

BRIEF ON FOI IMPLEMENTATION
FOR
HEADS OF PUBLIC AUTHORITY, THEIR FOI PROJECT COORDINATORS &
DESIGNATED INFORMATION MANAGERS
22 - 31 October 2007

AGENDA:

1. Welcome
2. Apologies
3. Brief on the FOI Law (45 minutes)
4. Brief on Records Management requirements (20 minutes)
 - a. File Plan, Records Survey & Disposal Schemes
 - b. Records Management System & processes
 - c. Courses and support available
 - d. E-mail policy
5. Public Authority organisational & resource pooling considerations (20 minutes)
6. Brief on Project Plan (45 minutes)
 - a. Project strategies
 - b. Project management structure & timelines
 - c. Baseline Assessment
 - d. Model Action Plan
 - e. Job Description & task list
7. Workshop on development of Action Plan (optional)