fifteen days after receipt of the request, and justify the amount of the deposit. After providing the information, the authority shall charge the actual costs incurred and issue the applicant a decision in accordance with the preceding paragraph. If the deposit is in excess of the actual material costs, the authority shall reimburse the applicant the surplus amount upon the provision of the information. If the actual costs incurred are in excess of the amount of the advance deposit, the applicant shall pay the difference in accordance with the preceding paragraph.

### VII. OTHER ISSUES IN CONNECTION WITH THE PROVISION OF PUBLIC SECTOR INFORMATION

#### Article 19 (partial access)

(1) If a document or part thereof only partially contains information as referred to in Article 5a or 6 of the Act, it shall be deemed that it is possible to separate the information from the document without threatening its confidentiality, if it is possible to:

1. physically remove, strike through, permanently cover or otherwise render the information inaccessible, in the case of a physical document,
  2. delete, encrypt, block, limit or otherwise render the information inaccessible, in the case of an electronic document.
- (2) Notwithstanding the provisions of the preceding paragraph, the information set out in the document shall be deemed impossible to separate if such separated information could be determined from other information in the document.
- (3) If an applicant is allowed to review the requested information at the authority's premises, in the case of partial access they shall be allowed to review a copy of the document which the authority prepares in accordance with the first paragraph of this Article.

## VIII. CHARGING MARGINAL COSTS AND PRICES AND OTHER CONDITIONS OF RE-USE

### Article 20

(marginal costs for re-use)

- (1) Authorities shall charge marginal costs for re-use of information. Marginal costs are costs incurred by authorities directly through the preparation and provision of copies of public sector information to applicants.
- (2) Authorities shall charge the marginal costs for re-use referred to in the preceding paragraph in accordance with Articles 16, 17, 18 and 25 of this decree.
- (3) Notwithstanding the provision set out in the preceding paragraph, archives, museums and libraries, as entities liable for re-use, shall charge marginal costs, for the calculation of which they may include costs of dissemination of data as eligible costs, i.e. primarily costs of reproduction (e.g. an additional copy of a USB drive), costs of processing or preparation of orders, delivery costs and costs of special orders (e.g. preparation and formatting of data on request, digitising).
- (4) When archives, museums and libraries charge marginal costs for re-use pursuant to the preceding paragraph, those costs shall be set using a re-use cost sheet. Cost sheets shall be published in the catalogue referred to in Article 2 of this decree with a statement that they are used in re-use procedures pursuant to the act governing access to public sector information.

### Article 21

(prices for re-use)

- (1) Authorities which charge prices for re-use under the law shall set prices for re-use of public sector information for gainful purposes once a year such that the price of holding the requested public sector information, the proportion of re-use for gainful purposes with respect to the entire amount of planned use and the restrictions stipulated in this decree are taken into account in the calculation.
- (2) The price for re-use that the authority charges an individual applicant shall be set with respect to the expected number of interested applicants for re-use for gainful purposes taking account of the scope of their re-use. Notwithstanding the number of interested applicants and the scope of their re-use, or when this is not possible to determine without disproportionate costs or effort, authorities may charge individual applicants at most one twentieth of the price set in accordance with the preceding paragraph.
- (3) If intellectual property rights to public sector information are also held in a certain proportion by third parties, the authority shall set the price only for the share not held by third parties.

### Article 22

(price for re-use for libraries, museums and archives)

- (1) Notwithstanding the provisions set out in the preceding Article, libraries, museums and archives shall set prices for re-use of public sector information or materials such that the price of holding the requested public sector information or requested archival materials, the proportion of re-use (for any purposes) with respect to the entire amount of planned use and the restrictions stipulated in this decree are taken into account in the calculation.
- (2) The price for re-use that the authority charges an individual applicant shall be set with respect to the expected number of interested applicants for re-use taking account of the scope of their re-use. Notwithstanding the number of interested applicants and the scope of their re-use, or when this is not possible to determine without disproportionate costs or effort, authorities may charge individual applicants at most one twentieth of the price set in accordance with the preceding paragraph.

### Article 23

(price of holding information)

- (1) The price of holding public sector information shall comprise the costs of compiling, preparation, duplication and dissemination of data comprising public sector information, whereby costs of set-up and costs of maintenance of the utility of the public sector information shall be considered separately, and shall include:
1. depreciation of required premises and equipment which are used primarily for data management;
  2. costs of urgently required data processing services (information solutions, external data processing, etc.);

3. direct costs of the work of public officials in connection with data processing.

(2) Notwithstanding the provisions set out in the preceding paragraph, with respect to public sector information based on data that an authority has held for a long period of time, but for at least five years, costs of maintenance of the utility of public sector information and any costs of computerisation of data in the last five years shall be deemed set-up costs.

(3) Notwithstanding the provisions set out in the first paragraph of this Article, the price of holding public sector information for museums and libraries or archival materials shall also comprise costs of storage and costs of obtaining rights.

(4) If the requested public sector information constitutes only a certain percentage of the information for which an authority calculates the price for holding, or if a certain percentage of the information is not charged for due to publication on the internet, a proportionate share of that price shall be included in the calculation.

(5) If an applicant requests continuously updated public sector information, the set-up costs and maintenance costs for the last calendar year shall be included in the calculation, multiplied by the number of calendar years for which the applicant requests updating.

#### Article 24

(percentage of re-use)

(1) The percentage of re-use for chargeable gainful purposes shall be calculated as a proportionate part of the sum of its use in official procedures and for other public duties, re-use for non-gainful purposes, and unchargeable gainful purposes and chargeable gainful purposes.

(2) The percentage of re-use at museums, libraries and archives shall be calculated as a proportionate part of the sum of its use in official procedures and for other public duties, and re-use for any purposes.

(3) The maximum total percentage of re-use is 50 percent.

(4) If the percentage referred to in the first and second paragraphs of this Article cannot be determined without disproportionate costs or effort, a percentage of 20 percent shall be applied as the percentage referred to in the first paragraph, and 50 percent as the percentage referred to in the second paragraph.

#### Article 25

(payment of marginal costs and prices for re-use)

(1) If an authority has already calculated the material costs for an applicant in connection with access to public sector information, the authority may not re-calculate them for that applicant as marginal costs for re-use, unless they arose again for justified reasons or through the fault of the applicant.

(2) When an authority calculates the price for re-use for an applicant, it may request advance payment of the price from the applicant.

(3) Article 18 of this decree shall apply to the method of payment of marginal costs and prices for re-use.

#### Article 26

(publication and records in connection with the granting of exclusive rights)

(1) Records of the granting of exclusive rights to re-use shall contain the following information for each exclusive right:

1. the name of the authority that granted the exclusive right to re-use;
2. statement of the public sector information to which the exclusive right to re-use was granted;
3. name or title and permanent residence or registered office of person to whom the exclusive right to re-use was granted;
4. reasons for granting the exclusive right to re-use;
5. price and other conditions under which the exclusive right to re-use was granted;
6. date of granting the exclusive right to re-use;
7. date of regular verification of the need for granting the exclusive right to re-use;
8. date of cessation of exclusive right to re-use.

(2) Authorities shall publish the information referred to in the preceding paragraph on their websites and send it to the information commissioner within 15 days after the decision on the granting of the right to exclusive use becomes final.



## IX. AUTHORITIES' ANNUAL REPORTS

### Article 27

(content of the annual report)

Annual reports referred to in Article 37 of the Act shall contain:

1. the authority's name and registered office;
2. indication of the year to which the report relates;
3. the number of requests submitted for access to or re-use of public sector information;
4. the number of approved requests for access to or re-use of public sector information, including a statement of any chargeable items and conditions (price and other conditions);
5. the number of refused requests for access to or re-use of public sector information with a statement of the reasons for each refusal;
6. the number of appeals lodged and decisions on appeals issued with a summary of the decision and a statement of the reasons for the adoption of the decision upon the repeated refusal of the disclosure of the information;
7. the number of administrative disputes initiated against final decisions and in the case of the authority's lack of response;
8. the number of and a list of court rulings received through which an applicant's action in an administrative dispute was upheld, including a statement of the reasons on which the court ruling was based;
9. the total number of databases and a list of those databases which by law constitute open data for purposes of re-use (status at the end of the reporting period).

## X. TRANSITIONAL AND FINAL PROVISIONS

### Article 28

(revision of catalogue of public sector information)

Authorities shall revise their catalogues of public sector information, including the new metadata descriptions of databases and records referred to in Article 2 of this decree, no later than 31 December 2016.

### Article 29

(cessation of validity)

On the day of the commencement of application of this decree, the costs sheets adopted on the basis of the third paragraph of Article 19 of the Decree on communication and re-use of information of public character (UL RS 76/05, 119/07 and 95/11) shall cease to be in force.

### Article 30

(cessation of validity of the decree)

On the day of the entry into force of this decree, the Decree on communication and re-use of information of public character (UL RS 76/05, 119/07 and 95/11), which shall be applied until the commencement of application of this decree, shall cease to be in force.

### Article 31

(entry into force)

This decree shall enter into force on the day following its publication in the Official Gazette of the Republic of Slovenia, and shall begin to be applied on 8 May 2016.

No 00714-9/2016

Ljubljana, 31 March 2016

EVA 2015-3130-0008

**Government of the Republic of Slovenia**

**Dr Miroslav Cerar** (signed)

President

## **APPENDIX**

Detailed description of the metadata for public records and computerised databases:

**1. Name of institution:**

The name of the organisation which is responsible for the establishment, management, maintenance and dissemination of a source. This description shall include:

– the name of the organisation as a discretionary text.

**2. Name of database:**

This is the specific and frequently unique name by which the database is known. The domain of values of this metadata element is a discretionary text.

**3. Area (code):**

Area is a high-level classification system that contributes to the classification and searching of databases by area: agriculture, fisheries, forestry and food, energy, local self-government, transport and infrastructure, economics, finance and taxes, government and public sector, the judiciary, the legal system and public safety, the environment and spatial planning, education, culture and sport, health, social security and employment, population and society, science and technology, international affairs.

**4. Description of content:**

A brief descriptive summary of the content of the database. The domain of values of this metadata element is a discretionary text.

**5. Legal basis:**

Indication of the unique marker of the regulation. The SOP number is stated in the description.

**6. Keywords (EuroVoc descriptors):**

State at least one keyword from the EuroVoc multilingual thesaurus, which describes the database.

**7. Territory to which the data relates:**

The geographical scope of the database, which is given in a descriptive form, e.g. Municipality xy or as a bounding box. Bounding boxes are expressed using east and west longitude coordinates and north and south latitude coordinates with a precision of at least two decimal places.

**8. Accessibility of data (code):**

(data not publicly accessible, data is publicly accessible and available for access and re-use, online review of data available, data published as open data). When institutions restrict public access to databases, this metadata element shall provide data on and reasons for the restrictions.

**9. Special conditions of use or re-use:**

This metadata element determines the conditions of use or re-use of databases. If no conditions apply to access and use, enter "no conditions apply". If the conditions are unknown, enter "conditions unknown".

**10. Conditions with regard to the charging of prices for re-use:**

This metadata element contains information on the charges payable for re-use of a database, if applicable, or contain the URL (Uniform Resource Locator) address at which the information on the charges is available.

**11. Internet address for access to or review of information:**

The internet address of the source is set out in the link or links for access to or review of the data or database. The domain of values of this metadata element is a series of symbols, usually expressed as a URL (Uniform Resource Locator).

**12. Internet address for open data (machine-readable form):**

The internet address of the source is set out in the link or links for re-use of the database in machine-readable form. The domain of values of this metadata element is a series of symbols, usually expressed as a URL (Uniform Resource Locator).

**13. Creation date:**

The date of creation of the database. There can be at most one creation date.

**14. Data update frequency (code):**

(continuous, daily, weekly, bi-weekly, monthly, quarterly, semi-annually, annually, as needed, intermittently, not planned). This metadata element describes the frequency of updating the data in the database.

**15. Format:**

This metadata element describes the format in which the database is available.

**16. Language:**

The language or languages used in the database. The domain of values of this metadata element is limited to the languages set out in the ISO 639-2 standard.

**17. Description of any interconnection of data with other public records or databases, or statement that there are no such connections:**

If a database is linked to other databases, this metadata element determines, where applicable, the target database or databases of spatial planning data with their URI (Uniform Resource Identifier) references. The domain of values of this metadata element is the mandatory code made up of a series of symbols, which are usually selected by the owner of the data, and the domain name made up of a series of symbols which uniquely identify the context of the identification marker (e.g. the owner of the data).

**18. Responsible person:**

(database manager) with email address. Name and surname and email address of person responsible for publication of the database.