

## B. DEFINITION

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4. In this Information Disclosure policy, the following words and expression have the following meanings, unless a different intention appears from the subject or context :

- a) Information: For the purpose of this policy, information is defined as printed or electronic materials that provide knowledge about D.Net's activities, including programmes and operations and knowledge products produced by D.Net.
- b) Information officer (IO): A person, who shall be appointed by Operations Division's Human Resource Management Wing of D.Net, and responsible to implement Information Disclosure Policy and shall work as it is mentioned in section 23 of this policy. Depending on the requirement there shall be more than one information officer.
- c) Information Seeker (IS): A person (both natural and juridical), who is a citizen of Bangladesh, regardless of her/his relationship with D.Net, shall seek information which belongs to authority of D.Net.
- d) Information Disclosure Unit (IDU): The place, within D.Net premises, where IO will conduct activities.
- e) Appeal Authority (AA): Executive Director of D.Net shall act as Appeal Authority.
- f) Working Committee (WC): A committee created as per Section M of this policy, which is responsible to facilitate implementation of this policy.
- g) Executive Committee (EC): A management committee of D.Net, established by the governing body as per Article 10.3 of the Memorandum of Association (MOA) and Rules and Regulations of D.Net.
- h) Governing Body (GB) : The highest decision making body of D.Net (as per Article 6.2 of the MOA) between two bi-annual general meeting for providing strategic guideline to D.Net executive team.
- i) Information Commission (IC): IC is an independent statutory institution which is formed by section 11 of RTIA 2009.
- j) RTIA, 2009: Right To Information Act 2009 as it is published in Bangladesh Gazette on May 6, 2009.
- k) Application Form (AF): A prescribed format, developed by D.Net as per guideline provided in Article 8 of the RTI Act, 2009 for seeking a particular information.
- l) Appeal Application Form (AAF): A prescribed format, developed by D.Net as per guideline provided in Article 8 of the Act, for seeking remedy for a grievance in the process of seeking information from the IO(s).