



RIGHT TO INFORMATION TRAINING

*for Civil Society and Journalists
(Demand Side)*

A COURSE GUIDE

Table of Contents

Course Overview	3
Training objectives	3
Structure of the course	3
What is expected from you?	4
Accessing the Online course.....	4
Login page	8
Home Page	8
Course home page	9
Introduction	10
Course Content	11

Course Overview

The right to information (RTI) is internationally recognised as a human right which is critical to democratic and accountable government. Some of the benefits of the effective enforcement of the right to information are citizen participation and an informed populace; the building of trust in government by preventing false rumours from spreading through the dissemination of true and reliable official information; and the combating of corruption and promotion of effective and efficient governance.

This course is an introduction to the right of individuals to access information held by public officials, otherwise known as ‘the right to information’. It is aimed at African civil society and journalists, or “demand side” actors, meaning those who are seeking information from public officials. It is also aimed at building the capacity of African users of RTI systems to take full advantage of the right to information, in accordance with local legislation on this right. The course also seeks to raise awareness about the significance of the right to information, which is a fundamental human right.

Although the specific legal parameters vary significantly from country to country, this course aims to set a normative standard for how to seek information held by public officials in line with international human rights standards. The course also serves as:

1. A reference/information tool for training demand side actors in Africa on the right to information;
2. A tool for training of trainers (ToTs) on the right to information; and
3. A guide for ToTs on training methodologies and approaches.

Training objectives

The objectives of this training are to:

1. Increase participants’ knowledge of the right to information;
2. Develop participants’ capacity to make use of the right to information;
3. Promote a better understanding among participants of how the right to information is beneficial to both citizens and public authorities; and
4. Help participants understand how they can contribute to better implementation of the right to information.

Structure of the course

This course is structured as follows:

- Introduction
- Module 1: Introduction to the Right to Information
- Module 2: The Legal Framework for the Right to Information
- Module 3: Making and Processing Requests
- Module 4: Interpreting Exceptions
- Module 5: Appeals and Promotional Roles
- Evaluation

Each module explores various themes connected to RTI implementation and accompanying instructions on how to engage with the material. Each module is divided into different activities with defined topics, aims and tasks. Activities include moderator and expert videos, exercises/games, reading material, useful RTI resources, discussion forums, and quizzes. The content is designed to impart content that helps allow participants to actively engage in the discussion forums that take place in all modules. These discussion forums are structured around an overall question, which participants are asked to individually comment on. Participants are similarly asked to comment on other participants' responses in order to facilitate an interactive conversation. Participants are auto-subscribed to each participant in the forum and receive an email notification each time a fellow participant posts in the forum or responds to their posts.

Only when all necessary tasks for each activity in each module are completed can participants move on to the next module. At the end of each module, participants will be required to pass a quiz, scoring at least 80% (three tries will be allowed), to move onto the next module. The course also has a Zoom integration facility whereby discussions can be held live, similar to in a classroom. At the end of the course, participants will be asked to evaluate it to assist with continuous improvement of this and future courses.

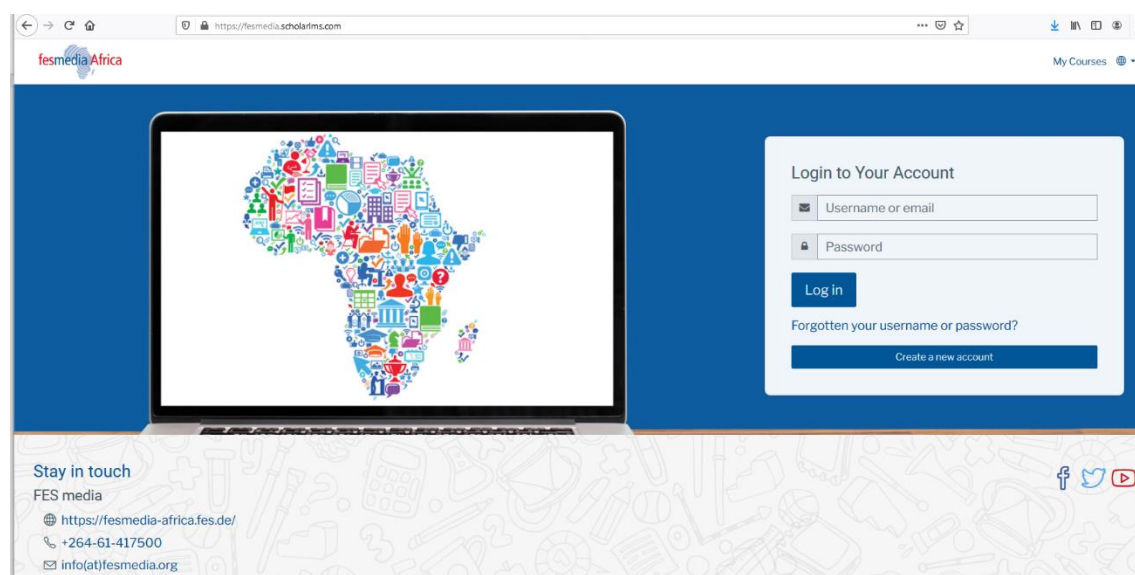
What is expected from you?

The following is expected from you to ensure productive engagement of all participants:

- To approach the subject matter with an open mind;
- To commit to begin and complete the course within the allocated time frame and to communicate with the course organisers when problems are encountered;
- To interact with fellow participants in a respectful and egalitarian manner; and
- To maintain a focus on the relevant issues.


Accessing the Online course

To access the course participants should go to the following link <https://fesmedia.scholarlms.com>. Here you need to create your free account.



New account x +

← → ↻ fesmedia.scholarlms.com/login/signup.php?



New account

▼ Choose your username and password

Username ❗

Password ❗

▼ More details


Email address ❗ ❗
- Missing email address

Email (again) ❗

First name ❗

Confirm your account x +

← → ↻ fesmedia.scholarlms.com/login/signup.php



FES Media Africa Access to Information Courses

[Home](#) / [Confirm your account](#)

An email should have been sent to your address

It contains easy instructions to complete your registration.


If you continue to have difficulty, contact the site administrator.




[Continue](#)

You will then receive an email confirming the creation of the account. When you click on the link in your email it will take you here:

FES Media Africa Access to Information Courses x +

← → ↻ fesmedia.scholarlms.com/login/confirm.php?data=dEhYt2QC8aLTuHjJuda



My Courses   

- Home
- Dashboard
- Calendar
- Private files

FES Media Africa Access to Information Courses

[Home](#) / [account confirmed](#)

Thanks,

Great! Your account has been confirmed and now you can access the enrolled courses.

[Continue](#)

The screenshot shows the homepage of the FES Media Africa Access to Information Courses. The layout includes a sidebar on the left with navigation options: Home, Dashboard, Calendar, and Private files. The main content area is titled 'FES Media Africa Access to Information Courses' and contains a 'Site news' section with a 'Subscribe to this forum' button. The right sidebar features a 'Courses' section listing 'RTI Training for Demand Side Actors' and 'RTI Training for Supply Side Actors', a 'Calendar' for July 2021, and 'Online users' showing 1 online user (last 5 minutes). The footer includes 'Stay in touch' information and social media links.

Click on the RTI for Demand Side Actors in the top right corner and you will end up here:

The screenshot shows the details page for the 'RTI Training for Demand Side Actors' course. The page has a dark header with the course title. Below the header, there is a 'Main Category' section. The 'Course overview' section provides a detailed description of the course, stating that it aims to empower public officials to contribute to the promotion of RTI in Africa. The 'Course Content' section lists 'Introduction' as the first topic. A 'Self' button is visible next to the course title.

Click on Self and it will take you here:


← → ↻ fesmedia.scholarlms.com/enrol/index.php?id=33&redirect=0

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- Home
- Dashboard
- Calendar
- Private files

Home / Courses / ATI - Users / Enroll me in this course / En

Enrollment options



RTI Training for Demand Side Actors

Access

The right to information (RTI) is internationally recognised as a human right which is critical to democratic and accountable ...

Self enrollment (Student)

No enrollment key r

Enroll me

Click on enroll me and you will be enrolled and directed to the home page of the course here:

[FES Media Africa Access to Infor...](#) [\(3 unread\) - juda.kotungondo@...](#) [Course RTI Training for Demand...](#) +

← → ↻ fesmedia.scholarlms.com/course/view.php?id=33

fesmedia Africa

My Courses

RTI Training for Demand Side Actors

Home / My courses / ATI - Users

You are enrolled in the course.

Course Content

Introduction

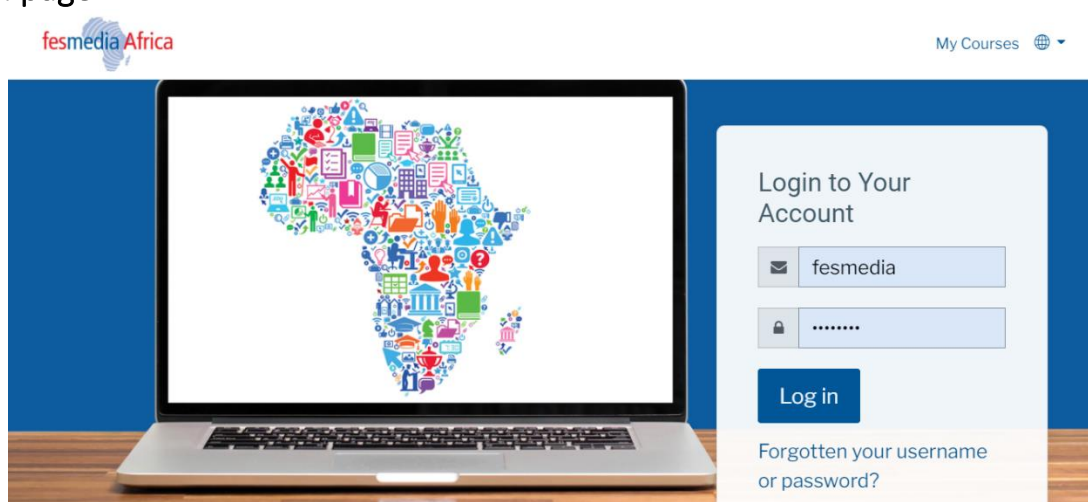
Section 01

Activity/resource	Grade	Time spent	Status
Welcome to the Right to Information (RTI) Training Course	--	--	<input type="checkbox"/>
About the Right to Information	--	--	<input type="checkbox"/>
Course experts and moderators	--	--	<input type="checkbox"/>
About this course	--	--	<input type="checkbox"/>
Introduce yourself and Indicate what you expect from the course	--	--	<input type="checkbox"/>
Glossary	--	--	<input type="checkbox"/>
Announcements	--	--	<input type="checkbox"/>

0% Completed

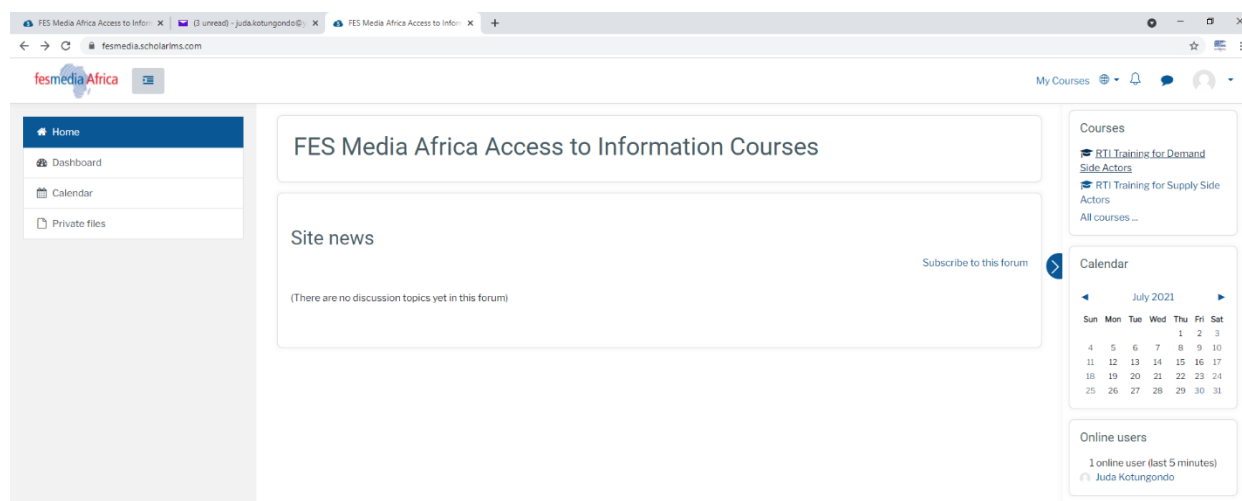
18°C Sunny 11:53 am 30/07/2021

Login page



Once URL has been copied and pasted into the search engine the above page should appear, take the following steps to login and there you use the username and password you created to login.

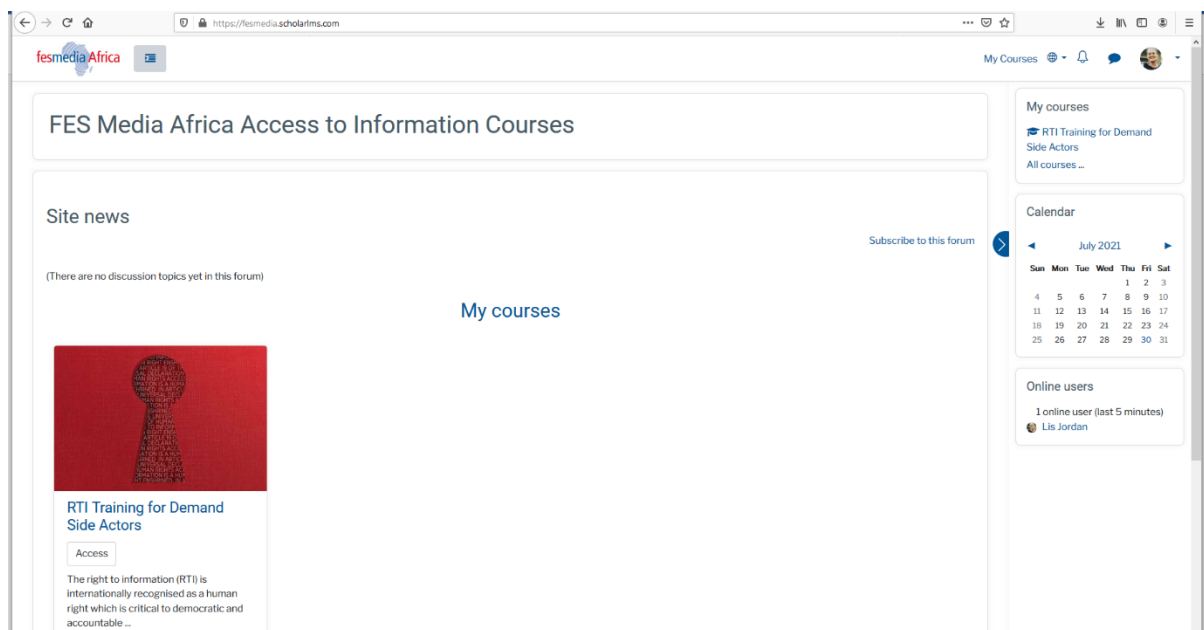
Home Page



The above home page will appear. Once on the home page you will notice the following:

1. A profile icon with a downward pointing arrow next to it. This is your profile where you can edit your personal details.
2. Next to the profile icon is a message icon, this icon will show next to it the number of messages you have. The messages may come from course administrators or fellow course participants. You can use this icon to check messages sent to you and to send messages to other participants in the course as well as course administrators, experts and moderators.
3. Next to the messages icon you will find a bell icon this will show any announcements as posted by the course administrators.
4. In order to access the course, you are enrolled in, on the right hand side of the home page you will see "My courses" this will have a list of all course you are enrolled in this case either **RTI Training for Supply Side (Government/Public Officials)** or **RTI Training for Demand Side (Civil Society and Journalists)**

Course home page









The course homepage has several things to look out for, these include:

1. On the left side of the course home page is a progress bar, this will show you your progress in the course and the amount of time you have spent in the course.
2. Further down on the left side, you will see a table of contents. The table of contents shows you the course modules and what each module entails.
3. In the middle of the course home page, you will see the course content, this is where you access the course module. Remember the modules work in a chronological order, therefore you will have to start with the introduction section before moving on to module one and with module one before moving onto module two.


When you click on Access it will take you to the course.

Introduction





RTI Training for Demand Side Actors










[Home](#) / [My courses](#) / [ATI - Users](#)

Course Content

[+ Expand all](#)[- Collapse all](#)

Introduction

Section 01

Activity/resource	Grade	Status
 Welcome to the Right to Information (RTI) Training Course	--	<input type="checkbox"/>
 About the Right to Information	--	<input type="checkbox"/>
 Course experts and moderators	--	<input type="checkbox"/>
 About this course	--	<input type="checkbox"/>
 Introduce yourself and Indicate what you expect from the course	--	<input type="checkbox"/>
 Glossary	--	<input type="checkbox"/>
 Announcements	--	

0% Completed

Above is the introduction section of the course. The Introduction section of the course entails the following:

1. Welcome to the Right to Information (RTI) Training Course - this section gives you a brief introduction to the course, how it was put together and introduces you to sponsors and co-sponsors of the course.
2. About the Right to Information – this section gives you a summary of the right to information.

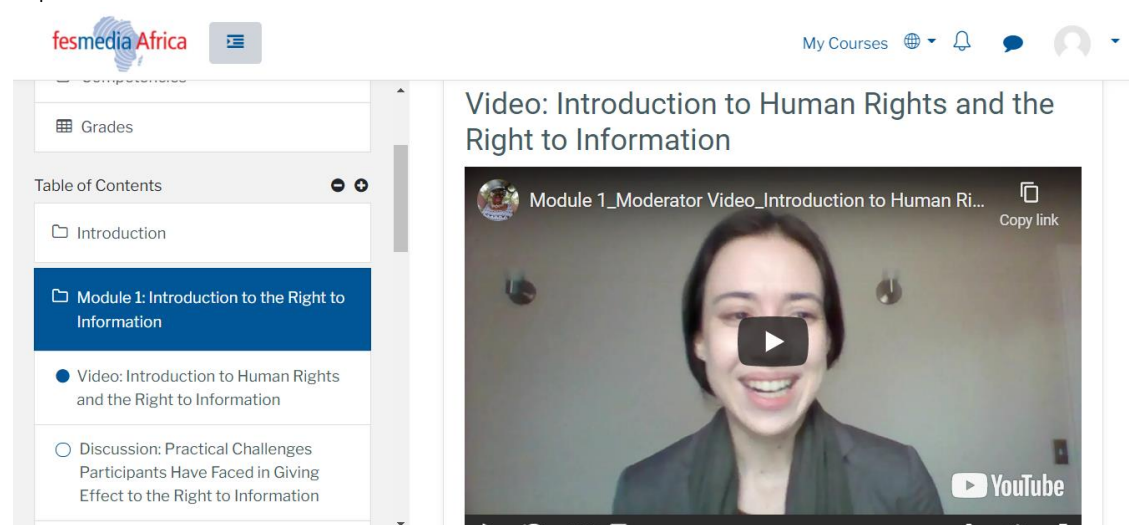
3. Course experts and moderators – this section features short bios of all course moderators and experts.
4. About this course – this section is a critical guideline to completing the course.
5. Glossary – features several terms and definitions which will be used throughout the course.
6. Introduce yourself discussion forum – this forum encourages participants to network by introducing themselves to one another.
7. Announcements – this section will entail any course announcements posted by the course administrators.
8. General discussions forum – in this forum participants are encouraged to discuss any other course matter related to this training that may not have been discussed in the various modules.

Course Content

The course entails the following learning tools:

1. Expert and moderator videos (shown below)

These videos are recorded by course experts and moderators and give a synopsis of the module topics.



2. Discussion forums

Discussion forum are there to enhance engagement between fellow participants, course experts and course moderators. Each discussion forum focuses on the module topic.

The screenshot shows the fesmedia Africa course interface. On the left is a 'Table of Contents' sidebar with the following items: Introduction, Module 1: Introduction to the Right to Information (highlighted), Video: Introduction to Human Rights and the Right to Information, Discussion: Practical Challenges Participants Have Faced in Giving Effect to the Right to Information (selected), Exercise: Benefits of the Right to Information, and Reading Material – Note on the Right to Information. The main content area displays the selected discussion post titled 'Discussion: Practical Challenges Participants Have Faced in Giving Effect to the Right to Information'. Below the title is a sub-header 'Practical challenges faced in giving effect to the Right to Information' and a 'Settings' gear icon. A dropdown menu shows 'Display replies in nested form'. The post itself is by 'Lis Jordan' on Wednesday, February 17, 2021, at 4:06 AM. The text of the post begins with 'Having completed the introduction to the right for information and learned about what this right is and how it is a human right under international law,'.

3. Interactive games

These games are there to encourage learning and to ensure that participants learn the content in an engaging way. Clear instructions are given on how the games are to be played.

The screenshot shows the 'Exercise: Benefits of the Right to Information' section of the fesmedia Africa course. The instruction reads: 'Below is a list of some possible benefits of the right to information. Can you drag and drop them with the persons who are most likely to receive that benefit (each actor may receive multiple benefits but we are looking for the one most likely to receive the benefit)?'. The exercise is a drag-and-match activity. On the left, there are four numbered items, each with a blue rectangular box for dragging: 1. 'Expose corruption and human rights violations -', 2. 'Strengthen sustainable development in the country -', 3. 'Identify what private information the government holds about themselves -', and 4. 'Discover details about contracting or other procedures that may favour larger companies -'. On the right, there is a vertical list of eight actors, each in a grey rectangular box: Journalists, Civil society organisations, Communities impacted by a development project, Researchers, Environmental campaigners, Individual citizens, Small businesses, and Lawyers.

4. Reading material

This is written content in form of a book. The content here is also reiterated in the module videos.

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My Courses

RTI Training for Supply Side Actors

00:00:00 8% completed

- Badges
- Competencies
- Grades

Table of Contents

- Introduction
- Module 1: Introduction to the Right to Information**
 - Video: Introduction to Human Rights and the Right to Information
 - Discussion: Practical Challenges

Reading Material – Note on the Benefits to the Right to Information

1. Seven key benefits that flow from a strong right to information




Table of contents

1. Seven key benefits that flow from a strong right to information

- 1.1. Fighting Corruption
- 1.2. Democracy and Participation
- 1.3. Accountability
- 1.4. Dignity and Personal Goals
- 1.5. Economic Development
- 1.6. Respect for Human Rights
- 1.7. Sound Development

5. Additional readings and resources

These resources can be used for further reading to improve the knowledge of participants on the subject matter.

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My Courses

Additional reading and resources

Before you tackle the module quiz, see below additional reading material and resources to deepen your understanding of the module content

- FOIANet, a global network of groups working on RTI: <http://www.foiadvocates.net/> (links to individual groups available at: <http://www.foiadvocates.net/en/members>)
- Comparative legal survey on RTI laws in different countries: <http://www.unesco.org/new/en/communication-and-information/resources/publications-and-communication-materials/publications/full-list/freedom-of-information-a-comparative-legal-survey-2nd-edition/>
- Website with news on RTI issues and developments: <http://freedominfo.org/>
- Website with RTI laws and legal information: <http://right2info.org/>
- Website hosting the RTI Rating: <http://www.RTI-Rating.org>
- Website hosting the RTI Evaluation (looking at the strength of implementation of these laws: <http://www.rti-evaluation.org>

Resources Go back

Module 1: Quiz Continue

6. Module quizzes

At the end of each module, there is a module quiz, these module quizzes need to be passed with 80% or higher in order for participants to move on to the next module.

My Courses

Grades

Table of Contents

Introduction

Module 1: Introduction to the Right to Information

Video: Introduction to Human Rights and the Right to Information

Discussion: Practical Challenges Participants Have Faced in Giving Effect to the Right to Information

Exercise: Benefits of the Right to Information

Reading Material – Note on the Benefits to the Right to Information

Module 1: Quiz

Well done! You've reached the end of the first module. It's time to test what you've learnt so far.

This is a graded quiz. **You must score at least 80% to proceed to the next module. You have three attempts.**

Feel free to use your notes.

The quiz is timed, and you have 30 minutes to complete it.

If you leave the quiz without clicking the Finished button at the end, your answers are automatically submitted.

Attempts allowed: 5

Time limit: 30 mins

Grading method: Highest grade

Attempt quiz now

My Courses

Grades

Table of Contents

Introduction

Module 1: Introduction to the Right to Information

Video: Introduction to Human Rights and the Right to Information

Discussion: Practical Challenges Participants Have Faced in Giving Effect to the Right to Information

Exercise: Benefits of the Right to Information

Reading Material – Note on the Benefits to the Right to Information

Question 1

Not yet answered

Points out of 1.00

Flag question

Which of the following options does **NOT** accurately describe human rights?

- ☐ a Human rights are universal, which means that everyone has them.
- ☐ b Human rights are interdependent, which means they can only be fully enjoyed if all human rights are fulfilled.
- ☐ c Human rights are indivisible, which means that all rights are equally important.
- ☐ d Government imperative to manage the country applies despite human rights, which means that government priorities generally should override them.

Time left 0:29:48

Next page

Quiz navigation

Module 1: Quiz

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15			

Finish attempt ...

Good Luck!