

GENERAL REQUIREMENTS FOR THE IMPLEMENTATION OF INFORMATION AND ANALYTICAL ACTIVITY IN PUBLIC ADMINISTRATION

Taras Tsybulin¹, Andrii Izovita², Tetiana Rekunenکو³

Abstract. The article analyzes general requirements for information and analytical activity in public administration. It is proved that the list of modern requirements for information and analytical activity in public administration should include the following: 1) compliance with the principles of public administration; 2) compliance with the rules of logic; 3) the use of scientific methodology; 4) the use of methods of working with information; 5) involvement in information and analytical activities of persons with the appropriate level of professionalism and credentials. In particular, compliance with the principles of public administration implies adherence to the rule of law, legality, openness, transparency, efficiency, etc. Applying the rules of logic includes meeting the requirements of thinking forms and following the laws of straight thinking (correct formulation of statements, correct derivation of deduction, induction, analogy, etc.). Compliance with scientific methodology requirements means that the information employed in information and analytical activities is processed through cognitive methods (general, general scientific, and special methods of cognition). The use of methods for working with information manifests itself in compliance with the requirements of methods for: 1) ensuring the quality of information (its relevance, adequacy, objectivity, unambiguity, usefulness, timeliness, etc.); 2) ensuring the completeness of information (its sufficiency, volume, etc.); 3) ensuring the practical significance of the findings of information and analytical activities. Involvement in information and analytical activities of persons who have the appropriate level of professionalism (expertise in management, legal regulation, information, and public administration) and aptitude (the presence of such properties as good memory, perseverance, a tendency to analytical thinking, etc.). The author concludes that all these requirements contribute to increasing the effectiveness of information and analytical activities in public authorities, and at the same time, to improving all types of public administration activities in Ukraine.

Keywords: public law, administrative law, public administration, public law relations, public administration activities, information activities, analytical activities, information and analytical activities, information and analytical work.

JEL Classification: K23, H83

1. Introduction

Any human activity, either it is essential for society (creativity, business, extraction of natural resources, etc.) or it poses dangerous risks to its existence (waste disposal, work with chemicals, etc.), attracts the attention of the State in terms of regulation and, if necessary, prohibition or control. To streamline human activities, the State employs legal norms. The society's compliance with legal norms is ensured by

appropriate measures of state coercion (criminal, administrative liability, etc.), the application of which is also regulated by national legislation (including grounds, subjects, and procedure for applying legal sanctions). Thus, V.M. Prylypko marks the following in this regard: "Legal regulation is the settlement, arrangement of public relations, which is carried out by the State through a combination of legal means, legal consolidation, protection, and development"

¹ PhD in Law, Ukraine (*corresponding author*)

E-mail: tsybulin.t@ukr.net

ORCID: <https://orcid.org/0009-0004-4966-637X>

² Ukrainian Institute of Scientific and Technical Expertise and Information, Ukraine

E-mail: izovita1987@gmail.com

ORCID: <https://orcid.org/0009-0009-8465-8515>

³ Kharkiv National University of Internal Affairs, Ukraine

E-mail: rekunenکو22@ukr.net

ORCID: <https://orcid.org/0000-0001-7668-0581>



This is an Open Access article, distributed under the terms of the Creative Commons Attribution CC BY 4.0

(Prylypko, 2022). S.Y. Kravchuk has a similar opinion: "Legal regulation involves the normalization, legal consolidation, and protection of public relations through legal means" (Kravchuk, 2022).

Therefore, the normative regulation of activities is the process of formalizing the requirements for its implementation (grounds, subjects, terms, etc.) and the fundamentals of its implementation (principles, adherence to which is mandatory).

It should be recognized that many types of human activities in society have only fragmentary legal support, but this does not mean they are devoid of any ordering. For example, R&D activities may be subject to both regulatory ("Approval of the Requirements for the design of a dissertation", 2017) and moral-ethical requirements (Ratnikov, Teklyuk, 2022). Similar properties are also peculiar to information and analytical activity carried out by public authorities. Due to the fact that such activity is carried out by public entities, in some cases – externally (for example, the activities of public information managers), and in others, within these bodies (for example, when formulating a draft management decision) – it involves not only normative regulation (requirements, principles) but also moral-ethical, logical, scientific, etc.

As a result, it is relevant to determine general requirements for information and analytical activities in public administration.

2. Theoretical and methodological basis of administrative law research on information and analytical activities

Information and analytical activity can be carried out effectively only when it meets specific requirements. At the same time, requirements can be put forward to the subject (professional requirements for a person), the object of activity (truth or reliability of the information being processed), and the activity itself (it must meet the requirements of logic and analytics). General issues on the implementation of information and analytical activities in various spheres of public life were covered in the works of such scientists as V.M. Varenko, I.V. Zakharov, O. Mandziuk, M.V. Osiadla, L.Ya. Filipova, L.Ye. Yashchenko, and others. The works mainly focus on two pools of issues.

The first pool comprises issues devoted to the clarification of "information and analytical activity" in the legal and other spheres of social life. For example, V.M. Varenko proposes the following definitions:

- when it comes to information and analytical activity as a specific type of human activity, the scientist defines it as "a set of actions based on concepts, methods, tools, regulatory and methodological materials for the collection, accumulation, processing

and analysis of data for substantiation and decision-making" (Varenko, 2013);

- when the scientist refers to the essence of information and analytical activity, it is defined as "the identification and systematization of facts on a particular issue, their assessment, selection, interpretation, and clear and well-thought presentation in oral or written form" (Varenko, 2013).

Based on the analysis of the peculiarities of the decision-making process on the formation of border units, O.V. Meiko defines information and analytical activity as "finding, collecting, processing, and submitting information in a form suitable for making an appropriate decision" (Meyko, 2020). When conveying theoretical, methodological, and organizational aspects of implementing information and analytical activity, I.V. Zakharova, L.Ya. Filipova, I.S. Zadorozhnyi and D.A. Tarasenko offer the following definition: "Information and analytical activity means a systemic receipt, analysis, and accumulation of information with elements of forecasting on issues related to institutional performance" (Zakharova, Filipova, Zadorozhnyi, Tarasenko, 2024). At the same time, the scientists emphasize that, firstly, it is possible to single out implementation peculiarities within the framework of information and analytical activity, and, secondly, it has many interpretations – the specific literature contains many definitions.

Despite different interpretations of information and analytical activity in scientific sources, it can be said that it: a) is always related to information; b) is implemented exclusively in the information sphere (space); c) is associated with scientifically grounded information processing to further use the already "updated" information in everyday life.

The second pool of issues devoted to information and analytical activity in scientific sources implies its comparative characteristics with other activities similar in content, in particular, comparison with information and analytical work, information activities, etc. In our opinion, the comparative characteristic proposed in the special literature is not always appropriate from the perspective of legal science's needs. For example, comparing the concepts of "information-analytical activity" and "information-analytical work", V.M. Varenko asserts that "information-analytical activity is undoubtedly a wide and multifaceted scope of activity" (Varenko, 2013), while "information-analytical work is a process that results in the transformation of primary information (raw facts) into secondary, new, analytical information, advanced products specified for transfer to the customer" (Varenko, 2013). Unfortunately, the proposed definitions do not reveal the criterion which would distinguish between the concepts of "information and analytical activity" and "information and analytical work". Moreover, the concepts of "process", "procedure", "staging", "phasing",

and others acquire their specific content in legal science and national legislation that does not always coincide with the content of these concepts in the everyday life of society. If information and analytical work is defined through the concept of "process", then it is more appropriate to use another term in legal science – "information and analytical procedure", which would convey the phased features of information activities to obtain "new" information (new-quality information).

Comparative characteristics of information activity with other activities similar in content are evident in other scientific sources (Morhunov, 2014); however, they all need to be reconsidered, firstly, through the methodology of legal science and, secondly, the framework of administrative law categories. In our opinion, there is a need in legal science to distinguish between "activity (work)" as the power of the relevant public authority and "procedure" as the sequence of implementation of activities regulated by the current legislation.

Only few scientific sources (especially in legal science) deal with the requirements for information and analytical activity in public administration, including the principles of its implementation. Information-analytical activity always brings qualitatively new information that:

1) will lay the groundwork for other public law activities (for example, a basis for legislative activities, justice, or public administration);

2) will be used in the activities of other subjects of administrative law (i.e., the bar, notaries, etc.).

Consequently, the quality and effectiveness of the above activities will directly depend on the findings of information and analytical activities. Therefore, information and analytical activities must be subject to specific requirements and meet relevant principles.

The publication's methodological framework comprises a set of scientific methods that contribute to elucidating the general requirements for information and analytical activities that ensure its quality and effectiveness in the public law sphere of public relations. In particular, using the formal-logical method, the framework of concepts and terms was analyzed and expanded, and some elements in the system of requirements for information and analytical activities were identified. The application of a systematic approach, comparison, abstraction, analysis, and synthesis assist in the theoretical substantiation of an integral system of requirements for the implementation of information and analytical activities in the public sphere of public relations. The use of the logical-semantic method allows for clarifying the impact of the requirements for information and analytical activities on the results of public activities in the country. The application of the system analysis method makes it possible to identify a range of challenging issues to ensure the effectiveness of

information and analytical activities in public administration. The list of methods is not exhaustive because other methods of scientific knowledge have been used when writing the article.

3. Scientific approaches to determining general requirements and principles put forward for information and analytical activities

The phrase "general requirements and principles" covers various manifestations of social life, and therefore there are different terms used in this area, namely:

1) the "criterion" is used as a requirement in forming independent branches of law in the Ukrainian legal system (Dudnyk, 2016);

2) the "principle" is applied as a requirement for the implementation of state policy on mental health in Ukraine ("On the Mental Health Care System", 2025);

3) the "requirement" is used when characterizing the criteria that are put forward by anti-corruption legislation for the conduct of public servants ("On Prevention of Corruption", 2014);

4) the "ground" is applied as a requirement in administrative justice (The Code of Administrative Procedure of Ukraine, 2005), etc.

V.M. Varenko uses the term "principles" to determine the requirements that are generally put forward for information and analytical activities. In his opinion, it should be based on the following principles: 1) the reliability of the processed information; 2) the timeliness of the information processing; 3) the content clarity of the information to be processed and obtained as a result of the processing; 4) the final outcome should be concise, logical, and convincing (Varenko, 2013).

First, we scarcely agree that the list of requirements for information and analytical activities is essentially a list of principles. According to Ya. P. Didukh, principles are one of the key fundamental categories of theory (science) and practice (activity). They are such statements of norms and rules that reflect the basis, essence of the phenomenon, their development, and the relations between the internal components and the external world (Didukh, 2015). For example, the brevity of an analytical report is not a principle of information and analytical activities but a requirement for the final product of information and analytical activities in the form of an analytical report, which is not mandatory but crucial for its further use. The same applies to "content clarity of information" because it is not a principle of information and analytical activity but a requirement for the information that is intended to be used to prepare analytical documents. Therefore, the principles by V.M. Varenko do not convey the essence of such a phenomenon as information and analytical activity, and hence are not its principles.

O.V. Meiko offers another list of requirements for information and analytical activities: 1) compliance with the rules of logic; 2) the use of scientific methodology; 3) considering methods of working with information (Meyko, 2020). Approving the list of requirements for information and analytical activities, we want to supplement it with another requirement – compliance with the principles of public administration (the rule of law, legality, openness, transparency, efficiency, etc.). Since information and analytical activities in public administration bodies are implemented, in some cases, as an independent type of public authority, and in others, as part of it, compliance with the principles of public administration should be considered as an important mandatory requirement for the implementation of information and analytical activities. These standpoints are partially supported by I.V. Zakharova, L.Ya. Filipova, I.S. Zadorozhnyi, and D.A. Tarasenko who propose to regard information and analytical activities as one of the functions or one of the instruments of public power (Zakharova, Filipova, Zadorozhnyi, Tarasenko, 2024). However, the scientists, firstly, do not list mandatory requirements for the implementation of information and analytical activities, and secondly, limit themselves to an analysis of the methodological aspects of preparing information and analytical products (methodology for creating information documents, methodology for preparing reviews, etc.).

4. Requirements for the Object and Subject of Information and Analytical Activities

The peculiarity of information and analytical activities is that its object (information) should be processed during the implementation of such activities, and the subject is a person who is able to think analytically and work with information. Accordingly, the quality of information and analytical activities depends on the quality of the information used, and the significance of its result depends on the professionalism and aptitude of the person who carries it out.

For example, V.M. Varenko identifies and characterizes the requirements for information, which, on the one hand, is the object of information and analytical activities, and on the other hand, acts as its final product. Thus, the scientist divides these requirements into three types: 1) requirements for the quality of information (relevance, adequacy, complete certainty, objectivity, unambiguity, usefulness, timeliness, accuracy, sensitivity, ergonomics, durability, security, and verifiability); 2) requirements for information scope (completeness, sufficiency, and compliance with scope restrictions); 3) requirements for the practical significance of information (significance, importance,

and information relevance to decision making) (Varenko, 2013).

Indeed, information and analytical activities are closely related to the processing of information, and therefore it is important to comply with the requirements of quality, scope (completeness), and practical significance of information when processing it. The value of the obtained results (analytical reports, notes, reviews, certificates, etc.) depends on how the subject of information and analytical activities complies with these requirements.

V.M. Varenko also highlights the requirements that are put forward to the subjects of information and analytical activities. Thus, he names the following professional requirements for such a person: 1) professional skills; 2) initiative; 3) self-discipline; 4) responsibility; 5) punctuality; 6) awareness; 7) diplomacy and ability to keep official secrets; 8) good memory; 9) dedication to work; 10) intelligence; 11) diligence; 12) conscientiousness; 13) adaptability; 14) accuracy; 15) ability to quickly gain insight into events or phenomena; 16) sociability; 17) reasonable caution in decision-making; 18) artistry; 19) sense of humor; 20) ability to independently learn and expand horizons; 21) patience (Varenko, 2013).

To be frank, most of the above requirements are addressed to all potential employees applying for positions in the private law or public law sectors (proactivity, self-discipline, responsibility, punctuality, etc.). These requirements are put forward not only for persons carrying out information and analytical activities but also for any decent person looking for a job and applying for the appropriate position. From our point of view, among the general requirements proposed by V.M. Varenko, we highlight:

- key requirements that are basic (mandatory) for the subjects of information and analytical activities (professionalism, responsibility, awareness);
- additional requirements that can become either mandatory or optional (good memory, perseverance, sociability) depending on the type of information and analytical work.

Following O.V. Meiko, modern requirements and informatization form a specialist who can perform several types of activities. It is when information and analytical activities become a priority (Meyko, 2020). If this statement is taken as a basis for characterizing information and analytical activities in public administration relations, it is worth mentioning that a large number of public service positions require from candidates not only professionalism in management and the field in which public authority is exercised (health, defense, education, etc.) but also professionalism in the implementation of information and analytical work. Accordingly, in such cases, it should refer not only to a manager, a doctor (in health

care), a military (in defense), or a teacher (in education) but also to a specialist in information and analytics.

5. List of modern requirements for information and analytical activities in public administration

Summarizing the conclusions made in the above sections, it can be stated that information and analytical activities in public administration are based on the fulfillment of the following requirements.

1. *Observance of the principles of public administration*, among which a special place belongs to the rule of law, legality, openness, transparency, efficiency, etc.

2. *Compliance with the rules of logic*, namely, "compliance with the requirements of thinking forms and adherence to the laws of straight thinking: the correct formulation of statements, the correct conclusion of deduction, induction and analogy, the correct construction of the procedure for selecting arguments for appropriate reasoning" (Meyko, 2020).

3. *The use of scientific methodology*, when data involved in information and analytical activities are processed by applying methods of cognitive activity (general, general scientific, and special methods of cognition).

4. *Use of methods of working with information*. In this case, we are talking about a wide range of professional knowledge: a) the method of assuring the quality of information (its relevance, adequacy, objectivity, unambiguity, usefulness, timeliness, etc.); b) the method of ensuring the completeness of information (its sufficiency, scope, etc.); c) the method of ensuring the practical significance of the outcomes

of information and analytical activities, which is manifested in the importance of the information received for further public administration.

5. *Involvement in information and analytical activities of persons with appropriate professionalism and credentials*. For example, the professionalism of a person can be manifested in their expertise in management, legal regulation, information, and public administration (culture, education, health, etc.). The relevance of a person for information and analytical activities is evident in such properties as good memory, perseverance, a tendency to analytical thinking, etc.

All these requirements contribute to increasing the effectiveness of information and analytical activities in public authorities, and at the same time, to improving all types of public administration activities in Ukraine.

6. Results

Thus, the following should be included in the list of modern requirements for information and analytical activities in public administration: 1) compliance with the principles of public authority; 2) compliance with the rules of logic; 3) use of scientific methodology; 4) use of methods of working with information; 5) involvement of persons with appropriate professionalism and aptitude in information and analytical activities.

Prospective areas for further scientific research may include the implementation of information and analytical activities in specific areas of public administration, for example, justice, internal affairs, defense, education, etc.

References:

- Prylypko, V. M. (2022). Legal regulation of public relations: their types and efficiency. *Juridical Scientific and Electronic Journal*, 2, 62–64. DOI: <https://doi.org/10.32782/2524-0374/2022-2/14>
- Kravchuk, S. Y. (2022). Theoretical and legal aspects regulation public relations. *Uzhhorod National University Herald. Series: Law*, 69, 31–36. DOI <https://doi.org/10.24144/2307-3322.2021.69.4>
- "Approval of the Requirements for the design of a dissertation" (2017): Order of the Ministry of Education and Science of Ukraine dated January 12 No. 40. Available at: <https://zakon.rada.gov.ua/laws/show/z0155-17#Text>
- Ratnikov, V. S., Teklyuk, A. I. (2022). Ethics and rationality in scientific research: a textbook. Vinnytsya : VNTU, 143 p.
- Varenko, V. M. (2013). Information and analytical activities: a textbook. Kyiv: University "Ukraine", 416 p.
- Meyko, O. V. (2020). The essence of information and analytical activity in decision making for the structure of border subsection structures. *Law and Public Administration*, 2, 176–180. DOI: <https://doi.org/10.32840/pdu.2020.2.27>
- Zakharova, I. V., Filipova, L. YA., Zadorozhnyy, I. S., Tarasenko, D. A. (2024). Fundamentals of information and analytical activities: tutorial. Cherkasy: Rauf Ablyazov East European University, 347 p.
- Morhunov, O. A. (2014). The essence and features of information and analytical work in internal affairs bodies. *Uzhhorod National University Herald. Series: Law*, 27(2), 65–68.
- Dudnyk, R. M. (2016). Sectoral differentiation of Ukrainian law: concepts, levels and development trends.: dissertation ... candidate of law: 12.00.01; National University "Odesa Law Academy". Odesa, 190 s.
- "On the Mental Health Care System" (2025). Law of Ukraine of January 15. Available at: https://zakon.rada.gov.ua/laws/show/4223-20?find=1&text=pryntsy#w1_1

"On Prevention of Corruption" (2014). Law of Ukraine of October 14. *Vidomosti Verkhovnoyi Rady Ukrayiny*. № 49. St. 2056.

The Code of Administrative Procedure of Ukraine (2005). *Vidomosti Verkhovnoyi Rady Ukrayiny*. № 35–36, № 37. St. 446.

Didukh, Ya. P. (2015). Basic scientific principles and criteria for the formation and assessment of protected areas. *NaUKMA Research Papers. Biology and Ecology*. T. 171. S. 29–34.

Received on: 12th of May, 2025

Accepted on: 23th of June, 2025

Published on: 24th of July, 2025