



## **GUIDANCE ON PREPARATION OF A FOI PROVISIONAL E- PUBLICATION SCHEME**

### **What is a Publication Scheme?**

Publication Schemes are required under the FOI Law as a means to ensure the automatic publication of information by each public authority. Automatic publication of documents is a mechanism to reduce bureaucratic costs while continuing to meet the obligations of making information available, without the need for costly and time-consuming individualized decision-making for each request. A publication scheme is essentially a guide to information that a public authority commits to make available to the public and states how it can be accessed (e.g. paper/ reading room, online) and whether it is available free or at a charge.

### **What are the requirements under the FOI Law for Publication Schemes?**

The Freedom of Information Act, 2007 sec. 5 (2) states that “the schedule applies for the purpose of making available to the public the records described in that Schedule”, therefore mandating two parts: 1) the creation of the schedule which states what information will be made automatically available, and 2) then the act of automatically publishing/making available those records for inspection and/or purchase. The FOI Law requires a publication scheme to be gazetted by each public authority twelve (12) months after the bringing into operation of the FOI Law but states that the principal officer shall before this time comply with this requirement **“so far as is practicable”**.

It should be noted that this guidance applies to a provisional e-publication scheme. Full Guidance on creation of a publication scheme to comply with the Law will be issued by the Chief Secretary in accordance with s. 51 of the Law.

### **What does the FOI Implementation Plan state about Publication Schemes?**

The FOI Implementation Plan includes a requirement that all public authorities prepare provisional e-based publication schemes prior to January 2009. This is seen as the best strategy to make information available to the public in a low cost manner, reduce the number of requests which have to be processed by public authorities and to prepare for the formal publication scheme that requires gazetting 12 months after the Law comes into operation. In order to facilitate preparation of these schemes, the

central government website [www.gov.ky](http://www.gov.ky) has been designated as the key e-based government tool that will be used for this purpose. Where Public Authorities have their own websites these may also be utilized. The Implementation plan requires e-publication schemes to be prepared as follows:

- By 1<sup>st</sup> August 2008: diagnose the characteristics of available information in public authorities in order to develop a provisional Publication Scheme
- By 29<sup>th</sup> September 2008: systemize this information for dissemination. This step necessitates identifying requirements, procedures, responsibilities and costs.
- By 27<sup>th</sup> October 2008: document the information for release in provisional form. This information needs to be in a form suitable for the website and for public dissemination.

### **What information is to be made available on an e-based Publication Scheme by October 2008?**

Public Authorities will need to upload as a minimum the following standard information on their website or the [www.gov.ky](http://www.gov.ky) website by 27<sup>th</sup> October 2008:-

- **Name of public authority**
- **About your public authority/Subject matters handled**
- **Budget outputs**
- **Name and title - Chief Officer /HOD/ CEO**  
(A Public Authority may include information on the public authority's key staff. See: <http://www.caymanlandinfo.ky/index.cfm?fuseaction=main.main&id=11&menu=1&a=2>)
- **Governing Legislation and Regulations**  
(There are two options:
  - Link to GIS website which will be updated with all Laws of the Cayman Islands; or
  - Provide availability to laws the public authority acts under on their own website. See for example: <http://www.cimoney.com.ky/section/regulatoryframework/default.aspx?id=258>))
- **Address** (i.e. location)
- **Mailing Address**
- **Telephone**
- **Fax**
- **Email**
- **Website or link to website**
- **Hours**
- **Ministry** (or Portfolio, if any)
- **A list of any committees, boards etc that the public authority oversees and their functions**
- **Any information already published**  
(Public authorities should review the information and reports that they already have in the public domain and make decisions on how access should be granted either by inspection and purchase or made available free of cost on their website. Public authorities should consider the types of requests they may receive and what documents they can publish to reduce the number of requests received on these "hot topics")
- **List of permits granted and refusals**  
(where already required to publish by law, enactment or practice)
- **Annual Report or link to their portion of the annual report** (See: [http://www.gov.ky/portal/page?\\_pageid=1142,1591697&\\_dad=portal&\\_schema=PORTAL](http://www.gov.ky/portal/page?_pageid=1142,1591697&_dad=portal&_schema=PORTAL))
- **Link to Budget allocated to each Public Authority** (See: [http://www.gov.ky/portal/page?\\_pageid=1142,1593653&\\_dad=portal&\\_schema=PORTAL](http://www.gov.ky/portal/page?_pageid=1142,1593653&_dad=portal&_schema=PORTAL))

- **Internal Complaints Procedure** (See: <http://www.lawschool.gov.ky/pls/portal30/docs/FOLDER/CILSCONTENT/ALLYEARS/CILS+STUDENT+COMPLAINTS+PROCEDURE.DOC> )
- **Classes of information held** (i.e 'Record Series ( groups of records that are of a similar type) taken from Records Survey, but not to include individual files)
- **Frequently Asked Questions** (See: [http://www.waterauthority.ky/index.php?Itemid=32&id=9&option=com\\_content&task=section](http://www.waterauthority.ky/index.php?Itemid=32&id=9&option=com_content&task=section))
- **Forms** (See: [http://www.immigration.gov.ky/portal/page?\\_pageid=1608,2524798&\\_dad=portal&\\_schema=PORTAL](http://www.immigration.gov.ky/portal/page?_pageid=1608,2524798&_dad=portal&_schema=PORTAL))
- **Press releases** (See: [http://www.gov.ky/portal/page?\\_pageid=1142,1594117&\\_dad=portal&\\_schema=PORTAL](http://www.gov.ky/portal/page?_pageid=1142,1594117&_dad=portal&_schema=PORTAL))
- **Information Manager Name, e-mail, fax, telephone**
- **Link to FOI website**

It is recognized that some of the information will already be on websites and will only be required to be updated.

For public authorities with their own websites this information should be included on a relevant FOI page.

### GIS Information Officers and Portfolio/Ministry Assignments

The Information listed above should be sent to the relevant GIS officer for internal Government agencies as follows:

Name of Officer	Public Authority	Telephone	E-mail
Cornelia Olivier	Cabinet Internal & External	TEL:-244-1766	Cornelia.Olivier@gov.ky
Lennon Christian	Civil Service Education etc	TEL:-244-1764	Lennon.Christian@gov.ky
George Alleyne	Finance & Economics	TEL:244-1772	George.Alleyne@gov.ky
Bina Mani	Legal	TEL:244-1758	Bina.Mani@gov.ky
Aare Toomist	Health etc	TEL:244-1774	Aare.Toomist@gov.ky
Kenisha Morgan	CWI	TEL:244-1773	Kenisha.Morgan@gov.ky
Prudence Barnes	Tourism etc	TEL: 244-1777	Prudence.Barnes@gov.ky
Susan Watler	DAPAH	TEL:949-8092	Susan.Watler@gov.ky

### Provisional Model e- Publication Scheme

See the Provisional Model e- Publication scheme template for guidance on how a publication scheme is developed issued by the FOI Unit.

Prepared by FOISC Information Technology Sub Committee  
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