

ANNUAL REPORT TO THE RIGHT TO INFORMATION COMMISSION [2022]

Instructions and basis

- 1) Every Public Authority shall submit an Annual Report to the Commission in accordance with Section 10 of the Right to Information Act No. 12 of 2016.
 - 2) The Annual Report shall, at the same time as it is forwarded to the Commission, be made publicly available including on the official website of the Public Authority.
 - 3) Copies of the Annual Report shall be provided when requested by any person in accordance with the Fees prescribed by the Commission. [See Rule 9 of the Right to Information Rules of 2017 (Fees and Appeal Procedure) Gazetted on February 3, 2017]
 - 4) A Public Authority, except local authority or an enterprise in which the government owns more than 51% of shares and coming under the purview of such Public Authority, shall send copies of its annual report to the Department of National Archives and the National Library.
 - 5) A Public Authority that is a local authority or an enterprise in which the local authority owns more than 51% of shares shall send copies of its annual report to the Department of National Archives and to the largest public library within its jurisdiction.
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1. Details of Public Authority¹:

1.1. Name:

Civil Aviation Authority of Sri Lanka

1.2. Address:

No. 152/1, Minuwangoda Road, Katunayake, Sri Lanka.

1.3. Web-link:

<https://www.caa.lk>

1.4. Name of line Ministry/Provincial Ministry² (if the Public Authority is not a Ministry or a Provincial Ministry)

N/A

¹ Please refer to the definition of "Public Authority" under Section 43 of the Right to Information Act No 12 of 2016

² If the Public Authority described in (1) above is not a Ministry

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

The Civil Aviation Authority of Sri Lanka (CAASL) was established under the Civil Aviation Authority Act No. 34 of 2002 on 27th December 2002. It is deemed a public enterprise for the purpose of audit of accounts under Article 154 of the Constitution of the Democratic Socialist Republic of Sri Lanka.

The primary function of the CAASL is to regulate the local civil aviation industry under the legislative provisions in the Civil Aviation Authority of Sri Lanka Act No. 34 of 2002 and the Civil Aviation Act No. 14 of 2010, in conformity with the applicable International Standards and recommended practices adopted by the International Civil Aviation Organization (ICAO) aiming at higher performance in safety, security, efficiency, regularity and environmental responsiveness of the industry that contributes to the growth of the national economy for enhancement of quality of life of citizens of the country.

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

3.1 Information Officer	Ms. D. M. S. P. Dissanayake Manager (Documents & Web Management) Tel: +94 112 358 944 Mobile: +94 766 317 390 E-mail: mgrdw@caa.lk
3.2 Designated Officer	Mr. R.M. Wannappa Deputy Director General (Air Transport and Security Regulation) Tel: +94 112 358 863 Mobile: +94 773 130 027 E-mail: ddgatsr@caa.lk

4. Compliance Review

	Please provide details (§7, §8 and §9 of the Act read together with the Rules and Regulations of the Commission)
4.1	Provide details of how records are maintained, catalogued and indexed? Records of Civil Aviation Authority are maintained in line with the Records Management guidelines established.
4.2	Provide details of records maintained in electronic format? -Not Applicable-

4.3	Provide details of how the following information is made known to the citizens. ³	
4.3.1	Information on powers, duties, and functions of officers and employees of the Public Authority and the procedures followed in decision making.	CAASL Website CAASL Annual Reports
4.3.2	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	CAASL Annual Reports CAASL Office Manual
4.3.3	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.	CAASL Website CAASL Technical Library
4.3.4	Details of facilities available to the citizens for obtaining information under the Right to Information Act.	CAASL Website
4.3.5	Details of budgets allocated indicating the particular of plans, proposed expenditure and reports on disbursements made.	Upon specific requests being made.
4.4	Is information made available in all three languages? Yes	
4.5	If the Public Authority is a Ministry, how many urgent and other projects' details were made known during the year? Not Applicable	
4.5.1	Foreign Funded Projects, the value of which exceeds One Hundred Thousand United States Dollars (3 months prior to commencement)	Not Applicable
4.5.2	Locally funded Projects, the value of which exceeds Five Hundred Thousand Rupees (3 months prior to commencement)	Not Applicable
4.5.3	Foreign funded urgent projects, the value of which exceeds One Hundred Thousand United States Dollars (7 days prior to commencement)	Not Applicable

³ As required in terms of Section 10(h) read with Section 8 of the Act

RTI Formats: Section 10

4.5.4	Local funded urgent projects, the value of which exceeds Five Hundred Thousand Rupees (7 days prior to commencement)	Not Applicable
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5. Details of information requests during the year:

		Number
5.1	Number of information requests for the year	14
5.2	Number of requests for which information has been provided fully	7
5.3	Number of requests for which information has been provided partially	1
5.4	Number of information requests refused or denied in terms of Section 5 of the Act	1
5.5	Number of information requests denied, other than for reasons contained in Section 5 of the Act (e.g. non availability of information)*Please note in terms of the Law, requests for information <u>cannot</u> be denied, other than for reasons contained in Section 5 of the Act	5
5.6	What is the average time (number of working days) taken to respond to an information request?	9.21
5.7	How many information requests were received by post?	6
5.8	How many information requests were received by e-mail?	8
5.9	How many information requests were received by any other means other than by post or e-mail	0

6. Type of information requests

6.1 With regard to what type of information were the highest and second highest number of information requests received.	
6.1.1 Highest – Adherence to requirements and standards in Civil Aviation	
6.1.2 2 nd Highest - Bandaranaike International Airport Projects and operations	
6.2 How many information requests were received in respect of the following categories	
	No.
6.2.1 Procurement related	0
6.2.2 Establishment matters	0
6.2.3 Political victimization	0
6.2.4 Financial (including budgets and projects)	3
6.2.5 Environment	0
6.2.6 Policy	8
6.2.7 Land	0
6.2.8 Assets Declarations/benefits re Public Officials	0
6.2.9 Others (please specify)	3

7. Requester Profile

	Number of requests	% of the total
7.1 Number of information requests by individual citizens	8	57%
7.2 Number of information requests by institutions	6	43%
7.3 Specify the number requests from each of the following provinces		
7.3.1 Central Province	2	14.3%
7.3.2 Eastern Province	0	-
7.3.3 North-Central Province	0	-
7.3.4 Northern Province	0	-
7.3.5 North-Western Province	1	7.1%
7.3.6 Sabaragamuwa Province	0	-
7.3.7 Southern-Province	1	7.1%
7.3.8 Uva Province	0	-
7.3.9 Western Province	10	71.4%

8. Were any sanctions/disciplinary action imposed on any officer on reasons mentioned in Section 38 of the Act? (Please provide details)

No.

9. Appeals and Commission Directions

	Number
APPEALS TO THE DESIGNATED OFFICER	
9.1 Number of appeals made to the Designated Officer	1
9.2 Number of times the information was provided at the direction of the Designated Officer	0
APPEALS TO THE RIGHT TO INFORMATION COMMISSION	
9.3 Total no of appeals, of which the Public Authority has notice of, lodged with the Commission against refusal to communicate information	0
9.4 Total number of times the Commission ordered/directed that information be provided (Number of successful appeals in favor of the appellant)	0

10. Information Management and storage of records.

10.1. Please provide details of the information management and storage system?

Hard copy official file system

10.2. Was the system updated during the year? If yes, please provide details
The file system is maintained routinely with updated information. A single physical file is created per each information requester with a designated registration number.
10.3. Provide details of the way in which records are stored? (e.g. record room, electronic data bank with/without documentary back-up, on site/off site)
Hard copy files stored in file storage cupboards which are kept locked in the Technical Library.
10.4. Are the records in storage referenced, indexed and stored in an easily retrievable manner? (Provide details)
Yes. Hard copy files references in the file register with file name which includes both requestor name and RTI registration number. References mentioned in the RTI Registers as well as the file list of the Section.
10.5. Provide details of improvements or changes carried out during the year to the indexing and referencing system referred to above
No changes to the indexing and referencing system during the report year.
10.6. On average how much time is required to search and produce a record that is in storage?
10 minutes or less.
10.7. In case of physical storage, are the records stored on-site, off-site or both? Provide details.
On site only.
10.8. Have you provided for maintaining of existing records (up to 3rd February 2017) for 10 years and new records (after 4 th February 2017) for 12 years? (Provide details)
Yes. The relevant physical records are being maintained as per RTI regulations.
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?
Official details of correspondence are being scanned and maintained in electronic format in a fire and water proof safe in line with the new Civil Aviation Authority policy on Protection of vulnerable data and documentary information.

10.11. If information is stored digitally, is it done by the Public Authority or an external entity? (Give details)
Done by the Civil Aviation Authority of Sri Lanka
10.12. Are digitally stored data/records accessible via the internet?
No.
10.13. If yes, is network security updated at least once a month?
Not Applicable

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

None

12. What facilities are available to the citizens for obtaining information? Please give details, including any improvements carried out during the year

Request through postal letters or email.
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13. How much fees were collected by the Public Authority during the year through information requests?

0

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

14.1.Improvements within your Public Authority
Nil
14.2 Improvements in general
Nil

15. Any other information you wish to provide or comments you wish to make?

Nil

Signature:

Name and Designation:

Date: 19.12.23



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